APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 1: DEFINITIONS (JFTR/JTR)

As used in JFTR & JTR, and unless otherwise specifically provided in JFTR or JTR, the following definitions apply.

ACADEMY, SERVICE *(Uniformed Member 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. Approved. Any place of public lodging that is listed on the national master list of approved accommodations. This list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site (***http://www.usfa.fema.gov/hotel/indes.htm)***.

B. Common Carrier

1. Other Than Economy-/Coach-Class

a. First-class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first-class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/ coach offered by passenger rail carriers. See JFTR, par. U3125-B2a/JTR, par. C2204-B2a for first-class transportation authority.

b. Business-Class. Other than least expensive unrestricted economy/coach class accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than coach/economy and lower than first-class for cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a class of service offered on Amtrak Acela/Metroliner extra fare train service. See JFTR, par. U3125-B2b/JTR, par. C2204 for business-class transportation authority (restricted to the two-star flag level and civilian equivalents).

2. Economy-/Coach-Class. The basic least expensive unrestricted accommodations class offered by commercial airlines, passenger rail carriers, passenger ships, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline, passenger rail carrier, or passenger ship offers only one accommodations class and that class is sold as economy-/coach-class (i.e., some airlines, passenger rail carrier, or passenger ships only offer true business-class/true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

3. Slumber Coach. Slumber coach accommodations on trains offering such accommodations, or 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 (i.e., faster speed or fewer stops).

5. Single-Class. This term applies when an airline offers only one class of accommodations to all travelers (41 CFR §301-10.121).

C. Public**.** Any inn, hotel, or other establishment within the U.S. that provides lodging to transient guests, excluding an establishment:

1. Owned by the GOV'T; or

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 also is occupied as a residence by the proprietor of that establishment.

D. TYPES. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Economy/Coach/Air Tourist. A type available on commercial aircraft at rates lower than other than economy/coach class accommodations.

2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).

3. Security (Enclosed). Any private room that can be locked for security purposes.

ACTIVE DUTY *(Uniformed Member 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. ***NOTE: A member is on active duty while in a travel status or while on authorized leave***.

ACTIVE DUTY FOR TRAINING (ADT) *(Uniformed Member Only)*. Full-time training duty in the active military service for the purpose of training a Ready Reserve member to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary Concerned.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL RESIDENCE *(Civilian Employee Only)*. The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the "home of record." 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 or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV'T (GSBCA 16265-RELO, 19 December 2003).

ACTUAL SUBSISTENCE EXPENSES *(Uniformed Member Only)*. The same items as those included under Per Diem Allowance, ***NOTE 2***.

ADVANCED TRAVEL OF DEPENDENTS *(Uniformed Member 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;

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;

4. Office, agency or other establishment in the judicial branch.

AGREEMENT *(Civilian Employee 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. ***Also called a Service Agreement.***

ALTERNATE PLACE *(Uniformed Member Only)*. A CONUS or 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 DUTY *(Uniformed Member 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 annual training, but annual training also may support active component missions and requirements (i.e., operational support).

3. See DoD and Service regulations.

APPROVE(D). The ratification or confirmation of an act already done.

APPROVING OFFICIAL *(Civilian Employee 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 Uniformed member, employee, or other person who, IAW a order/ITA, accompanies a member/ employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and

2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and

3. May travel with the patient and attend to the patient's needs at the destination medical facility; and

4. Is appointed by competent medical authority.

AUTHENTICATING OFFICIAL *(Civilian Employee Only)*. See **AUTHORIZING/ORDER-ISSUING OFFICIAL (AO)**.

AUTHORIZE(D)

1. Permission given before an act.

2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(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.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

BAGGAGE

A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.

B. GOV'T material may be included.

C. ***Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).***

1. 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.

2. 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 airline to transport accompanied baggage.

3. Unaccompanied (UB). That part of a member's/employee's prescribed weight allowance of HHG that:

a. Is not carried free on a ticket used for personal travel,

b. Ordinarily is transported separately from the major bulk of HHG, and

c. 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.

d. ***ICW PDT, 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.***

e. ***ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.***

BLANKET ORDER. See **ORDER**.

BREAK IN SERVICE *(Civilian Employee 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

1. The 24-hour period from one midnight to the next midnight.

2. The calendar day technically begins one second after midnight and ends at midnight.

CAPACITY CONTROLLED CITY-PAIR AIRFARE. See **CITY-PAIR AIRFARE.**

CENTRALLY BILLED ACCOUNT (CBA). See **GOVERNMENT TRAVEL CHARGE CARD (GTCC).**

CERTIFICATED AIR CARRIER. See **U.S. CERTIFICATED CARRIER**.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. Also referred to as Indirect Travel.

CITY-PAIR AIRFARE. An airfare on a U.S. certificated air carrier under contract for a Federal employee for planning official travel (Airfares (City Pair Program) ***http://www.gsa.gov/portal/category/27228***. 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

3. Used for cost construction purposes.

B. Dual (Capacity Controlled) City-Pair Airfare (-CA):

1. Lower prices than the standard city-pair rates

2. Limited number of seats on each flight

3. Not used for cost construction purposes.

COMMANDANT'S PAROLE *(Uniformed Member Only)*. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court-martial sentence has not been ordered 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, COMBATANT. An organization 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.

COMMAND SPONSORED DEPENDENT *(Uniformed Member Only)*. See **DEPENDENT, COMMAND SPONSORED.**

COMMERCIAL POV STORAGE FACILITY *(Uniformed Member 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 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

COMMUTED RATE *(Civilian Employee Only)*. A price rate used for HHG transportation and storage in transit. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of storage in transit within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). See JTR, par. C5160-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.

CONSECUTIVE OVERSEAS TOUR (COT) *(Uniformed Member Only)*. The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See **IN PLACE CONSECUTIVE OVERSEAS TOUR**.

CONSUMABLE GOODS *(SEE HOUSEHOLD GOODS)*. 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.

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.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

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 Uniformed Services member under 10 USC §688, §12301(a), §12302, §12304, §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. U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed 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.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T. Also called a Travel Management Center (TMC) under GSA's program.

CONUS LOCALITY PER DIEM RATES. For current per diem rates, the Defense Travel Management Office website at: ***http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***.

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 at ***dtod.sddc.army.mil***.

DEPARTMENT OF DEFENSE (DoD) COMPONENTS. (Also ref the Defense Almanac ***http://www.defenselink.mil/pubs/almanac/*** and/or the Department of Defense at the mil.com website ***http://www.gov.com/agency/dod/agency.html***)

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)	American Forces Information Service	Defense Advanced Research Projects Agency	Defense Security Cooperation Agency	National Defense Intelligence College (NDIC)
	Defense Prisoner of War/Missing Personnel Office	Defense Commissary Agency	Defense Security Service	
Department of the Army	Defense Technology Security Administration	Defense Contract Audit Agency	Defense Threat Reduction Agency	Defense Acquisition University
Department of the Air Force	DoD Counterintelligence Field Activity	Defense Contract Management Agency	Missile Defense Agency	National Defense University
Department of the Navy (including the Marine Corps)	DoD Education Activity	Defense Finance and Accounting Service	National Geospatial Intelligence Agency	
DoD Inspector General	DoD Human Resources Activity	Defense Information Systems Agency	National Geospatial Intelligence College	Joint Professional Military Education Colleges
	Office of Economic Adjustments	Defense Intelligence Agency	National Security Agency/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency		Uniformed Services University of the Health Sciences
	Washington Headquarters Services	Defense Logistics Agency	Pentagon Force Protection Agency	

DEPENDENT *(Uniformed Member Only)*. Defined by 37 USC §401.

***NOTE*: Exception. For authorization purposes under JFTR**

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JFTR, par. U7115-A, or for transportation for survivors of a deceased member authorized in JFTR, par. U5242-A1;

2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);

3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: ***(Exception NOTES above.)***

1. A member's spouse;

2. A member's unmarried child under age 21 (including 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 because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987));

3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, B-177061/B-177129, 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.***;

4. A member's unmarried adopted child under age 21 (including 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 criteria prescribed in Service regulations;

6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, 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;

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; ***NOTE: A child under this item include 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 criteria prescribed in Service regulations.***;

8. For transportation authorized in JFTR, par. U5215-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, or 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, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on 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 or annulment before the member was eligible for return transportation. See JFTR, par. U5900-E.;

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 the 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 or 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 such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

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"; and,

"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 as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. 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.

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 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.

Common-Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." (DoDFMR, Vol. 7B, Glossary)

For dependency determinations, Service PoCs are listed in JFTR, par. U10104-G3.

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at: ***http://www.gsbca.gsa.gov/relo/r1594703.txt***
GSBCA 15382-RELO, 20 December 2000 available at: ***http://www.gsbca.gsa.gov/relo/r1538220.txt***
GSBCA 15207-RELO, 19 May 2000 available at: ***http://www.gsbca.gsa.gov/relo/r1520719.txt***
GSBCA 14673-RELO, 9 December 1998 available at: ***http://www.gsbca.gsa.gov/relo/r1467309.txt***
GSBCA 14122-RELO, 16 March 1998 available at: ***http://www.gsbca.gsa.gov/relo/r141220.txt***

DEPENDENT/IMMEDIATE FAMILY *(Civilian Employee Only)*. Any of 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:

1. Employee's spouse;

2. Employee's domestic partner;

3. 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. ***NOTE: "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, 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.*** 50 Comp. Gen. 220 (1970)***;*** 66 id. 497 (1987))**.**;

NOTE 1: An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a uniformed member on active duty with a DoD Service in Iraq. The uniformed 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 in par. B above 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 Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed 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 (GSBCA 16337-RELO, 19 April 2004).

4. Dependent parents (including step- and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and

5. 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 under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 2: Generally, the individuals named in items 3 and 4 are the employee's dependents if they receive at least 51 percent of their support from the employee or 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 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

NOTE 3: ICW the Missing Persons Act, "dependent" is defined in JTR, par. C7090-A for the purpose of transportation eligibility under that Act.

NOTE 4: With respect to emergency leave travel, JTR, par. C7365-D.

***NOTE 5*: Whether or not an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:**

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"; and,

"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 as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,***

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 ***the burden of proof is on the claimant to establish the common law marriage. 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.***

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***.***

The burden of proof is on the claimant to establish the common law marriage. GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998***.***

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 (1 USC §7). PDTATAC does not adjudicate these cases.

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at: http://www.gsbca.gsa.gov/relo/r1594703.txt
GSBCA 15382-RELO, 20 December 2000 available at: http://www.gsbca.gsa.gov/relo/r1538220.txt
GSBCA 15207-RELO, 19 May 2000 available at: http://www.gsbca.gsa.gov/relo/r1520719.txt
GSBCA 14673-RELO, 9 December 1998 available at: http://www.gsbca.gsa.gov/relo/r1467309.txt
GSBCA 14122-RELO, 16 March 1998 available at: http://www.gsbca.gsa.gov/relo/r141220.txt

DEPENDENT, ACQUIRED *(Uniformed Member Only)*. A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.

DEPENDENT, COMMAND-SPONSORED *(Uniformed Member 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**

DEPENDENT-RESTRICTED TOUR *(Uniformed Member Only)*

1. A tour at any overseas PDS with an established tour 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, par. E2.1.13.

DESIGNATED PLACE

A. **UNIFORMED MEMBER**

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 JFTR, par. U5222-D1, 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, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, U5222-D1 or U5222-F3;

d. The OCONUS place in the old PDS vicinity at which dependents remain under the JFTR, par. U5222-F3, while a member serves a dependent-restricted/unaccompanied tour;

e. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5900, 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. U6002-A and U6051-A.

B. **CIVILIAN EMPLOYEE**. 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 *(Civilian Employee 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 *(Uniformed Member 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 *(Civilian Employee Only)*

1. The several departments and agencies of the Executive branch of the GOV'T.

2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

DOMESTIC PARTNER *(Civilian Employee Only).* An adult in a domestic partnership with an employee of the same-sex.

DOMESTIC PARTNERSHIP *(Civilian Employee 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;

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 they reside;

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; and

9. Are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the domestic partnership.

DUTY STATION

A. **UNIFORMED MEMBER**. 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 at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;

3. The place at which a ship is being built or being 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. **CIVILIAN EMPLOYEE**. For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

DISCOUNT GOVERNMENT MEAL RATE (GMR). The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. See **GOVERNMENT MEAL RATE** for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

2. Practical. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

EARLY RETURN OF DEPENDENT *(Uniformed Member 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. **UNIFORMED MEMBER**

1. For a member being separated/retired, the last day of active duty. See below for an RC member being separated.

2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

3. An IPCOT order effective date is the first day of duty on the new tour. See IPCOT definition.

4. The following are examples of computing an order's effective date:

EXAMPLE 1	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS order effective date
EXAMPLE 2	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS order effective date
EXAMPLE 3	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander.	
10 June	Authorized reporting date
1 June	Less 9 days travel time
2 June	Add 1 day
2 June	PCS order effective date

B. **CIVILIAN EMPLOYEE.** 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 authorization is excluded.

EFFECTIVE DATE OF SEPARATION *(Civilian Employee Only)*. The date an employee is separated from Federal service.

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT *(Civilian Employee Only)*. The date an employee or new appointee reports for duty at a new or first PDS.

EMERGENCY TRAVEL *(Civilian Employee Only)*. See **TRAVEL, EMERGENCY.**

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;

2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or

3. Serving without pay or at $1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW a 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.

EXTENDED STORAGE. See **NON-TEMPORARY STORAGE.**

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. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is provided meals in a GOV'T DINING FACILITY/MESS or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate)., or

2. Students are participating in survival training, forage for subsistence, and improvise shelter.

An individual furnished subsistence obtained by contract is performing field duty when so declared by a competent official.

FIRST-CLASS. See **ACCOMMODATIONS**

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the U.S. under 49 USC §41102.

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 *(Uniformed Member 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 SERVICE OF THE UNITED STATES *(Civilian Employee Only)*. The Foreign Service as constituted under the Foreign Service Act of 1980.

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 as described in section 3(a) of the Panama Canal Act of 1979.

FUND-APPROVING OFFICIAL *(Civilian Employee Only)*. One who provides the accounting data for authorized/approved travel orders or order amendments.

FUNDING ACTIVITY *(Civilian Employee Only)*. The command or organization whose funds pay for the travel.

GEOGRAPHICAL 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 geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each U.S. territory or possession, are separate geographical localities.

3. When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT (GOV'T). The GOV'T of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT-CONTROLLED QUARTERS. QTRS (other than GOV'T or privatized QTRS) 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, (JFTR, par. U5320-D and JTR, par. C2203-D). 52 Comp. Gen. 936 (1973).

GOVERNMENT DINING FACILITY/MESS. A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("GOV'T dining facility/mess available" APP O, par. T4040-a8b) by/made available to the member, or used by the employee, includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp. A dining facility/mess established and operated primarily for enlisted members is not included unless the mess is used by/made available to officers, or used by employees;

2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T DINING FACILITY/MESS.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;

2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

3. Leased by the GOV'T for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A GOV'T-furnished automobile or a GOV'T aircraft.

GOVERNMENT MEAL RATE (GMR)

A. Discount GOV'T Meal Rate. The discount GOV'T meal rate is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.

2. $9.25 per day.

B. Standard GOV'T Meal Rate. The standard GOV'T meal rate is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.

2. $10.80 per day.

C. Effective Date(s). The discount and standard GOV'T meal rates above are effective from 1 January 2009 - 31 December 2011.

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/MESS.**

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

GOVERNMENT QUARTERS

NOTE: Privatized housing, of any style or type and in any location, is not 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 A;

6. Lodging facilities on a **U.S. INSTALLATION** owned and operated by a private corporation, if the use of these 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; and

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.

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 (***http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf***), and implemented by appropriate Service regulations.

2. Non-DoD Services. Service regulations.

GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. See **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**.

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 Government would have paid for Government-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.

HIGHEST CONUS M&IE RATE. Effective for travel by car ferry on/after:

1. 1 January 2005: $51

2. 1 October 2005: $64

3. 1 October 2009: $71.

HOME OF RECORD (HOR) ***(Uniformed Member 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) ***(Uniformed Member 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 of JFTR, par. U5130-A1.

HOUSEHOLD GOODS (HHG)

A. **UNIFORMED MEMBER**

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.

2. Weight Additive. See JFTR par. U5310-E for an article involving a weight additive.

3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JFTR par. U5370-I1b or U5370-I2 applies.

4. HHG also include:

a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. 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. Spare POV parts, (e.g., car engine/transmission) not to exceed the member's administrative HHG weight allowance and a pickup tailgate when removed;

c. Integral or 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);

d. Consumable goods for a member ordered to locations listed in APP F;

e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));

f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);

g. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;

h. 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).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

5. HHG ***do not*** include:

a. Personal baggage when carried free on commercial transportation;

b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);

c. Live animals including birds, fish and reptiles;

d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:

(1) 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 transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or

(2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));

e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

f. HHG for resale, disposal or commercial use;

g. Privately owned live ammunition (B-130583, 8 May 1957);

h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.

6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

(1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

B. **CIVILIAN EMPLOYEE** (FTR, §300-3.1)

1. General. Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.

2. Weight Additive. See JTR, par. C5154-E for an article involving a weight additive.

3. HHG also include:

a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

b. Spare parts for a POV, including automobile engine/transmission (GSBCA 14680-RELO, 17 September 1998), and a pickup tailgate when removed;

c. Integral or attached vehicle parts that must be removed due to 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);

d. Consumable goods for employees with PCS travel authorization to locations listed in APP F;

e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);

f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);

g. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;

h. 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).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG ***do not*** include:

a. Personal baggage when carried free on commercial transportation;

b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);

c. Live animals including birds, fish and reptiles;

d. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

e. HHG for resale, disposal or commercial use;

f. Privately owned live ammunition (B-130583, 8 May 1957); and

g. Boats (other than those in A6 above); and

h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. DTR 4500.9-R, Part IV, for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

(1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. See **TRANSPORTATION, HHG.**

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.

HOUSE-HUNTING TRIP (HHT) *(Civilian Employee Only)*. Round trip travel between the old and new PDSs to seek a permanent residence.

NOTE: A domestic partner is not a spouse and cannot be authorized a HHT (1 USC §7).

IMMEDIATE FAMILY *(Civilian Employee Only)*. See **DEPENDENT/IMMEDIATE FAMILY**.

INTERVIEWEE *(Civilian Employee Only)*. An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

INACTIVE DUTY TRAINING *(Uniformed Member Only)*

1. Inactive duty that is:

   a. Duty prescribed for an RC member by the Secretary Concerned, or

   b. 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.

2. The duties in 1a above, when performed by a National Guard member, including:

   a. Unit training assemblies;

   b. 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.

NOTE 1: This term does not include work or study for a correspondence course of a uniformed service.

NOTE 2: For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.

INDIVIDUALLY BILLED ACCOUNT (IBA). See **GOVERNMENT TRAVEL CHARGE CARD**

INVITATIONAL TRAVEL. See **TRAVEL, INVITATIONAL**.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

INITIAL ACTIVE DUTY TRAINING *(Uniformed Member Only)*. The initial active duty training of a non-prior service enlistee that is 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) (*Uniformed Member 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 directives.

KEY BILLET *(Uniformed Member Only)*

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent'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, USD(P&R), or

   b. The Secretary Concerned.

LAST DUTY STATION *(Uniformed Member Only)*. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, 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.

LOCALITY PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, the Defense Travel Management Office website at: ***http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***.

LODGING IN KIND *(Uniformed Member Only)*. Lodging provided by the GOV'T without cost to the member.

LODGING-PLUS COMPUTATION METHOD. The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number**,** plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

MEMBER, UNIFORMED SERVICES

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Services 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 JFTR, par. U2600 and JTR, par. C2500.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel

1. A rate per mile for 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.

3. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

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 (JFTR, par. U3120-D and JTR, par. C2203-D),

2. GOV'T-procured commercial transportation,

3. GOV'T transportation.

MOBILE HOME

1. A mobile home is 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 residence (51 Comp. Gen. 806 (1972)),

   c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)),

3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee **or** the member's/employee's dependents are part of the mobile home.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

1. A rate per mile for the authorized POC use during official PCS travel.

2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).

3. See JFTR, par. U2605-B and JTR, par. C2505-B 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 *(Uniformed Member Only)*. Dependents not authorized/approved to reside with a member at an OCONUS location.

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

NON-TEMPORARY STORAGE (NTS)

1. Long-term HHG storage in lieu of transportation.

2. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services.

3. Also referred to as Extended Storage.

OCONUS

A. Locations outside the continental U.S. (CONUS).

B. ***Civilian Employee Only*.** For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

OCONUS LOCALITY PER DIEM RATES. For current per diem rates, the Defense Travel Management Office website at: ***http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***.

OFFICIAL STATION. See **PERMANENT DUTY STATION**.

OFFICER *(Uniformed Member 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.

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER

A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel,

2. Provides the traveler information regarding what expenses will be paid,

3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and

4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

1. Blanket Order. A order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and restricted to economy-class travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of other than economy/coach class transportation and/or an AEA. ***The Coast Guard allows AEA on a blanket order.***

a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authorization for a specified period of time within a fiscal year.

b. Limited Open. Allows the traveler to travel on official business without further authorization 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 authorization to a specific destination for a specified period of time within a fiscal year.

2. Trip-by-trip. 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. The following types of travel ***must*** be authorized on a trip-by-trip basis:

a. Other than economy/coach class travel;

b. AEA travel (except the Coast Guard);

c. Conference travel;

d. Foreign travel;

e. Travel received from a non-federal source (donated travel);

f. Training-related travel; and,

g. Travel by volunteers (invitational travel).

ORDER-ISSUING/AUTHENTICATING OFFICIAL. See **AO.**

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE). OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which 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). OC&IE per Agency/Service regulations is PBP&E 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).

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, and 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. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:

a. Is ***not*** covered in the locality per diem lodging ceiling, but

b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.

2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. 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.***

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.

a. **UNIFORMED MEMBER**. See APP G for reimbursement of fees and tips incurred at transportation terminals.);

b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;

2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY site and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, Ch 3, Part F and Ch 1, Part C JTR, par. C2402.;

3. Laundry/dry-cleaning, and/or pressing of clothing when travel is to an ***OCONUS location***;

4. Telegrams and telephone calls necessary to reserve lodging;

5. Mailing costs associated with filing travel vouchers and payment of GTCC billings;

6. Potable water and ice (28 Comp. Gen. 627 (1949));

7. Tax and service charges on any of the expenses in items 2.;

8. Tax and service charges for meals or any of the expenses listed in item F.; and

9. Any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account.

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:

a. 7 consecutive nights for a **Uniformed Member**, and up to an average of $2 per day; or

b. 4 consecutive nights for a **Civilian Employee**.

2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry-cleaning and pressing of clothing is ***not a reimbursable expense*** for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

PER DIEM, REDUCED. See **REDUCED PER DIEM.**

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 Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.

B. Purpose. PDTATAC's purpose is 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. ICW DoD civilian employees, the Committee's primary purpose is 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). PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoDD 5154.29, 9 March 1993.

PERMANENT CHANGE OF STATION (PCS)

A. General **(UNIFORMED MEMBER AND CIVILIAN EMPLOYEE).** 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. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA), 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 or mobile unit;

3. Change from home or from the 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 (JFTR, par. U2146 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 or induction into the Service (regular or during emergency); and

e. Change from the last PDS to home upon:

(1) Discharge, resignation, or separation from the Service under honorable conditions;

(2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;

(3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;

(4) Retirement; and

(5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION.**

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and

geography-based station allowances and OHA.

2. Geographic Limits. The PDS geographic limits are:

a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or 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, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), 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.

b. For an invitational traveler:

(1) The corporate limits of the city or town in which the home or principal place of business is located; or

(2) If not in an incorporated city or 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. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

3. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under JFTR, par. U2146. See JFTR, par. U2146 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of a 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 or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment or induction into the Service (regular or during emergency); or

(5) Temporary disability retirement.

b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home

port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

c. The place at which a ship is being built or being 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, or the Fleet Marine Corps Reserve;

(3) Release from active duty;

(4) Discharge, resignation, or separation, all under honorable conditions; or

(5) Temporary disability retirement.

B. **CIVILIAN EMPLOYEE.** The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

1. For an employee:

a. The corporate limits of the city or town in which stationed, or;

b. If not stationed in an incorporated city or 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 employee is stationed. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

2. For an invitational traveler:

a. The corporate limits of the city or town in which the home or principal place of business is located, or

b. If not in an incorporated city or 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. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

3. Arlington County, VA. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C., mailing addresses (52 Comp. Gen. 751

(1973)). There are seven Districts on the Island of Oahu, Hawaii. 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. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE.** First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

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. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

NOTE: 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 PUBLIC ACCOMMODATION. See **ACCOMMODATIONS, PUBLIC.**

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 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 or 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 at which the traveler leaves an international/transoceanic flight.

2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.

2. Ship Travel: the place at which 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. ***PDS*** 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.

UNIFORMED MEMBER:

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 (both in terms of facilities and cost) except when par. U5380-G 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).

PREMIUM-CLASS (OTHER THAN ECONOMY-/COACH-CLASS). See **ACCOMMODATIONS**.

***PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER**

*****1. An RC member ordered to active duty, and the active duty order is not a PCS, the primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the RC member resides and from which the RC member commuted to work before being ordered to active duty.

*****2. An RC member can have only one primary residence/home at any given time.

*****3. If the RC member relocates the primary residence/home 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/home on the first active duty day.

*****4. The primary residence/home can only change if there is a break of active duty/service exceeding one full day.

NOTE: The primary Residence/Home 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 JFTR, par. U3415-B and JTR, par. C2102-B.

3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.

4. 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/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. **UNIFORMED MEMBER**. 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. **CIVILIAN EMPLOYEE**

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.

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, nor

c. Private sector housing.

PROCEED TIME *(Uniformed Member Only)*. A period of time that a member is authorized, by Service regulations, to delay in the execution of an order.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

A. General. PBP&E is also referred to as PRO or PRO-Gear.

B. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,

2. Sports equipment; and

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).

C. **MEMBER OR EMPLOYEE**

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993).

2. The following items are PBP&E:

a. Reference material;

b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;

c. 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;

d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS (DoDI 4650.02), ***http://www.dtic.mil/whs/directives/corres/pdf/465002p.pdf*** ;

e. Individually owned or specially issued field clothing and equipment;

f. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions ICW official duties; and

g. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

h. GOV'T-or uniformed service-owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

D. **MEMBER'S DEPENDENT SPOUSE**

1. General

a. This 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;

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; and

d. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

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 TRANSIT SYSTEM. A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

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.

RENEWAL AGREEMENT TRAVEL (RAT) ***(Civilian Employee Only)***

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.

2. See JTR, Ch 5, Part K, for eligibility and limitations.

3. See **PERMANENT DUTY TRAVEL.**

REPEAT ORDER ***(Uniformed Member Only)*****.** See **ORDER**.

RESERVE COMPONENT. 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. Lodging that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS

A. **UNIFORMED MEMBER.** 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 directives issued under JFTR, par. U1010-B.

B. **CIVILIAN EMPLOYEE**

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 directives issued under JTR, par. C1002.

SECRETARY CONCERNED

A. 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. When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT *(Civilian Employee Only)*. See Different/Separate Departments and Agencies.

SEPARATED FROM THE SERVICE *(Uniformed Member 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 *(Civilian Employee Only)*. See **PERMANENT DUTY TRAVEL.**

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS *(Uniformed Member Only)*. Cost of maid service and fee for electricity.

SERVICES. See **UNIFORMED SERVICES.**

SHORT DISTANCE MOVE

A. **UNIFORMED MEMBER**

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, a move 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. **CIVILIAN EMPLOYEE.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. See **POV, SPARE PARTS**.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD CONUS PER DIEM RATE. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates **(*http://www.defensetravel.dod.mil/site/perdiemCalc.cfm*),** and

2. All CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE (GMR)

1. The daily rate paid for meals in a GOV'T DINING FACILITY/MESS including the operating cost.

2. See **GOVERNMENT MEAL RATE** for current rates.

STORAGE IN TRANSIT (SIT)

1. Short-term storage that is part of HHG transportation.

2. May be at any combination of the origin, in transit, or destination.

3. Usually for 90 or fewer days, but may be extended.

4. See JFTR, par. U5375 and JTR, par. C5190.

5. Also referred to as temporary storage.

SUBSISTENCE EXPENSES *(Civilian Employee Only)*. PER DIEM ALLOWANCE.

SUBSISTING OUT *(Uniformed Member 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 (DoD 6015.1-M, January 1999, P19.1.19).

TEACHER *(Civilian Employee 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) *(Civilian Employee 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. **UNIFORMED MEMBER**

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.

3. There are four types of TDY travel:

a. Business Travel. Conducting business at a location other than the PDS. It 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.

b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).

c. 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.

d. Special Circumstances Travel. See JFTR, Ch 7.

B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under a order providing for further assignment or,

pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. There are four types of TDY travel:

a. Business Travel. Conducting business at a location other than the PDS. It 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.

b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.

c. 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 or 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.

d. Special Circumstances Travel. See JTR, 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. As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: ***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

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 UNITED STATES.**

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. The costs related to transportation (JFTR, par. U3001/JTR. Ch 2 and JFTR/JTR APP G.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part H and JTR, Part D) for TDY HHG transportation.

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, POV

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by 37 USC §554, or 5 USC §5564.

3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

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.

TRANSPORTATION, USUAL MODE OF *(Civilian Employee 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.

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 JFTR and JTR**.** When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

TRAVEL AUTHORIZATION/ORDER. See **ORDER.**

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, EMERGENCY *(Civilian Employee Only)*. Travel that results 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 act of God, that directly affects the traveler's home.

TRAVEL, INVITATIONAL

1. Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis.

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) for such a person are the same as those ordinarily

authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

TRAVEL MANAGEMENT CENTER (TMC)

1. See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO)**.

2. See **TRAVEL MANAGEMENT SYSTEM (TMS)**.

TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.

2. Official travel may be performed:

   a. Within/in the vicinity of a PDS;

   b. To/from the actual residence to, from, or between PDSs; and

   c. To, from, at, and between TDY assignment locations.

3. The below are not official travel. Travel:

   a. And 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.

TRAVEL ORDER. See **ORDER.**

TRAVEL REQUEST *(Civilian Employee Only)*. A written statement for travel authorization 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 *(Civilian Employee Only)*

1. The individual who initiates the request for a travel authorization 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. 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 (JFTR, par. U2200 and JTR, par. C1060).

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. See **BAGGAGE, UNACCOMPANIED**.

UNACCOMPANIED MEMBER *(Uniformed Member 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 *(Uniformed Member Only)*

1. The authorized tour length at a specific overseas PDS for a Service 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 A definition).

3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour (DoDI 1315.18, par. E2.1.50).

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 *(Uniformed Member 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 *(Civilian Employee Only)*. All dates following the date an employee is separated from Federal Service.

U.S.-CERTIFICATED AIR CARRIER. A U.S.-certificated 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.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-.U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

U.S. FLAG AIR CARRIER. See **U.S.-CERTIFICATED AIR CARRIER.**

U.S. INSTALLATION

1. A base, post, yard, camp or station:

   a. Under the local command of a uniformed service,

   b. With permanent or semi-permanent-type troop shelters and a **GOV'T DINING FACILITY/MESS**, and

   c. At which there are U.S. GOV'T operations.

2. 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**.

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 *(Uniformed Member Only)*. Any service authorized to be credited in computation of basic pay under 37 USC §205.

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APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

PART 2: ACRONYMS (JFTR/JTR)

***(C)* means applicable only to JTR** ***(U)* means applicable only to JFTR**

Acronym	Meaning
ADT	Active Duty for Training ***(U)***
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training ***(U)***
ATM	Automated Teller Machine
AWOL	Absent Without Leave ***(U)***
BAH	Basic Allowance for Housing ***(U)***
BAH-DIFF	Basic Allowance for Housing – Differential ***(U)***
BAH-RC	Basic Allowance for Housing - Reserve Component ***(U)***
BAH-T	Basic Allowance for Housing – Transit ***(U)***
BAS	Basic Allowance for Subsistence ***(U)***
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or "-CA", differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
*COCOM	Combatant Command
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance ***(U)***
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour ***(U)***
CSRS	Civil Service Retirement System ***(C)***
CTD	Civilian Travel Determination ***(C)***
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DAS	Defense Attaché System
DDESS	Domestic Dependent Elementary and Secondary School
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance ***(U)***
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools ***(C)***
DoDEA	Department of Defense Education Activity
DoDFMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals ***(U)***
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State

Acronym	Meaning
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel ***(C)***
FAM	Foreign Affairs Manual ***(C)***
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System ***(C)***
FHA	Federal Housing Administration ***(C)***
FSH	Family Separation Housing ***(U)***
FSH-B	Family Separation Housing – BAH Based Location ***(U)***
FSH-O	Family Separation Housing – OHA Based Location ***(U)***
FTA	Foreign Transfer Allowance ***(C)***
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance ***(C)***
FVT	Family Visitation Travel ***(C)***
FWS	U.S. Fish and Wildlife Service ***(C)***
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GCC	Government (Transportation) Constructed Cost
GMR	Government Meal Rate
GOV	Government-owned vehicle
GOV'T	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services ***(U)***
HHT	House Hunting Trip ***(C)***
HOR	Home of Record
HOS	Home of Selection ***(U)***
HP	Home Port ***(U)***
HSTA	Home Service Transfer Allowance ***(C)***
IADT	Initial Active Duty for Training ***(U)***
IAW	In Accordance With
ICW	In Connection With
IE	Incidental Expenses
IBA	**I**ndividually **B**illed Government Travel Charge Card **A**ccount. ***NOTE: Does not apply to any other form of personal credit card.***
IPCOT	In-Place Consecutive Overseas Tour ***(U)***
IRC	Internal Revenue Code ***(C)***
IRS	Internal Revenue Service ***(C)***
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY ***(U)***
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance ***(C)***
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force

Acronym	Meaning
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument ***(U)***
LPQ	Living Pattern Questionnaire ***(U)***
LPS	Living Pattern Survey ***(U)***
LWOP	Leave Without Pay ***(C)***
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
*MARS	Military Auxiliary Radio System
MCO	Miscellaneous Charge Order
MEA	Miscellaneous Expense Allowance ***(C)***
MHA	Military Housing Area ***(U)***
MIA	Missing in Action
MIHA	Move-in Housing Allowance ***(U)***
MILAIR	Military Aircraft
MSC	Military Sealift Command ***(C)***
NIST	National Institute of Standards and Technology ***(C)***
NOAA	National Oceanic and Atmospheric Administration ***(same as USNOAA)***
NTE	Not to exceed
NTS	Non-temporary Storage ***(also referred to as Extended Storage)***
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance ***(U)***
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ***(also referred to as PRO-Gear)***
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board ***(U)***
PHS	Public Health Service ***(same as USPHS)***
PLEAD	Place from Which Entered (or Called) to Active Duty ***(U)***
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ***(also referred to as PBP&E)***
QTRS	Quarters
R&R	Rest and Recuperative Leave
RAT	Renewal Agreement Travel ***(C)***
RC	Reserve Component
RDD	Required Delivery Date ***(U)***
RIT	Relocation Income Tax ***(C)***
RPDCI	Retail Price Data Collection Instrument ***(U)***
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance ***(C)***
SECDEF	Secretary of Defense

Acronym	Meaning
SES	Senior Executive Service ***(C)***
SIT	Storage in Transit
SMA	Separate Maintenance Allowance ***(C)***
SR&R	Special Rest and Recuperative Absence ***(U)***
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TAD	Temporary Assigned Duty (***same as TDY***)
TCS	Temporary Change of Station ***(C)***
TDRL	Temporary Disability Retired List ***(U)***
TDY	Temporary Duty
TEMDU	Temporary Duty (***same as TDY***)
TEMDUINS	Temporary Duty Under Instruction (***same as TDY***)
TLA	Temporary Lodging Allowance – OCONUS ***(U)***
TLE	Temporary Lodging Expense – CONUS ***(U)***
TMC	Travel Management Center ***(same as CTO)***
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance ***(C)***
TQSE	Temporary Quarters Subsistence Expenses ***(C)***
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses ***(C)***
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses ***(C)***
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ***(same as NOAA)***
USPHS	United States Public Health Service ***(same as PHS)***
USSM	Under Secretary of State for Management ***(C)***
UTD	Uniformed Travel Determination ***(U)***
VA	Department of Veterans Affairs ***(C)***
VAMC	Veterans Affairs Medical Center ***(U)***
VPC	Vehicle Processing Center
WAE	When Actually Employed ***(C)***
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

NOTES:

1. Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, APP E, for the DOD Services and in agency regulations for non-DOD Services.

2. The Invitational Travel Authorization provisions in JTR, Appendix E, are reproduced in JFTR, Appendix E, for convenience.

3. See Part III, Invitation to Travel, for information concerning travel by a contractor and a contractor's employees.

PART I: INVITATION TO TRAVEL

Par. **Contents**

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B. Restrictions
C. Allowance Expenses

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PART III: GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES' TRAVEL

A. GOV'T Contractor's/Contractor Employee Travels
B. GOV'T Travel and Transportation Program Restrictions
C. GOV'T Contractor Letter of Authorization/Identification

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PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

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

a. Not be employed by the GOV'T,

b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,

c. Be serving without pay or at $1 a year, or

d. Be a volunteer covered by 10 USC §1588. See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DOD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel.

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

a. It is in the DOD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;

b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DOD operation or program;

c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD Component on a matter related to the Component's official business***. (55 Comp. Gen. 750 (1976);

d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5***;

e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DoD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA except as provided in par. U5242.***);

g. An individual is authorized pre-employment interview travel under JTR, par. C7150;

h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;

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

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

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

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Ch 7, Part K or par. C7100; or JFTR, par. U7551.

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

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See JTR, par. C7370-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7370-B2).; or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053. Round-trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 10 USC §1036 which may be paid per the Service's policy.

m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

(1) The AO determines that a dependent may travel with the sponsor, at GOV'T expense, when the:

(a) Dependent participates, in an official capacity, at an unquestionably official function , or

(b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.

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

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.

(4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/ flag officers serving as OCONUS or combatant commanders (as specified in DOD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of GOV'T Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;

(b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.;***

(d) Secretary of a Military Department, or designees, for requests from a staff member; and

(e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes GOV'T-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"***;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at GOV'T expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

p. An individual performing a direct service for the GOV'T, consistent with 10 USC §1588. (5 USC §§ 5701(2), 5703; JTR, APP A; 55 Comp. Gen. 750 (1976)); or

q. A Service may authorize/approve per diem and one round-trip transportation between the residence to the medical facility for a limited number of family members of an ill or injured member (***not of a civilian employee***) per par. U5246.

r. An auxiliary chaplain who is intermittently employed by the GOV'T to provide religious services or emergency ministrations. ***An ITA is not used to document attendance at, or payments related to, attendance by individual participating in an unofficial capacity for Chaplain-led programs. See par. U1008.***

s. An attendant (JFTR, par. U7961) for a patient authorized travel for specialty care over 100 miles IAW JFTR, par. U7960.

*t. RESERVED

*u. RESERVED

*v. A former DoD civilian employee invited to participate in a DoD Health Surveillance Program consistent with DoDI 6055.05 Occupational and Environmental Health (OEH). A Service may authorize/ approve per diem and round trip transportation between the residence and the medical facility to complete the health surveillance evaluation.

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

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;

2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;

3. A Federal GOV'T employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel authorization/order) unless the individual is:

a. A retired Federal GOV'T employee or Uniformed Services member (may include retired military personnel from foreign countries), or

b. Authorized pre-employment interview travel under JTR, par. C7150 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or

c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or

4. Contractors (APP E3).

5. Foreign military personnel, as they are not covered by the JFTR, except when traveling under the provisions authorized in JFTR, Ch 7, Parts Z1 and Z2. Even when traveling under those provisions, a travel order must be issued under individual Service Regulations.

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.

2. Transportation Mode. Authorization of a transportation mode, routing, and accommodations should be consistent with the provisions in JTR, Ch 2 and JFTR, Ch 3 (pars. A2p and q above) as appropriate to mission requirements.

3. Witness at a Military Court Martial. A person not in the GOV'T's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (par. A2j).

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the (B-233607, 26 October 1989):

(1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

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

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

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

c. The DOD component concerned may allow attendance at GOV'T expense of more than one individual when the award winner requires assistance because of a disability condition.

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

6. Travel of a DOD Education Agency (DODEA) Student for Academic Competitions and Co-curricular Activities. See JTR, par. C5120 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the GOV'T, who participates in funeral honors detail for a veteran (10 USC §1491), may be authorized transportation or transportation reimbursement and reimbursable expenses (APP G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in JFTR/JTR, APP G for employees or members under pars. A2p and A2q may be authorized/approved.

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PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. ***Use of the sample format is not mandatory.***

INVITATIONAL TRAVEL AUTHORIZATION

Name_____ Travel Authorization Number_____

Address_____

Date Approved_____

You are invited to depart from _____

in sufficient time to arrive at_____ by _____
(Date)

for the purpose of_____

for approximately _____ days. Upon completion, you are funded to return to the origin point.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

☐ The authorizing/order-issuing official has arranged Transportation.

☐ Transportation tickets are included with this authorization.

☐ Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the GOV'T is refunded for the lost/stolen tickets. Unused transportation tickets must be returned with the travel claims.

☐ To arrange transportation call: (___)_____

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office/Travel Management Center (CTO/TMC) when the contract with the CTO/TMC permits the CTO/TMC to arrange transportation for a traveler who is not a GOV'T employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the GOV'T if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the GOV'T, reimbursement is limited to the GOV'T's cost on a constructed basis, for transportation that would have been arranged by a CTO/TMC if available. If the contract between the GOV'T and the CTO/TMC does not permit the CTO/TMC to arrange transportation for a traveler who is not a GOV'T employee, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

(a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; ***otherwise reimbursement for the cost of transportation is not allowed***.

☐ You are authorized to travel by privately owned conveyance (POC) since it's to the GOV'T's advantage. Reimbursement is at the rate of $0.51/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of $75 or more plus any applicable tax.

☐ *You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JFTR/JTR, APP G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality per diem rate prescribed on the Defense Travel Management Office homepage: ***http://www.defensetravel.dod.mil/site/perdiem.cfm/*** for the locality concerned. If your costs, particularly for lodging, are more than the applicable locality per diem rate prescribed, only the per diem rate amount prescribed on the Defense Travel Management Office homepage: ***http://www.defensetravel.dod.mil/site/perdiem.cfm/*** for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. JTR, Chapter 4, Part B, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning ***(NOTE below)***; local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. JTR, Chapter 4, Part C, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE*: *The cost you incur during travel (not before leaving or after returning) for laundry/dry-cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and DC and requires at least 4 consecutive nights lodging while on GOV'T-funded travel. There is no separate reimbursement for laundry/dry-cleaning and pressing of clothing when travel is in any other place. Those laundry/dry-cleaning and pressing costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and DC.

*The JTR is available on the Defense Travel Management Office website at ***http://www.defensetravel.dod.mil/site/travelreg.cfm***.

Address any inquiries regarding this travel to:_____

The travel authorized in this travel authorization is in the public interest, and is chargeable to:
_____

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PART 3: GOV'T CONTRACTOR/CONTRACTOR EMPLOYEE'S TRAVEL

*A. Travel of GOV'T Contractor/Contractor Employee. This Part directs GOV'T contractors and contractor's employees to other resources for travel and transportation information. Neither the JFTR nor the JTR may be used as official contractor travel regulations as they apply to uniformed personnel and DoD civilian employees and contain provisions, the use of which is illegal by a contractor. ***GOV'T contractor and contractor employee travel costs are governed by the rules in the Federal Acquisition Regulations (FAR) §31.205-46 (http://www.gsa.gov/portal/content/102009). For these reasons, a contractor is not eligible for an Invitational Travel Authorization (ITA) in the execution of a contracs.*** See DoDI 3020.41 for information regarding contractors (*http://www.dtic.mil/whs/directives/corres/pdf/302041p.pdf*).

B. GOV'T's Travel and Transportation Program Restrictions. Commercial vendors are under no obligation to extend GOV'T rates for the GOV'T's travel and transportation programs listed below to a contractor working on the GOV'T's behalf. A contractor's employee must contact the contracting agency or the GOV'T Contracting Office Representative (COR) regarding the use of the GOV'T's travel and transportation programs for official travel. A GOV'T Contractor Official Travel Letter of Identification signed by the authorizing GOV'T's contracting officer (par. C) may induce a vendor opts to extend rates, reserved for GOV'T employees, to the contractor and its employees.

1. Contract City-Pair Air Passenger Transportation Program and Other GOV'T Fares. Use of GSA contract city-pair air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation, DTR 4500.9-R, Part I, Chapter 103 (***http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf***). Use of other airfares reserved for GOV'T employees on official business is governed by the airlines' fare structures and rules. ***A GOV'T contractor is not eligible to participate in the GSA city-pairs program for air passenger transportation services.***

2. Rail Service. Commercial passenger rail vendors may voluntarily offer discount rates to contractors who are on official GOV'T business at the vendor's discretion.

3. Lodging Programs. GSA (i.e., Fedrooms) and Services' lodging programs may voluntarily offer discount rates to contractors who are on official GOV'T business at the vendor's discretion.

4. Car Rental Program. The DTMO negotiates special rate agreements with car rental companies. These rates are available to all GOV'T employees and uniformed personnel while traveling on official GOV'T business. Some commercial car rental companies may voluntarily offer similar discount rates to GOV'T contractors at the vendor's discretion.

C. GOV'T Contractor Letter of Authorization/Identification. DoDI 3020.41 for information regarding contractors (***http://www.dtic.mil/whs/directives/corres/html/302041.htm***).

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APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

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PART 1: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A. Uniformed Service Member

1. A member, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year (i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.).

2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.

B. Civilian Employee

1. A civilian employee, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year (i.e., 12-month tour – 1,250 lbs; 18-month tour – 1,875 lbs, etc.).

2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.

3. This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156-A.

4. In no event may the total weight of HHG transported and/or stored at GOV'T expense exceed 18,000 pounds.

5. The 18,000 pounds includes the weight of HHG transported at GOV'T expense, consumable goods shipments, and the weight of HHG stored.

C. Increased Consumable Goods Weight Allowance Request. Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for action. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

D. Authorized Locations

Afghanistan, Kabul
Albania, Tirana
Algeria, Algiers
Angola, Luanda
Armenia, Yerevan
Azerbaijan, Baku
Bangladesh, Dhaka
Belarus, Minsk
Benin, Cotonou
Bolivia, La Paz
Bosnia & Herzegovina, Federation of
Botswana
Bulgaria, Sofia
Burkina Faso, Ouagadougou
Burma, Rangoon
Burundi, Bujumbura
Cambodia, Phnom Penh
Cameroon, Yaoundé
Cape Verde, Praia
Central African Republic, Bangui
Chad, N'Djamena
China, Beijing
China, Chengdu
China, Guangzhou
China, Shanghai
China, Shenyang
Congo, Democratic Republic of the, Brazzaville
Congo, Democratic Republic of the, Kinshasa
Cote d'Ivoire, Abidjan
Cuba, Havana
Cyprus, Nicosia
Djibouti
East Timor
Ecuador, Quito
Equatorial Guinea, Malabo
Eritrea, Asmara
Estonia
Ethiopia, Addis Ababa
*Fiji, Suva
Gabon, Libreville
Georgia, Tbilisi
Ghana, Accra
Grenada, St. George's
Guinea, Conakry
Guyana, Georgetown
Haiti
India, Calcutta
India, Chennai
India, Mumbai
India, New Delhi
Indonesia
Ivory Coast (See Cote d'Ivoire)
Kazakhstan, Almaty (Alma-Ata)
Kazakhstan, Astana (Aqmola)
Kenya
Kyrgyzstan, Bishkek
Kosovo, Pristina
Laos
Latvia, Riga
Liberia, Monrovia
Libya, Tripoli ***(eff 10 Jan 2006)***
Lithuania, Vilnius
Macedonia, the Former Yugoslav Republic of, Skopje
Madagascar, Antananarivo
Malawi, Lilongwe
Mali, Bamako
Mauritania, Nouakchott
Micronesia, Kolonia
Mongolia, Ulaanbaatar
Moldova
Montenegro, Podgorica
Mozambique, Maputo
Nepal, Kathmandu
Nicaragua, Managua
Niger, Niamey
Nigeria, Abuja
Nigeria, Lagos
Norway, Bodo
Oman, Muscat
Pakistan, Islamabad
Pakistan, Quetta
Philippines, Manila
Poland, Warsaw
Romania, Bucharest
Russia, Moscow
Russia, St. Petersburg
Russia, Vladivostok
Russia, Yekaterinburg
Rwanda, Kigali
Senegal
Serbia, Belgrade
Sierra Leone, Freetown
Somalia, Mogadishu
Sri Lanka, Colombo
Sudan, Khartoum
Suriname, Paramaribo
Syria, Damascus
Tajikistan, Dushanbe
Tanzania, Dar es Salaam
Togo, Lome
Turkmenistan, Ashgabat
Uganda, Kampala
Ukraine, Kiev
Uzbekistan, Tashkent
Venezuela, Caracas
Vietnam
Yemen, Sanaa
Zambia, Lusaka
Zaire (See Congo)
Zimbabwe

PART 2: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

A. The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the following for approval:

Per Diem, Travel and Transportation Allowance Committee
*Attn: Regulatory Team
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

B. The request must address the following questions:

1. How many members and DoD employees serve in the area?

2. Are State Department employees authorized a consumable goods shipment to the area?

3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.

4. Is the quality of consumable goods available locally equivalent to the American counterpart? If not, explain.

5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?

6. Do locally available fresh foods require preparation far different from the American counterpart of those foods? If so, explain.

7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?

8. Do food shortages require members/employees to wait in line for items for long periods?

9. Does State Department have a commissary or food locker/co-op at the station? If so:

   a. What is the space and storage capacity of the facility?

   b. What variety of items are available?

   c. How often is it restocked?

   d. Can members/employees place bulk orders for consumable goods through the facility?

   e. How often are bulk orders placed?

   f. Are the bulk orders received on time?

10. Who is the PoC for this request? Please include ***commercial*** phone and fax numbers, and email address, if available.

NOTE: The high price of consumable goods in an area is not a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.

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APPENDIX G: REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL

A. General. This Appendix addresses the more commonly incurred reimbursable expenses. ***Incidental Expenses (defined as part of per diem in APP A1) are different than these expenses.*** Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

C. Voucher Submission. DoDFMR, Vol. 9, Travel Policy and Procedures at ***http://www.dtic.mil/comptroller/fmr/*** prescribes the voucher submission requirements, with supporting authority. Funds must be obligated IAW finance policy (ordinarily prior to/at the time the expense is incurred).

D. Reimbursable Expenses Table. A traveler is authorized certain necessary travel and transportation-related reimbursable expenses incurred on official business. Some reimbursable expenses are authorized for reimbursement by this Appendix; other reimbursable expenses require AO authorization/approval. Reimbursable expenses include the following (listed in alphabetical order):

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
ATM Use (Civilian Employee). 1. Reimbursable. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance. 2. Not Reimbursable. Administrative fees for an ATM use of a personal charge card. 3. DoDFMR, Volume 9, Chapter 3 available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.			X	X
ATM Use (Uniformed Member) 1. Reimbursement is authorized for administrative fees for ATM use to obtain money with: a. The GTCC, or b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel, up to the amount authorized/approved by the AO for an ATM travel advance. 2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash, check or EFT. 3. DoDFMR, Volume 9, Chapter 3 available at: ***http://www.dtic.mil/comptroller/fmr/09/09_03.pdf***, for information on personnel exempt from the requirement to use the GTCC.	X	X		
Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage transportation costs may be authorized/ approved by the AO (JFTR, par. U3015 and JTR, par. C2302).	X	X	X	X
Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related baggage expenses incurred on official business. This includes even the first piece of accompanied baggage if there is a charge for the first piece. Charges relating to the second and subsequent bags may be reimbursed when the Service/Agency determines the expenses are necessary and in the GOV'T's interest. These expenses include: 1. Baggage Transfer. NTE the customary local rates for intermodal transfer, and necessity for the transfer must be explained. Intermodal transfer involves transfer of a traveler's baggage(s) between authorized transportation modes performed during official travel; not authorized for personal convenience travel. 2. Baggage Storage (with explanation). 3. Curbside Baggage Check-in Fee a. **Uniformed Member**. ***Reimbursement of a fee charged for the use of optional curbside baggage check-in service is not***	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
authorized. A tip, separate from the fee itself, is reimbursable. b. **Civilian Employee**. Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.				
Baggage Handling Tips 1. **Uniformed Member** a. Transportation Terminal. Reimbursement is authorized for customary tips for handling ***any*** baggage (personal and/or GOV'T) at a transportation terminal. b. Lodging Establishment. Reimbursement is authorized ***only*** for transportation-related tips for handling ***GOV'T property*** at lodging establishments. 2. **Civilian Employee**. Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are ***not*** items for separate reimbursement ***except*** for the following: a. A traveler with a disability/special need (JTR, par. C7460-4), b. Handling of GOV'T property, c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.	X	X	X	X
Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth for official OCONUS travel.	X	X	X	X
Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X
Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. ***Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.***		X		X
Check Cashing. 1. Reimbursable. Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country. 2. Not Reimbursable. Fees for cashing salary checks/drafts are not authorized.	X	X	X	X
Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X
Clerical Assistance. Reimbursable when authorized/approved by the AO.		X		X
Communication Services. GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. ***Prepaid communication (i.e., prepaid phone cards, cell phones) or in-flight communication services are not reimbursable unless the AO can determine they were used for official business.***		X		X
Computer Connections. Connections (e.g., Internet connection) used for computers to perform official GOV'T business is reimbursable when authorized/approved by the AO. In-flight computer connections are not reimbursable unless the AO can determine they were used for official business.		X		X
Conveyance Costs. Public or special conveyance costs to and from the transportation terminal. JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Currency Conversion Fees 1. Reimbursable a. The fee charged ICW currency conversion, including cash conversions. b. The "international transaction fee" for official qualifying transactions charged by: (1) GTCC. This 1% charge is listed as a separate line item on the billing statement. (2) Other than GTCC. When a member (***NOT A CIVILIAN EMPLOYEE***) is formally exempt from using the GTCC, this charge on a non-GTCC billing statement is reimbursable. 2. Not Reimbursable. Losses resulting from currency conversions (63 Comp. Gen. 554 (1984)). ***NOTE: A traveler is not liable to pay the GOV'T for gains resulting from currency conversion***. 3. Exchange Rates. A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. 4. Supplemental Vouchers. A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X
Disease Prevention Measures. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel. This does not include travel expenses incurred for obtaining the required inoculations.	X	X	X	X
Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.		X		X
Energy Surcharge Fees	X	X	X	X
Green Card. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
GTCC 1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements. 2. Expedited Delivery. Reimbursable when authorized/approved by the AO.		X		X
Guide Services. Reimbursable when authorized/approved by the AO.		X		X
Insurance, Driving-Related. Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.		X		X
Interpreter Services. Reimbursable when authorized/approved by the AO.		X		X
Laundry/Dry-Cleaning Expenses (Civilian Employee Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during **TDY or PCS** travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel **within CONUS** requires at least 4 consecutive nights lodging. 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
Laundry/Dry-Cleaning Expenses (Uniformed Member Only) 1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of $2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE $14, 8 nights, NTE $16). 2. Not Reimbursable for OCONUS Travel. ***Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.*** It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X		
Legal Service Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
License/Permit, International Driver's 1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. 2. The cost of license/permit photos is reimbursable. 3. ***http://travel.state.gov/travel/tips/safety/safety_1179.html*** for information on driving abroad. 4. ***This reimbursement applies only to a member/employee but not dependents.***	X	X	X	X
Lodging, Dual. Reimbursable ICW an unexpected event, when approved after the fact by the AO. Any period of dual lodging reimbursement is limited to a maximum of 14 consecutive days, with extensions beyond 14 consecutive days only if approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. JFTR, par. U4135 and JTR, par. C4555-F.		X		X
Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X
Lodging, Mandatory Fees/Charges. Separately reimbursable, in addition to room rate, when the expense is: a. not optional; and b. approved by the AO. Fees/charges include, but are not limited to a 'tourism fee', a 'safe fee', or a 'service charge.'		X		X
Lodging Reimbursement while on Leave (Uniformed Member Only). Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X		
Lodging Tax (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (APP A). 1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is $60/night, and lodging that costs $110/night is chosen, tax on $60 may be reimbursed, which is the maximum authorized lodging amount. 2. **Not Reimbursable**. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is ***not separately reimbursable***.	X	X	X	X
Medical Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
Mission-Related Expenses. Mission-related expenses ***are not reimbursable as travel expenses***. These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.				
Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. 1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted. 3. 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein. 4. The AO should consider if the: a. Traveler acted reasonably and prudently in incurring lodging expenses; b. Traveler had a reasonable expectation of completing the TDY as authorized; c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.				
Packer Services. Reimbursable when authorized/approved by the AO.		X		X
Paper Tickets. Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV'T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***Paper tickets bought for personal convenience are the traveler's financial responsibility.***	X	X	X	X
Parking Fees at a Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services. 1. Reimbursement Eligibility a. General. Reimbursement is authorized for a: (1) Member, (2) Employee, and (3) Dependent (member's and/or employee's). b. **Uniformed Member**. Reimbursement authority is for a member who is: (1) Assigned to a foreign OCONUS area, (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of a continued assignment in a foreign OCONUS area, or (3) Emergency Technical Support Personnel. Item 5 below. c. **Civilian Employee**. Reimbursement authority is for an employee who is: (1) A U.S. citizen (**NOTE: An eligible dependent does not have to be a US citizen**.) (2) Hired locally or transported to a foreign OCONUS area at GOV'T expense, (3) Serving under a service or renewal agreement, and (4) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area, or (5) Emergency Technical Support Personnel. Item 5 below. d. Dependent (Member's or Employee's). Reimbursement authority is for a dependent who is: (1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas as a result of the sponsor's continued assignment/employment in a foreign OCONUS area.	X	X	X	X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
2. Acquired Dependent **(Uniformed Member Only)**. A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G. 3. Biometric Fees. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects the traveler's measurable physical or behavioral characteristics that can be used to verify the individual's identity or compare the identity against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans. 4. Dependent Fee. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee. 5. Emergency Technical Support Personnel. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)). 6. Visa, Green card, and Photograph Fee for OCONUS Travel. These fees are reimbursable ICW official travel. 7. Legal Service Fees. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications. 8. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, are **not** reimbursable, except for disease prevention measures (inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) as stated in this APP. 9. Passport Fees. An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized for international air travel. Passport fees are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. ***http://www.state.gov/travelandbusiness/***. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations). 10. Physical Examination Fees. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee. 11. Order for Visas and Physical Examinations. A order should be issued to authorize/approve (JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to: a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory. b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area. 12. Travel Not Required. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).				
Personal Expenses. ***Personal expenses are NOT reimbursable.*** These include batteries, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items.				
Pet Quarantine. JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X	
Phone Calls (Official) 1. The AO:		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary), b. Should limit communications to a dollar amount in advance of the TDY, and c. May approve charges after the TDY completion, when appropriate (adopted from GSBCA 14554-TRAV, 18 August 1998). 2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.				
Physical Examination Fees. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				
Prepaid Phone Cards/Cell Phones. See Communication Services.				
Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked. Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X
Privately Owned Conveyance (POC) Use on TDY. In addition to a TDY mileage allowance, the following official business costs are allowable: 1. Ferry fares, bridge, road and tunnel tolls; 2. Automobile parking fees; (related to official business only (except those incident to PDT)); and 3. Aircraft landing, parking, and tie-down fees.		X		X
Registered Traveler Membership Fee. Individual traveler membership in a registered and/or trusted traveler program is **NOT** a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. 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.				
Registration Fee. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X
Rental Car Reimbursable Expenses. See Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses ***NOTE: Special Conveyance/Rental Vehicles are NOT a reimbursable expense. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.***		X		X
***Reports/Correspondence Preparation Services** (incl. associated necessary equipment). Services of typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO (B-145883, 1 September 1970 and 15 Comp. Gen. 257 (1935)). This does not cover any materials. Mission-related expenses.		X		X
Resort Fees. Resort fees, ***that are mandatory,*** are authorized.	X	X	X	X
Room Rental. Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X
Service and Processing Fees. 1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO/TMC, and b. When a CTO/TMC is not available. 2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.	X	X	X	X
Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses		X		X

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
***NOTE**: Special Conveyance/Rental Vehicles are NOT a reimbursable expense. APP G lists reimbursable expenses ICW an AO authorized/approved Special Conveyance/Rental Vehicle.*				
1. Restrictions. Reimbursement for the purchase of any items listed below is not authorized.				
2. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.				
3. Reimbursable Expenses. ***When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following expenses are reimbursable:***				
a. Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.				
b. Rental cost, tax and local assessments on rental vehicle users.				
c. Necessary gas and oil.				
d. Aircraft landing and tie-down fees.				
*e. Transportation to and from the rental facility, public transit systems, and taxi fares.				
f. Parking; ferry fares; bridge, road and tunnel tolls;				
g. Traveler access fee (when charged);				
h. Garage, hangar, or boathouse rental.				
i. Operator's subsistence.				
j. Optional extra collision hull insurance for rental aircraft.				
k. Mandatory rental car insurance coverage required in foreign countries.				
l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.				
m. Global positioning system (GPS) rental, when the AO determines it is necessary for official use.				
n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official business.				
o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required by the rental company in a foreign area/country to provide full coverage insurance, or the insurance is necessary for certain classified special operations. B-204486, 19 January 1982 (***http://redbook.gao.gov/15/fl0072480.php***).				
p. Rented Motor Vehicle Damage				
(1) DoD Travelers. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to the rental car company instead of the traveler, if appropriate. In either case, the reimbursement is a reimbursable transportation expense. A request from a traveler or rental company for reimbursement/ payment must be documented and submitted IAW the DoDFMR, Volume 9, Chapter 4, (***http://www.dtic.mil/comptroller/fmr/***), Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website ***http://www.defensetravel.dod.mil/Rental/***.				
(2) Uniformed Non-DoD Service Member: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW Service written guidance.				
q. Necessary non-standard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.				
4. Expenses that are NOT Reimbursable. The following expenses are ***NOT*** reimbursable:				

REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR	
	PCS	TDY	PCS	TDY
a. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable. b. Rental Car Insurance in the U.S./Non-foreign OCONUS Location. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented. ***See 1o above for classified operations.*** c. Damage to Rental Car when Being Used on Other than Official Business. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized. ***Example: TDY ends on Friday. The traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car was damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).***				
Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.		X		X
Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X
Tips Aboard Commercial Ships (Uniformed Member Only). Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X			
Tips for Handling GOV'T Property. Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X
Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X
Transportation to/from Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. JFTR, par. U3320 and JTR, par. C2192.		X		X
Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X
Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X
Visa and Photograph Fees for OCONUS Travel. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.				

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APPENDIX H

TRAVEL PURPOSE IDENTIFIERS AND OTHER THAN ECONOMY-/COACH-CLASS TRANSPORTATION

Part	Title/Contents
1	Travel Purpose Identifiers
2A	Reporting Data Elements and Procedures Format
2B	First-Class Air Accommodations Codes
2C	First-Class Decision Support Tool
3A	Business-Class Air Accommodations Codes
3B	Business-Class Decision Support Tool
4A	Other Than Economy/Coach Class Accommodations For a Medical Disability/Special Medical Need Reason
4B	Other than Economy/Coach Class Accommodations Determination Format
5A	Train Travel Other Than Economy-/Coach-Class Accommodations Codes
5B	Ship Travel Other Than Lowest First-Class Accommodations Codes

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PART 1: TRAVEL PURPOSE IDENTIFIERS

Travel Purpose Identifier Codes	Purpose
0. NO LONGER USED	
1. Mission (Operational)	Travel to a particular site to perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance). Travel to attend a meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Traveler's day-to-day operational or managerial activities, as defined by the agency, to include, but not limited to: a/an hearing, site visit, information meeting, inspection, audit, investigation, and examination.
2. Training	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. "Training" means the process of providing for, making available to, and placing or enrolling the member/employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals. "Conference" may also apply to training activities that are considered to be conferences, when: (a) the announced purpose of the conference is educational or instructional; (b) more than half of the time is scheduled for a planned, organized exchange or information between presenters and audience which meets the definition of training; (c) the content of the conference is germane to improving individual and/or organizational performance, and (d) development benefits will be derived through the member/employee attendance. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Conference – Other than Training). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.
3. NO LONGER USED	
4. Conference -- Other than Training	Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies must distinguish between conference and training attendance and use the appropriate identifier (see Training). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.

5. Relocation	Travel performed in connection with a transfer from one PDS to another (same as a PCS move) for member/employee/dependent, as applicable. This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station. Examples: PCS moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.
6. NO LONGER USED	
7. Special Agency Mission Travel	Travel to carry out a special agency mission (e.g., non-combat military units) and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. Examples: These agency-defined special missions may include details; security missions (to a person or shipment such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees; and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.
8. Emergency Travel	Travel related to an unexpected occurrence/event or injury/illness that affects the traveler personally and/or directly that requires immediate action/attention. To return a traveler from a temporary duty assignment location at Government expense to the designated post of duty or home, or other alternate location, where the traveler would ordinarily be present to take care of the emergency situation if the Government had not directed or assigned the traveler to another location to perform official business. Examples: Traveler is incapacitated by illness or injury, death or serious illness of a family member, or catastrophic occurrence or impending disaster that directly affects the traveler's home. Emergency travel also includes travel for medical care while traveler is TDY away from the PDS, death of a traveler/immediate family member when performing TDY, medical attendant transportation, assistance travel for a traveler with special needs, as well as travel for threatened law enforcement/investigative travelers. In the case of a uniformed member, the provisions of JFTR, par. U7205 or U7206, and for civilian employees Ch 7, Part M, which are far more extensive, would apply.
9. NO LONGER USED	

SECTION 2A: REPORTING DATA ELEMENTS AND PROCEDURES FORMAT

*Other than Economy/Coach Class Travel Reporting Data Elements and Procedures

1. **Traveler's Name** *(Last/First/MI; e.g., Smith, John. Q.)*:_____
   and **Sponsor's Name** *(if applicable)*_____

2. **Traveler's Rank/Grade** *(e.g., O-7, E-6, GS-14, Civ)*:_____
   and **Sponsor's Rank/Grade** *(if applicable)*_____

3. **Last 4 SSN** *(Last 4 digits of traveler's Social Security Number)* _____
   and **Sponsor's Last 4 SSN** *(if applicable)*_____

4. **Service/Agency** of traveler *(e.g., U.S. Army, DIA)*:_____

5. **Organization** of traveler (*e.g., 434 ARW/FMF*):_____

6. **Work Phone** *(Comm and DSN (both with area codes)*:_____

7. **Email Address**:_____

8. **Mode** (Airplane, Ship or Train)

   0 = Air
   1 = Ship
   2 =Train

*9. **Travel Purpose** ***(See APP H, Part 1.) <u>NOTE</u>: These codes are a means to categorize a particular trip; they do not in any way convey authority to use other than economy/coach class accommodations.***

   0 = NO LONGER USED
   1 = Mission (Operational)
   2 = Training
   3 = NO LONGER USED
   4 = Conference – Other than Training
   5 = Relocation
   6 = NO LONGER USED
   7 = Special Agency Mission Travel
   8 = Emergency Travel
   9 = NO LONGER USED

*10. **Origin** Location at which other than economy/coach class accommodations segment starts (e.g., Washington, D.C.)_____
(Other) Origin:_____

*11. **Destination** (Location at which other than economy/coach class accommodations ends (e.g., London, U.K.))_____
(Other) Origin:_____

<u>NOTE</u>: For multiple stops on a single trip:

****a) If the entire roundtrip is by other than economy/coach class, list the origin and each destination on one line (e.g., Washington to Tokyo to Honolulu to Washington all performed in other than economy/coach class. List Washington under Origin and list "Tokyo/Honolulu/Washington" under Destination column. Only the date travel is to begin from Washington is listed.)***

b) If some legs are other than economy/coach class and others are not, then report each leg involving other than economy/coach class on a separate line with the appropriate origin/destination for that leg and the date travel is to begin for that leg (e.g., Washington to Paris to Guam to Tokyo to Honolulu to Washington. Only Washington to Paris and Tokyo to Honolulu are other than economy/coach class; the other legs are coach-class. List the Washington to Paris information on one line and the Tokyo to Honolulu information on another line with departure dates and cost for each other than economy/coach class trip leg listed separately.

12. **Date Travel to Begin** (YYYYMMDD; e.g., 20080313 for 13 Mar 08):_____

*13. **Fare Paid** for other than economy/coach class accommodations (nearest dollar):
$_____

14. **Coach Fare** amount leg would cost if coach class used (nearest dollar): $_____

15. **Ticket Issuing Location** (Name and Location of (Contracted) Commercial Travel Office CTO):
_____

16. **Approval reason code** and **JTR/JFTR par.** justification reference:
Approval Code: (e.g., B2)_____Par. Reference: (e.g., JTR, par. C2204-B3b)_____
(First-class see Part II, Section B; Business-class see Part III, Section A of APP H)

*17. **Approval Authority** of other than economy/coach class accommodations (i.e., title)_____

SECTION 2B: FIRST-CLASS AIR ACCOMMODATIONS CODES

(See JTR, par. C2204-B3; JFTR, par. U3125-B3)

APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	**JTR & JFTR PARAGRAPH REFERENCE**	**REASON FOR TRAVEL**
F1	JTR, par. C2204-B3a or JFTR, par. U3125-B3a	Lower Class Not Available in Time
F2	JTR, par. C2204-B3b or JFTR, par. U3125-B3b	Medical
F3	JTR, par. C2204-B3c or JFTR, par. U3125-B3c	Security
F4	JTR, par. C2204-B3d or JFTR, par. U3125-B3d	Mission
F5	JTR, par. C2204-B3e or JFTR, par. U3125-B3e	Only first class provided
F6	JTR, par. C2204-B3f or JFTR, par. U3125-B3f	Non-Federal source
FC	JTR, par. C2204-B3g or JFTR, par. U3125-B3g	Congressional Travel

One of the first 5 reasons (F1 through F5) must also apply.

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*SECTION 2C: FIRST CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. First Class Air Accommodations Codes References. References at the end of the questions (e.g., (F1), (F4) refer to First Class Air Accommodations Codes in APP H2B.

C. First Class Accommodations Requests

1. Is the request for first class accommodations because other than economy/coach class airfare costs less than the least expensive unrestricted economy/coach class airfare?

a. **NO**. First class accommodations must not be authorized/approved.

2. Is the request for first class accommodations because lower class accommodations are not reasonably available (F1)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** Are accommodations, other than first class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

(1) **YES.** Would traveler arrive later than the required reporting time at the duty site?

(a) **YES.** Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-1- **YES.** First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-2- **NO.** First class accommodations may be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

(b) **NO.** Would the traveler be required to depart earlier than the traveler is scheduled to complete duty?

-1- **YES.** Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-a- **YES.** First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-b- **NO.** First class may be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

3. Is the request for first class accommodations because of medical reasons (F2)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** Has competent medical authority certified sufficient justification/documentation that the

disability or other special medical needs exists and the medical condition necessitates first class accommodations?

(1) **NO.** First class accommodations must not be authorized/approved.

(2) **YES.** Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or a business class seat or shorter flights) meet the traveler's requirements?

(a) **YES.** First class accommodations must not be authorized/approved.

(b) **NO.** First class accommodations may be authorized/approved.

4. Is the request for first class accommodations due to exceptional security circumstances (F3)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES. .** Would use of other than first class accommodations entail danger to the traveler's life or Government property?

(1) **YES.** First class accommodations may be authorized/approved.

(2) **NO.** Are travelers agents of protective details accompanying individuals authorized to use first class accommodations?

(a) **YES.** Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-1- **NO.** First class accommodations must not be authorized/approved.

-2- **YES.** First class accommodations may be authorized/approved.

(b) **NO.** Are travelers, couriers or control officers accompanying controlled pouches or packages?

-1- **NO.** First class accommodations must not be authorized/approved.

-2- **YES.** Can adequate security of the pouch or package be maintained in coach or business class?

-a- **YES.** First class accommodations must not be authorized/approved.

-b- **NO.** First class accommodations may be authorized/approved.

5. Is the request for first class accommodations mission required (F4)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** Is travel in connection with Federal Advisory Committees (5 USC app. (http://www.usdoj.gov/04foia/facastat.pdf))?

(1) **YES.** First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(2) **NO.** Is the traveler a high level invited guest?

(a) **YES.** First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(b) **NO.** Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal GOV'T officials?

-1- **YES.** First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

-2- **NO.** First class accommodations must not be authorized/approved.

6. Is the request for first class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first class accommodations (F5)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** Has the transportation officer/agent documented that there are no other scheduled coach or business class flights/seats?

(1) **NO.** First class accommodations must not be authorized/approved.

(2) **YES.** First class accommodations may be authorized/approved.

7. Is the request for first class accommodations because a non Federal source is paying (F6)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** Does the non Federal source want the traveler to use first class accommodations and has the traveler met at least one of the other first class accommodations criteria (F1 through F5)?

(1) **NO.** First class accommodations must not be authorized/approved.

(2) **YES.** Have the transportation services been paid in advance by a non federal source?

(a) **NO.** First class accommodations must not be authorized/approved.

(b) **YES.** First class accommodations may be authorized/approved.

8. Is the request for first class accommodations for a member/employee traveling in support of congressional travel (FC)?

a. **NO.** First class accommodations must not be authorized/approved.

b. **YES.** An approval authority must sign a separate and distinct authorization form for issuance of an other than economy/coach class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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PART 3A: BUSINESS-CLASS AIR ACCOMMODATIONS CODES

(See JTR, par. C2204-B4; JFTR, par. U3125-B4)

APPROVAL CODE/REFERENCE/REASON			
Approval code	**Paragraph reference**	**Reason for travel**	***NOTE***
B1	*JTR, par. C2204-B4b or JFTR, par. U3125-B4b	*Medical	
B2	*JTR, par. C2204-B4c or JFTR, par. U3125-B4c	*Security	
B3	*JTR, par. C2204-B4g or JFTR, par. U3125-B4g	*Foreign flag coach not adequate	
B4	*JTR, par. C2204-B4e or JFTR, par. U3125-B4e	*Only business class provided	
B5	*JTR, par. C2204-B4f or JFTR, par. U3125-B4f	*Non-Federal source	*1
B6	*JTR, par. C2204-B4i or JFTR, par. U3125-B4i	*Over 14 hours	
B7	*JTR, par. C2204-B4h or JFTR, par. U3125-B4h	*Overall savings	
B8	*JTR, par. C2204-B4a or JFTR, par. U3125-B4a	*Lower Class Not Available in Time	
B9	*JTR, par. C2204-B4d or JFTR, par. U3125-B4d	*Mission	
BC	JTR, par. C2204-B4j or JFTR, par. U3125-B4j	Congressional Travel	
BF	JTR, par. C2204-B4k or JFTR, par U3125-B4k	Required by Foreign Government Regulations, MOU/MOA/SOFA	

NOTE:

1. For business-class accommodations, this is a 'stand-alone' reason.

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*SECTION 3B: BUSINESS CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. Business Class Air Accommodations Codes References. References at the end of the questions (e.g., (B1), (B7)) refer to Business Class Air Accommodations Codes in APP H3A.

C. Business Class Accommodations Requests

1. Is the request for business class accommodations because other than economy/coach class airfare costs less than the least expensive unrestricted economy/coach class airfare (B7)?

a. **NO.** Business class accommodations must not be authorized/approved.

2. Is the request for business class accommodations because there are no least expensive unrestricted economy/coach class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/ mission (B8)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Is the mission so urgent that it cannot be postponed?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

(a) **YES.** Business class accommodations must not be authorized/approved since arrival time reporting time in these cases is not mission critical.

-1- **NO.** Business class accommodations ***may*** be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

3. Is the request for business class accommodations because of medical reasons (B1)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

(a) **YES.** Business class accommodations must not authorized/approved.

(b) **NO.** Business class accommodations ***may*** be authorized/approved.

4. Is the request for business class accommodations due to exceptional security circumstances (B2)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Would use of other than business class accommodations entail danger to the traveler's life or Government property?

(1) **YES.** Business class accommodations ***may*** be authorized/approved.

(2) **NO.** Are travelers agents of protective details accompanying individuals authorized to use business class accommodations?

(a) **YES.** Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-1- **NO.** Business class accommodations must not be authorized/approved.

-2- **YES.** Business class accommodations ***may*** be authorized/approved.

(b) **NO.** Are travelers, couriers or control officers accompanying controlled pouches or packages?

-1- **NO.** Business class accommodations must not be authorized/approved.

-2- **YES.** Can adequate security of the pouch or package be maintained in coach class?

-a- **YES.** Business class accommodations must not be authorized/approved.

-b- **NO.** Business class accommodations ***may*** be authorized/approved.

5. Is the request for business class accommodations mission required (B9)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Is travel in connection with Federal Advisory Committees (5 USC app. (http://www.usdoj.gov/04foia/facastat.pdf))?

(1) **YES.** First class accommodations ***may*** be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(2) **NO.** Is the traveler a high level invited guest?

(a) **YES.** First class accommodations ***may*** be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(b) **NO.** Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal GOV'T officials?

-1- **YES.** First class accommodations ***may*** be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

-2- **NO.** First class accommodations must not be authorized/approved.

6. Is the request for business class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class accommodations (B4)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Has the transportation officer/agent documented that no other scheduled coach class flights are available?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Business class accommodations ***may*** be authorized/approved.

7. Is the request for business class accommodations because a non Federal source is paying (B5)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Does the non Federal source want the traveler to use business class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Have the transportation services been paid in advance by a non federal source?

(a) **NO.** Business class accommodations must not be authorized/approved.

(b) **YES.** Business class accommodations ***may*** be authorized/approved.

8. Is the request for business class accommodations because coach class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B3)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Does the aircraft have more than two cabins?

(a) **NO.** Business class accommodations must not be authorized/approved. NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.

(b) **YES.** Business class accommodations ***may*** be authorized/approved.

9. Is the request for business class accommodations because business class accommodations would result in an overall savings to the Government (B7)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Is there an actual cost comparison showing the overall savings details?

(a) **NO.** Business class accommodations must not be authorized/approved.

(b) **YES.** Does the aircraft have more than two cabins?

-1- **NO.** Business class accommodations must not be authorized/approved. NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.

-2- **YES.** Business class accommodations ***may*** be authorized/approved.

10. Is the request for business class accommodations because the scheduled flight time is in excess of 14 hours (B6)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes more than 14 hours?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Does the traveler have to begin work immediately after arrival?

(a) **NO.** Business class accommodations must not be authorized/approved.

(b) **YES.** Can a rest period be scheduled en route or at the TDY site before starting work?

-1- **YES.** Business class accommodations must not be authorized/approved.

-2- **NO.** Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

-a- **NO.** Business class accommodations must not be authorized/approved.

-b- **YES.** Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

/1/ **YES.** Business class accommodations for these types travel must not be authorized/ approved.

/2/ **NO.** Business class accommodations ***may*** be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

11. Is the request for business class accommodations for a member/employee traveling in support of congressional travel? (BC)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** An approval authority must sign a separate and distinct authorization form for issuance of a business class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

*SECTION A: OTHER THAN ECONOMY/COACH CLASS ACCOMMODATIONS FOR A MEDICAL DISABILITY/SPECIAL NEED REASON

It is DoD policy (JFTR, par. U2000-A2c/JTR, par. C2000-A2c) that other than economy/coach class travel accommodations, due to a medical disability/special need, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the other than economy/coach class AO in advance of travel. This requirement is in the JTR and JFTR. A certification validating the medical disability/special need is effective for a up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

A traveler who requests other than economy/coach class accommodations due to disability or other special need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required other than economy/coach class authorization prior to travel. ***If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate other than economy/coach class AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for other than economy/coach class transportation either before or after travel may result in the traveler being financially liable for costs over the economy/coach-class airfare.***

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SECTION 4B: OTHER THAN ECONOMY/COACH CLASS ACCOMMODATIONS DETERMINATION FORMAT

The request for first/business -class accommodations for _____

(enter full name of traveler)

is authorized/approved/disapproved.

_____ _____

*Type Full Name, Rank and Office Symbol of Other than economy/coach Class Authorizing/Approving Signature

DATE

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*SECTION 5A: TRAIN TRAVEL OTHER THAN COACH CLASS ACCOMMODATIONS CODES

(See JTR, par. C2208-E; JFTR, par. U3135-E)

*APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	**JTR & JFTR PARAGRAPH REFERENCE**	**REASON FOR TRAVEL**
T1	JTR, par. C2208-E1 or JFTR, par. U3135-E1	Lower Class Not Available
T2	JTR, par. C2208-E2 or JFTR, par. U3135-E2a	Medical
T3	JTR, par. C2208-E3 or JFTR, par. U3135-E2	Security
T4	JTR, par. C 2208-E4 or JFTR, par. U3135-E4	Health Standards
T5	JTR, par. C2208-E5 or JFTR, par. U3135-E5	Mission
T6	JTR, par. C2208-E1 or JFTR, par. U3135-E1	Advantageous to the GOV'T

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*SECTION 5B: SHIP TRAVEL OTHER THAN LOWEST FIRST-CLASS ACCOMMODATIONS CODES

(See JTR, par. C2205-E; JFTR, par. U3130-E)

*APPROVAL CODE/REFERENCE/REASON		
APPROVAL CODE	**JTR & JFTR PARAGRAPH REFERENCE**	**REASON FOR TRAVEL**
S1	JTR, par. C2205-E1 or JFTR, par. U3130-E1	Lower Class Not Available
S2	JTR, par. C2205-E2 or JFTR, par. U3130-E2	Medical
S3	JTR, par. C2205-E3 or JFTR, par. U3130-E3	Security

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APPENDIX I

TRAVEL AUTHORIZATIONS

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APPENDIX I

PART 1: DELEGATION OF AUTHORITY

***NOTE*: Only the officials listed in par. C2204-B may authorize/approve premium-class air accommodations.**

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

1. General

a. The Departments of the Army, Navy and Air Force have delegated authority to issue a travel order. That authority may be re-delegated, as shown in the following tables.

b. Within a DoD Component other than in the Departments of the Army, Navy and Air Force, authority to issue a travel order is as delegated by the Component Head.

c. One AO may ask another AO to issue an order. The requesting AO must provide the required information and accounting data.

d. Specific travel order-issuing conditions are indicated in the following tables.

e. Permitted delegations and re-delegations of travel order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating a travel order.

f. See Ch 4, Part C for AEA information.

2. Army Delegation of Authority

DEPARTMENT OF THE ARMY ***"X" indicates travel order issuance delegation**			
Authorizing and Approving Official	**TDY Travel 1/**	**PDT 5/**	**Invitational Travel 1/, 6/**
Secretary of the Army	X	X	X
Administrative Assistant to the Secretary of the Army	X 3/	X 3/	X 3/
Chief of Staff	X 2/	X	X
*Commander of an Army Command, Army Service Component Command, and of each Direct Reporting Unit (includes Combatant Command component), Head of an Army Staff Agency, Commander of a Major Subordinate Command, Regional Commander, and Commander of an Installation, Activity, and Field Operating Agency	X 2/, 4/, *7/	X	X
Commander or Head of an Installation, Activity, and Field Operating Agency	X 4/, *7/	X	X
National Guard Adjutants General of the Respective States	X 4/	X	X 4/

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

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

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

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

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

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

*7/ TDY over 180 days may be authorized/approved at no lower than 2-star level/equivalent.

3. Navy Delegation of Authority

DEPARTMENT OF THE NAVY **"X" indicates travel order issuance delegation**				
Authorizing and Approving Official	**TDY Travel 5/**	**PDT 3/**		**Invitational Travel 1/, 2/**
	Trip And Blanket 1/, 2/, 4/	**OCONUS Involving Employment Agreements**	**Other Including First Duty Station Travel Within CONUS**	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, Marine Corps Staff	X	X	X	X
Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Director, each Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commander and Vice Commander of Naval Systems Command Headquarters	X	X	X	X
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Director, Naval Training Aids Center	X			
Executive Assistant to the Commander and				

Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officer/Executive Officer and Head of an Activity of the Department of the Navy	X	X	X	X
Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff		X		
Director of Civilian Personnel and Industrial Relations Officer		X	X	
Industrial Relations Officer and the Director of Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative	X	X	X	X
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters		X	X	

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

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

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

4/ Prior approval of the Echelon I Command is required for any TDY assignment of more than 12 months.

4. Air Force Delegation of Authority

DEPARTMENT OF THE AIR FORCE **"X" indicates travel order issuance delegation**			
Authorizing and Approving Official	**TDY Travel 1/9/**	**PDT**	**Invitational Travel 9/**
Secretary of the Air Force	X 3/	X 6/	X
Chief of Staff, U.S. Air Force	X 4/	X 6/	X
Commander, Major Air Command/FOA/DRU	X 5/	X 6/	X
Commander, Intermediate Echelon	X 2/, 5/	X 6/	X 7/
Commander, Activity, Wing, Group, or Squadron	X 2/, 5/	X 6/	X 7/
Commander, North American Air Defense Command	X	X 6/	X
National Guard Adjutants General of the respective State	X 8/	X 8/	X

1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.

2/ Prior authorization by the major air command concerned is required for TDY assignments in excess of 179 days. Authority may be re-delegated to lower echelons if desired.

3/ Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel authorization for an employee of the Office of the Secretary of the Air Force. ***NOTE: A blanket travel order is not used in DTS.***

4/ Prior authorization by AF/DALB is required to issue a blanket TDY travel authorization for a Headquarters, U.S. Air Force civilian employee. ***NOTE: A blanket travel order is not used in DTS.***

5/ Prior authorization by the major command concerned is required to issue a blanket TDY travel order. However, authority may be re-delegated to lower echelons if desired. Authorization may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. ***NOTE: A blanket travel order is not used in DTS.***

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

7/ When delegated by the responsible major air command.

8/ Authority for travel order issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.

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

PART 2: GENERAL CONDITIONS

A. Order in Writing (FTR §301-71.107)

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

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

a. Provide the traveler information regarding what expenses may be paid;

b. Provide CTOs and travel service vendors with necessary documentation for travel programs use;

c. Provide necessary financial information for budgetary planning; and

d. Identify the travel purpose.

3. Prohibition. A travel order must not be issued for reporting to the first PDS for duty except as in Ch 4, or for a pre-employment interview/examination except as in Ch 7, Part D.

4. Exceptions

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

(1) Oral,

(2) By letter/message, or

(3) By travel order.

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

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

5. Sea Trial Travel Order

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

b. The written travel order must show:

(1) The per diem authorization,

(2) the per diem rate,

(3) duty dates,

(4) accounting data, and

(5) the names of the employees assigned to the particular sea trial trip.

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

B. Confirmatory Travel Order

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

2. A confirmatory travel order must:

a. Be issued as promptly as possible.

b. Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and

c. Be initiated by the official who directed the travel.

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

1. Is limited to use within a stated geographical area, and

2. Is limited to a time period within a fiscal year, and

3. Must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and

4. Can only authorize economy-class travel. ***If travel in premium-class accommodations becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.***

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

D. Travel Order Amendment

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

a. Recognize an essential aspect of travel not known in advance,

b. Change the period or place of TDY assignment,

c. Include omitted pertinent information,

d. Change allowances for unperformed travel or duty, and/or

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

2. Authorization, Approval and Retroactive Modification

a. Allowances may be:

(1) Authorized only in advance of travel in some instances and/or

(2) Approved after travel is completed

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

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

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

e. See pars. C4554-A and C4554-B regarding the effect of deductible meals on per diem rates.

3. Amendment Effective Date

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

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

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

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

4. How to Amend a Travel Order

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

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

E. Rescinding a Travel Order

1. An order may:

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

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

2. Incurred expenses/services, initiated by the employee based on an anticipated travel order, are not reimbursable. See JTR, par. C1050 and CBCA 1370-RELO, 22 January 2009.

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

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

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

1. Issuance of GOV'T-procured transportation;

2. Travel advances;

3. HHG transportation and/or storage;

4. Transportation of unaccompanied dependents;

5. Transportation by Military Sealift Command (5 copies);

6. Transportation by Air Mobility Command (3 copies);

7. Immunization, passport, visa, and green cards. See APP G.; and

8. Administrative requirements, including for a record in the employee's personnel folder, for OCONUS PCS travel.

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

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

PART 3: TRAVEL ORDER CONTENT

A. Form of Request. Use the travel order forms prescribed in APP I, Part 4, par. A (TDY) and APP I, Part 4, par. B (PCS).

B. Information Required (FTR §301-71.103)

1. General Information. The following information must be included on each travel order. ***NOTE: See par. C2000-A2 if premium-class accommodations are authorized.***

a. Employee's name;

b. AO's signature (digital in DTS);

c. Travel purpose (see APP H);

d. Travel order conditions or limitations;

e. Cost (for an open order, include a travel cost estimate over the period covered) estimate;

f. A statement that the employee is authorized to travel;

g. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. GOV'T personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DoDFMR, Vol. 9, paragraph 030301.B.1, ***http://www.dtic.mil/comptroller/fmr/)***;

h. A statement indicating whether the traveler is/is not a GTCC IBA holder (DoDFMR, Vol. 9, paragraph 030301.B.2, ***http://www.dtic.mil/comptroller/fmr/)***;

i. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods. (DoDFMR, Vol. 9, paragraph 030301.B.3, ***http://www.dtic.mil/comptroller/fmr/***);

j. A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DOD disbursing officer (DoDFMR, Vol. 9, paragraph 030301.B.4, ***http://www.dtic.mil/comptroller/fmr/***);

k. A statement indicating that CTO/TMC use to arrange official travel is mandatory, or a detailed statement of why a CTO/TMC is not available/not being used. ***NOTE: Virtually all DOD components have contractual arrangements with CTOs/TMCs requiring that all official transportation (common carrier, special conveyance, etc.) be arranged through the CTO/TMC, if they can provide the required official transportation arrangements.***;

l. A statement indicating that available GSA contract city-pair airfare should be used for official travel unless one of the 5 exceptions in APP P, Part 1, par. A6 applies. The travel order must include a detailed explanation on why the contract city-pair airfare was not used. For example, "Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost."; and

m. A statement indicating whether transportation tickets are purchased using a GTCC CBA or IBA. This statement alerts the voucher examiner and avoids duplicate payments.

n. If circuitous travel is authorized, it must be stated whether it is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.

*o. A statement that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

2. Specific Authorization/Approval. (FTR §301-71.105) The following travel arrangements require specific prior authorization:

a. Use of premium-class service on common carrier transportation (par. C2204-B);

b. Use of a foreign air carrier (par. C2204-C);

c. Use of extra-fare train service (par. C2208);

d. Travel cost estimate (a blanket travel order should include an estimate for the period covered);

e. A statement that the employee(s) is (are) authorized to travel; and

f. If permitted, a statement that return travel to the PDS during extended TDY is authorized at GOV'T expense, must be included on the travel order, or travel voucher or travel order amendment, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

3. Advance Arrangements. The following travel arrangements require a written or electronic advance order:

a. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which a dependent travels;

b. Reduced per diem rate payment (par. C4550);

c. Acceptance of payment from a non-Federal source for travel expenses (Joint Ethics Regulation (JER), DOD 5500.7-R, ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html***); and

d. Travel expenses related to conference attendance (APP R).

C. Blanket TDY Travel. A blanket TDY travel order must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

1. That the travel type is "blanket TDY travel";

2. That the employee must proceed at such times, to such places, and at such frequency as may be necessary;

3. Of the general geographic area limitations;

4. Of a specific period of time within a fiscal year;

5. Of the reason(s) for this type of travel;

6. Designating the traveler as an acting transportation officer, if applicable;

7. Authorizing special conveyance use with reimbursement allowed when approved on claim vouchers as being to the GOV'T's advantage, if appropriate;

8. Authorizing excess accompanied baggage, if necessary; and

9. Of other conditions, limitations, and instructions, as appropriate.

NOTE 1: A blanket travel order is not used in DTS.

NOTE 2: A blanket travel order must never authorize other than economy-/coach-class travel. If travel in other than economy-/coach-class accommodations becomes necessary for specific trips, an amendment to the order for each such trip must be issued.

D. Consultant and Expert TDY Travel. An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 or fewer days in any continuous 365 day period) by the GOV'T (under 5 USC §5703) and paid on a daily-WAE basis or serving without pay or at $1 a year (see par. C4975 and APP E, Parts 1 and 2). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. ***NOTE: This use of ITAs does not apply to contractors.***

E. PCS Travel

1. General. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A PCS travel order must contain the same basic information prescribed in APP I, Part 4, par. B, plus a statement:

a. In all cases:

(1) Naming the old and new PDSs and their locations;

(2) The reporting date at the new PDS; and

b. If applicable:

(1) The name and relationship of each eligible dependent (and children's birth dates) who is authorized to travel;

(2) That dependents are accompanying the employee or traveling separately, and if traveling separately when, and by what transportation mode, if known, and dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

(3) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. C2302. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges. See APP G.;

(4) The maximum HHG weight the employee may transport including:

(a) SIT authority;

(b) HHG shipment origin and/or destination points (when different from the employee's);

(c) The transportation method (commuted rate or actual expense (GOV'T-arranged or employee arranged NTE the GOV'T-arranged cost)); and

(d) (For GOV'T-arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at GOV'T expense (e.g., borne by, or collected from, the employee);

(5) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

(6) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

(7) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel order. If Relocation Services is contingent, the block must be checked on the travel order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

2. CONUS PCS Travel. A travel order for a CONUS-to-CONUS PCS must contain the same information as in par. E1, plus a statement:

a. That the travel type is "PCS travel," and

b. If applicable:

(1) That a service agreement has been signed. See par. C5550;

(2) Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

(3) If applicable, authorizing TQSE for the employee and/or dependent incident to temporary QTRS occupancy, TQSE type (actual expense or fixed) and the number of days authorized (subject to the maximums) ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed)***;

(4) Authorizing HHG NTS incident to a transfer or appointment to an isolated CONUS PDS;

(5) Authorizing real estate and unexpired lease expenses;

(6) Authorizing special conveyance use for PCS travel;

(7) That transportation of POV(s) within CONUS is authorized (***only*** after the mandatory cost comparison showing a financial savings to the GOV'T has been completed) as being to the GOV'T's advantage;

(8) Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

(9) That a home marketing incentive payment is authorized if earned IAW Ch 5, Part Q, Section 3;

(10) That a reduction in force or function transfer is due to base closure if such is the case; and

(11) The conditions in par. C2159-C1 for using more than 2 POCs are authorized/approved by a travel order amendment after the fact.

3. First Duty Station for an Appointee. A travel order to the first PDS for an appointee must contain the same basic information prescribed in par. E1, plus a statement:

a. That the travel type is "travel to first duty station (5 USC §5723)";

b. Of the date the required service agreement is signed;

c. Of the actual residence;

d. Of the position title and grade to which appointed;

e. If transportation of POV(s) within CONUS is authorized (***only*** after the mandatory cost comparison showing a financial savings to the GOV'T has been completed) as being to the GOV'T's financial advantage; and

f. That the conditions in par. C2159-C1 for using more than 2 POCs are authorized, or approved by a travel order amendment after the fact.

4. OCONUS Permanent Duty Travel

a. General. A travel order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:

(1) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel. See par. C5000.;

(2) Of the actual residence, as appropriate;

(3) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;

(4) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

(5) Of transportation modes (see APP I4, par. B) (circuitous route travel for personal reasons may not be authorized at GOV'T expense, see pars. C2000 and C2204);

(6) For POC travel, that POC travel is to the GOV'T's advantage, or of the reimbursement limitation IAW par. C2159;

(7) Prohibiting the use of commercial transportation modes when travel reservations are made by GOV'T transportation facilities. See par. C2204.;

(8) Of the maximum HHG weight the employee may transport and/or store; and

(a) Any weight limitation imposed by the OCONUS command;

(b) The weight allowance for consumables, if authorized (par. C5154-D and APP F);

(c) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a GOV'T-arranged move; and

(d) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

(9) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(10) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the GOV'T's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

(11) Whether or not a POV shipment is authorized;

(12) If ocean-going car ferries are authorized. See par. C2166.;

(13) If applicable, authorizing TQSE for the employee and/or dependents incident to temporary QTRS occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed)***;

(14) If property management services are authorized; and

(15) If TQSA and/or FTASE are/is authorized.

b. RAT Conditions. For OCONUS RAT, the travel order also must include a statement:

(1) Authorizing travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

(2) Of the number of leave days granted;

(3) That "This employee has completed the minimum period of service for this command and has signed a new eligibility renewal agreement on (date)";

(4) Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;

(5) Of the reporting date for duty at the OCONUS PDS following authorized absence;

(6) Of accompanied baggage weight limits;

(7) Authorizing up to 90 days HHG temporary storage if allowed in par. C5190;

(8) Of specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas; and

(9) Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving a port call.

F. TCS Travel

1. Events Requiring a Travel Order. A separate travel order is required to:

a. Assign the employee from the PDS to a TCS location;

b. Return the employee from the TCS location to the PDS; or if the TCS location becomes the employee's new PDS:

c. Assign the TCS location as the new PDS; and

d. Authorize the employee to return to the former PDS (par. C5720-B1).

2. Travel Order Content. Each travel order must reference any prior TCS travel orders to which it is related. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel order must contain the same basic information prescribed in APP I, Part 4, par. B, plus a statement:

a. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;

b. Of the PDS(s) and TCS involved and locations;

c. Of the TCS/PDS reporting date; and if applicable;

d. Of the name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;

e. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

f. That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. C2302. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see APP. G);

g. Of the maximum HHG weight the employee may transport;

(1) Of SIT storage authority;

(2) Of HHG origin and/or destination points (when different from the employee's);

(3) Of the transportation method (commuted rate, or GOV'T-arranged (or actual expense NTE the GOV'T-arranged cost)); and

(4) How the employee intends to fulfill financial responsibility for charges not allowed on a GOV'T arranged move (e.g., borne by, or collected from, the employee);

h. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;

i. If TQSE is authorized for the employee and/or dependents incident to temporary QTRS occupancy, TQSE type (actual expense or fixed), and the number of days authorized subject to the maximums); and

For OCONUS travel only:

j. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

k. Of transportation modes (APP I, Part 4, par. B);

l. Prohibiting commercial transportation use when GOV'T transportation facilities (C2204) make the travel reservations;

m. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;

n. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

o. Whether or not POV shipment is authorized; and

p. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

G. Invitational Travel. An ITA must contain a statement of the:

1. Date that travel is requested or approved;

2. Type of Travel -- Indicate as appropriate e.g., "Invitational Travel"; "EVT, JTR, Ch 7, Part M";

3. Traveler's name and position title and employer, if applicable;

4. Traveler's home address;

5. Traveler's business address (if applicable);

6. Date travel begins;

7. Number of assignment days;

8. Assignment purpose;

9. Place travel begins;

10. Assignment place or itinerary;

11. Place travel ends;

12. Transportation modes;

13. Allowances;

14. Conditions, instructions, limitations (see APP I, Part 4, par. A2, item 16 for pertinent statements required to be included); and

15. Travel approving/directing official's name and accounting citation.

There is a sample ITA format in APP E, Part 2. ***NOTE: An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.***

H. Travel at No Expense to the GOV'T. See par. C1001-E.

PART 4: ORDER PREPARATION

A. TDY Travel

1. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DoD PERSONNEL (DD Form 1610) is used for all official TDY travel, FEML travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations (authentications), and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of GOV'T-discounted rates. DD Form 1610 is available at the following website, ***http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1610.pdf***

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

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

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

Item 4. POSITION TITLE AND GRADE/RATING--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6. ORGANIZATIONAL ELEMENT--Enter division, branch, or unit to which traveler is assigned.

Item 8. AUTHORIZATION TYPE--Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

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

Item 10.

a. APPROX. NO OF TDY DAYS (***Including Travel Time***)--Self-explanatory. ***NOTE: The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.***

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

Item 11. ITINERARY--Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". Par. C4425. ***NOTE: This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.***

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

Item 13. Per Diem--When per diem using the 'Lodgings-Plus' computation method in par. C4553 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (***Specify***)" and enter the appropriate rate information. For example:

a. If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (***Specify***)." If anticipated expenses justify a lower per diem rate and a reduced rate of $60 is authorized under par. C4550-C, the entry should be "reduced rate $60."

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. C4550- B, C, and D) for the rate shown.

b. If there is a conference lodging allowance rate - check block 13b "OTHER RATE OF PER DIEM (***Specify***) $200 Total (Conference Lodging Rate $150; M&IE $50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (APP R, Part 1, par. M).

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

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

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

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

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

b. Excess Accompanied Baggage -- "_____ pieces or _____ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. C2302.

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

d. Premium-class Accommodation Authorization -- Indicate the applicable statement when premium-class accommodation is authorized/approved.

(1) First-class air accommodation -- "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (APP H2, Sec B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is ($XXX.XX)." Ch 2, Part E and APP H2, Sec B; or

(2) Business-class air accommodations -- "The use of business-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (APP H3, Sec A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is ($XXX.XX)." Ch 2, Part E, and APP H2, Sec A.

NOTE: Only an official, designated IAW par. C2204-B2a, has authorization/approval authority for first-class accommodations and par. C2204-B2b for business-class accommodations.

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

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

(1) Cite par. C7100 or C7105 when traveling as an attendant or escort for a Service member's dependents.

(2) Cite par. C7800 when traveling as a civilian family member of a seriously ill or injured Uniformed Service member.

g. GTCC -- DoDFMR, Vol. 9 (***http://www.dtic.mil/comptroller/fmr/***) when a GTCC is not accepted or cannot be used, and par. C1100-B.

h. Registration Fee -- Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee (APP R2, par. M) if a registration fee is authorized.

i. POC Restrictions -- Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the GOV'T's advantage (Ch 2, Part D).

k. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. C1100-A).

l. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the GOV'T's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the GOV'T's advantage (par. C2001-A1). (Ex: Air travel is apparently to the GOV'T's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

m. Permissive Travel at No Expense to the GOV'T -- Indicate "This order is issued in the DoD's interest but is voluntary (permissive) in nature. ***If used, it must result in no travel and/or transportation-related cost to the U.S. GOV'T.*** The employee is financially responsible for all travel and transportation expenses." ***No accounting information should be placed on the order.*** There is no penalty if the traveler chooses not to use this order; however, the AO should be notified without delay that this order has not been used.

n. Conference Lodging Allowance -- Indicate "***Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination)*** if a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (APP R1, par. H)) is authorized**.** Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

o. Communication Services -- Include the dollar amount/call for authorized calls home (APP G).

p. Costs for Expenses not Fully Covered by Non-Federal Source - Indicate if the traveler is being reimbursed for the difference between the full GOV'T allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (Joint Ethics Regulation (JER), DoD 5500.7-R, at

http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) covers some but not all of the allowable travel and subsistence expenses. Ch 4, Part B to determine the applicable maximum allowances.

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

NOTICE (par. C5400): A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at ***http://international.fws.gov/pdf/pe.pdf***; and an application for the one-time import, export, or re-export of pets into/from the U.S. at ***http://forms.fws.gov/3-200-46.pdf*** (Ch 5, Part I).

r. Fly America Act -- Include the endorsement required by par. C2204-C3 when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

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

t. If EVT transportation is authorized for a dependent traveling with an employee, include the statement "EVT transportation authorized for the dependent under Ch 7, Part M.", and include the dependent's name. ***(An ITA is used to authorize EVT transportation for a dependent traveling without the employee.)***

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

Item 17. TRAVEL-REQUESTING OFFICIAL ***(Title and signature)*** other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

Item 18. TRAVEL-APPROVING/DIRECTING OFFICIAL ***(Title and signature)*** other than the official signing in block 17.

Item 19. ACCOUNTING CITATION--Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The FUND-APPROVING OFFICIAL (APP A) certifying to funds availability signs in the lower right corner of this block.

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

Item 22. TRAVEL AUTHORIZATION NUMBER -- Show the identifying number and/or symbol assigned by the issuing office.

NOTE: Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange

may be used. This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.

3. Distribution. APP I2. par. H.

B. Permanent Duty Travel

1. General. The REQUEST/AUTHORIZATION FOR DoD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (DD FORM 1614) is used as a request and order for all official PCS/TCS travel by an employee and family. APP I3, par. F2. DD Form 1614 is available at the following website: *http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf*.

NOTE 1: DD Form 1614 must not be used for contractor's travel.

NOTE 2: An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. A DoD component must carefully review the circumstances of the employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the employee that should be borne by the GOV'T. par. C5083. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.

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

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

Item 6. Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. OPM website ***http://www.opm.gov/retire/*** for more information on retirement.

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

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

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

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

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

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

Item 22. Accounting Citation--Show fiscal data IAW regulations of the DoD component concerned. ***Please ensure that funds are obligated against the order***. For Transportation Account Codes (TACs) for DoD personnel DTR 4500.9-R, Part II, APP V. TAC codes: Army go to website ***https://www.daas.dla.mil/tac_inq/tac_menu.html***, Air Force F750/FCHP, and Navy and Marine Corps website ***http://192.67.251.41/tac_inq/tac_menu.html***.

Item 23. (TRAVEL-)APPROVING (/DIRECTING) OFFICIAL APP A. Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

Item 24. AO APP A. Indicate the order-issuing organization, address, signature of the AO.

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

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

a. House hunting Trip--Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.

b. TDY--Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.

c. Premium-Class Accommodation--Indicate the applicable statement when premium-class accommodation is authorized/approved.

(1) First-class air accommodations--"The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (APP H2, Sec B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is ($XXX.XX)." Ch 2, Part E and APP H2, Sec B, or

(2) Business-class air accommodations-- "The use of business-class transportation is authorized/ approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/ letter/message reference and date (APP H3, Sec A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is ($XXX.XX)." Ch 2, Part E and APP H2, Sec A.

NOTE: Only an official, designated IAW par. C2204-B2a, has authority for first-class accommodations authorization/approval and par. C2204-B2b for business accommodations authorization/approval.

d. Transportation Mode--Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the GOV'T's advantage when the AO has determined that an employee and/or dependents should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This helps to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the GOV'T's advantage (par. C2001-A1). (Ex: Air travel is apparently the most

advantageous transportation mode but air travel is precluded due to a disability or other special medical need. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

e. ATM Advance--Indicate the amount authorized for ATM advance against the GTCC (par. C1100-A).

f. Indicate the issuing CPO's name, address, PoC with phone number and DSN (including area code for each).

g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.

h. POC Use Is Not to the GOV'T's Advantage--Indicate when POC travel is not to the GOV'T's advantage. When travel is by POC (specifically by privately owned boat) and not to the GOV'T's advantage, a statement must be placed on the order that GOV'T-procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available GOV'T-procured air transportation (plus appropriate per diem) (par. C2165).

i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.

(1) Fly America Act--Include the endorsement required by par. C2204-C3 when commercial non-U.S.-certificated/registered ship(s) or air carrier(s) use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

(2) Pet Transportation--Include the following statement on an order for an employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at ***http://international.fws.gov/pdf/pe.pdf***; and an application for the one-time import, export, or re-export of pets into/from the U.S. at ***http://forms.fws.gov/3-200-46.pdf*** (Ch 5, Part I).

*j. Include notice that if an order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

3. Distribution. APP I2, par. H.

4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 (5 USC §552a) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: ***http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf***.

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APPENDIX J

COST-OF-LIVING ALLOWANCE (COLA)

PART I: INTRODUCTION

Par.	Contents
A.	Purpose
B.	Surveys
C.	Indexes
D.	Payments
E.	Spendable Income
F.	Required Member Information
G.	Computation Steps
H.	Foreign Currency Exchange Rates
I.	Significant COLA Expenses

PART II: COLA UNIQUE EXPENSES

A.	Purpose
B.	Criteria
C.	Authorized Locations

PART III: COST-OF-LIVING ALLOWANCE TABLES

Table	Contents
Table I	Annual Compensation for Members with and without Dependents
Table II	Average Annual Spendable Income
Table III	Cost-of-Living Allowance Indexes

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PART 1: INTRODUCTION

A. Purpose. A cost-of-living allowance (COLA) is paid to a member assigned to high cost OCONUS area to help maintain the equivalent purchasing power of the member's CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the COLA amount needed to equalize purchasing power between an OCONUS-based member and CONUS-based counterparts. COLA compensates the member if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. Surveys. The COLA surveys include the Living Pattern Survey (LPS) and the Retail Price Schedule (RPS). The LPS and the RPS are the two OCONUS surveys conducted which determine OCONUS prices. See APP M, Part I for more detailed information about the LPS and RPS data surveys. COLA indexes are determined using the data provided via these two surveys.

1. LPS. The LPS is the individual member survey that:

   a. Is ***required*** at least once every three years but may be submitted more frequently (see APP M);

   b. Determines from where the service members purchase their goods/services, i.e.;

      (1) Local market outlets (on the economy); and/or

      (2) Commissary/exchange;

   c. Determines the purchase percentage from each source (local market and/or commissary/exchange); and

   d. Is conducted before the RPS.

2. RPS. The RPS is the market basket survey that:

   a. Is ***required*** annually but may be submitted more frequently (see APP M),

   b. Reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and

   c. Includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. Indexes. The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are ***overall*** 10 percent more expensive than in CONUS. An index of 100 indicates that the ***overall*** cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

*D. Payments. A member's COLA payment is determined using data from three individual sources/tables. The three tables include the Annual Compensation Table, Spendable Income Table, and the COLA Index Table in this APP. (See this APP, Part 3.)

E. Spendable Income. For COLA, spendable income is that portion of the member's annual compensation used to purchase items in the RPS. Members receive a COLA payment as a ***percentage of, and based on, their spendable incomes; COLA is not based on total income.*** Spendable income differs according to the member's:

1. Grade,

2. Years of service, and

3. Number of command-sponsored dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. Grade,

2. Years of service,

3. Number of command-sponsored dependents,

*4. Annual compensation - see this APP, Part 3, Table I,

*5. Average annual spendable income - see this APP, Part 3, Table II, and

*6. Member's PDS and COLA index - see this APP, Part 3, Table III.

G. Computation Steps

*Step 1: Determine the member's annual compensation based on grade, years of service, and dependency status(see this APP, Part 3, Table I).

*Step 2: Determine the member's average annual spendable income (see this APP, Part 3, Table II),

*a. In table matrix column one, locate the dollar range for the appropriate 'Annual Compensation' amount as determined in Step 1 above,

b. Follow this dollar range (line) to the right to the applicable column for the number of command-sponsored dependents,

c. This number is the member's 'average annual spendable income'.

*Step 3: Determine the member's COLA index based on PDS (see this APP, Part 3, Table III).

Step 4: Subtract 100 from the prescribed COLA index and covert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.

Step 5: Multiply the member's average annual spendable income from Step 2 above by the percentage from Step 4 above. The result is the member's ***annual*** COLA. To determine the monthly allowance:

a. Divide the annual COLA amount by 360 (days),

b. Carry the result to 5 digits to the right of the decimal,

c. Multiply the result in item b by the number of days in the month for which the allowance is payable, and

d. Round the amount to the nearest cent.

COLA CALCULATION EXAMPLE

*Effective 1 July 2002, a member in grade E-8 with 22 years of service is assigned to an OCONUS PDS. The prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is authorized COLA for July (31 days).

*1. For an E-8 with 22 years of service, the Annual Compensation Table indicates the member's annual compensation is $61,313.

*2. The Spendable Income Table indicates the member's average annual spendable income is $35,300 (based on the annual compensation amount from Step 1 that falls into the dollar range of $59,000-$62,999 and four dependents.

*3. The COLA index for member's PDS the COLA Indexes Table is 120.

4. 100 subtracted from the COLA index of 120 from Step 3 leaves a remainder of 20 that converts to a decimal multiplier of .20.

5. Multiply the member's average annual spendable income ($35,300) determined in Step 2 by the .20 multiplier from Step 4. This results in an annual COLA of $7,060 (.20 x $35,300 = $7,060),

a. Divide $7,060 by 360 (days) with 5 digits to the right of the decimal ($7,060/annum/360 days/annum = $19.61111/day),

b. Multiply the result by the number of days for which the allowance is payable ($19.61111/day x 31 days/31-day month = $607.94441/31-day month),

c. Round to the nearest cent - $607.94 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts ***(when necessary)*** exchange rates for countries where members are assigned. For more currency adjustment information see APP M, Part II. Based solely on the currency fluctuations, adjustments are made as frequently as twice monthly to COLA.

I. Significant COLA Expenses. In some areas, members must incur significant expenses for items that CONUS-based members do not purchase. For additional information on COLA unique expenses see this APP, Part II.

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PART 2: COLA UNIQUE EXPENSES

*A. Purpose. In some OCONUS areas, a member and/or dependent incurs significant mandatory and excessive expenses for items that a CONUS-based member never purchases. Since the expenses are not incurred in CONUS they cannot be made a part of the ordinary COLA index calculation. For these expenses, payment is a dollar-for-dollar reimbursement for a specifically authorized expense at designated authorized locations.

B. Criteria. A mandatory and excessive expense incurred periodically (i.e., annually, semiannually, etc.) that must meet all of the criteria below to be an authorized as a COLA - Unique Expense eligible for reimbursement. ***PDTATAC does not accept requests from individual members for COLA - Unique Expense authorization.*** All requests for specific expenses at specific locations must be forwarded through the Major Command level, then via the applicable Service representative (indicated under the heading "Feedback Reporting" in the JFTR introduction) to PDTATAC. The Secretary Concerned or Secretarial Process, at Service discretion, may reimburse COLA Unique Expenses for the locations and specific expenses cited in par. C of this Part with no further PDTATAC action required. There is no requirement for recovery of any amount refunded to a member by the foreign government agency involved.

Each individual mandatory and excessive expense must be:

1. Incurred by a clear ***majority*** of members assigned at a duty station, and

2. An item/expense that exceeds 1% of Spendable Income for the typical uniformed member, and

3. An item/expense that is not purchased or paid by CONUS-based members, and

4. Specifically authorized/approved by PDTATAC for reimbursement are listed in par. C below, and

5. Verified by a valid receipt, and

6. Paid on or after 1 July 2006. No expenses paid before this date can be reimbursed.

C. Authorized Locations. Locations authorized a COLA-unique expense reimbursement (no other locations or expenses authorized) are:

1. Gibraltar. Mandatory and excessive Television License fees may be reimbursed as substantiated by receipts. Mandatory and excessive Vehicle Excise Tax (Road Tax) for one POV may be reimbursed as substantiated by receipts.

2. Singapore. Mandatory and excessive Road Tax for one POV may be reimbursed as substantiated by receipts. Mandatory and excessive Registration/Transfer fees for one POV may be reimbursed as substantiated by receipts.

3. United Kingdom. Mandatory and excessive Television License fees may be reimbursed as substantiated by receipts. Mandatory and excessive Vehicle Excise Tax (Road Tax) for one POV may be reimbursed as substantiated by receipts.

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PART 3: COLA INDEXES TABLES

*A. General. For current geographic COLA information, and the following tables, please see the DTMO website at: ***http://www.defensetravel.dod.mil/site/travelreg.cfm/***.

B. Table I - Annual Compensation for Members with and without Dependents. On the PDTATAC website, select 'Rates & Allowances', 'Compensation Tables', 'Pay-Tables', 'paytablesYYYY.pdf'.

C. Table II - Average Annual Spendable Income. On the PDTATAC website select 'Rates & Allowances', 'Compensation Tables', 'Spendable-Income-Tables', 'Spendable-Income-Table(YYYY-MM-DD).pdf'.

D. Table III - Cost-of-Living Allowance Indexes. On the PDTATAC website select 'Rates & Allowances', 'COLA Rates', 'Overseas', 'COLA Indexes', 'YYYY COLA Indexes', 'YYYY-MM-DD COLA INDEXES.pdf'.

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APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART 1: GENERAL INFORMATION

Par.	Contents
A.	General
B.	Rental Allowance
C.	Utility/Recurring Maintenance Allowance Expenses
D.	Move-In Housing Allowance (MIHA)
E.	Fixed Exchange Rate
F.	OHA Computation Steps

PART 2: BRIEFING SHEET

A.	OHA Overview
B.	Required Form(s) Submission
C.	Rental Allowances
D.	Utility/Recurring Maintenance Allowances
E.	Move-In Housing Allowances (MIHA)/Miscellaneous Expenses
F.	Rental Advances

PART 3: MOVE-IN HOUSING ALLOWANCE (MIHA) MISCELLANEOUS EXPENSES

Table	Contents
I	Reportable MIHA Miscellaneous Expense Items
II	Non-Reportable MIHA Miscellaneous Expense Items

PART 4: RENTAL ADVANCE PROTECTION

I	Countries ***Currently*** Authorized OHA Rental Advances
II	Countries ***Previously*** Authorized OHA Rental Advances

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PART 1: GENERAL INFORMATION

For APP K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA allowances, see the DTMO website at: http://www.defensetravel.dod.mil/site/oha.cfm

A. General

1. Purpose. OHA is a monthly allowance paid to a service member assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. OHA defrays the member's housing costs and includes the following three components:

*a. Rent,

*b. Utility/recurring maintenance expenses, and http://www.defensetravel.dod.mil/site/oha.cfm

*c. Move-in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on:

a. The member's reported rental amount, up to the locality OHA rental allowance, plus

b. The appropriate utility amount based on the member's status.

*3. OHA Locality/Rate Tables. OHA rates are compiled by country, and are updated based on new cost data and/or currency fluctuations and located on the DTMO website at ***http://www.defensetravel.dod.mil/site/oha.cfm.*** The following information applies to all OHA tables:

a. If only an island or country is listed, all territory within the island's/country's boundaries is included (including all offshore islands in the same general vicinity).

b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.

c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).

d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

*B. Rental Allowance. Maximum OHA rental allowances for each locality are based on reported actual rental cost data for members with dependents residing in private sector housing(see DTMO website at ***http://www.defensetravel.dod.mil/site/oha.cfml***). The OHA program is designed to cover actual rental costs for 80 percent of the assigned members.

1. With-dependent. When computing allowable rent for a member with dependent, the amount is the lesser of the member's reported rent under par. U10022 and the maximum allowable rent for the member's grade at the PDS locality. If ***any/all*** of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is ***added*** to the rental-allowance portion before comparison with the member's actual rent. See this APP, Part I, par. F, for calculation examples.

2. Without-dependent. When computing allowable rent for a member without dependent, the amount is the lesser of the member's reported rent under par. U10022 and 90 percent of the maximum allowable rent for the member's grade at the PDS locality. If ***any/all*** of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is ***added*** to the rental-allowance portion before comparison with the member's actual rent. See this APP, Part I, par. F for calculation examples.

*C. Utility/Recurring Maintenance Allowance Expense. The utility/recurring maintenance allowance found in the OHA locality tables at ***http://www.defensetravel.dod.mil/site/oha.cfm*** is based on member-reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. U10024.

*D. Move-In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see DTMO website ***http://www.defensetravel.dod.mil/site/oha.cfml***) is based on average member-reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See APP N for specific MIHA information. APP K, Part III includes a list of reportable move-in expenses. The allowable MIHA is computed as prescribed in par. U10026.

E. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through four to determine a member's OHA.

Step 1: Determine the member's monthly rent from par. U10022.

Step 2: Using the appropriate locality table find the rental allowance for the member's specific locality code and grade. For a member without dependent, multiply the with-dependent rate by 90 percent. If rent includes ***all*** utilities (block 7b checked on DD Form 2367), ***add*** the full utility/recurring maintenance allowance to the maximum rental allowance. If rent includes ***some*** but ***not all*** utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance.

Step 3: Locate the utility/recurring maintenance allowance from the locality table. Use the rules in par. U10024 to determine the utility amount allowed based on the amount of utilities included in the rent (if any).

a. Rent includes ***all*** utilities (block 7b checked on DD Form 2367): The member receives ***no*** separate utility/recurring maintenance allowance; however, this allowance ***is added*** to the rental allowance determined in Step 2.

b. Rent includes ***no*** utilities (block 7a checked on DD Form 2367): A member with dependent (not a sharer) receives the full utility/recurring maintenance allowance. A member without dependent (not a sharer) receives 75 percent of the with-dependent utility/recurring maintenance allowance. A sharer (as defined by par. U10000-A) with or without dependent receives a prorated share of the utility/recurring maintenance allowance.

c. Rent includes ***some*** utilities (block 7c checked on DD Form 2367): Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., Part I, this APP, to determine the percentage of utility/recurring maintenance allowance payment. The amount the member ***does not receive*** is added to the maximum rental allowance determined in Step 2.

Step 4: Compare monthly rent computed in Step 1 with rental allowance determined in Steps 2 and 3. If the rent in Step 1 is ***less*** than the rental allowance in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is ***greater*** than the rental allowance calculated in Steps 2 and 3, then the rental allowance calculated in Steps 2 and 3 is used to compute OHA.

The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.

Example 1

Situation: A member in grade O-3, with dependent is stationed at a locality at which the maximum rental allowance for the member's grade is $425, the utility/recurring maintenance allowance is $120 and the MIHA/Miscellaneous allowance is $510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is $450, the locality climate code is 2 (moderate), and the member's ***utility point score*** is 5.

Computation:

Step 1: The member's monthly rent is $450.

Step 2:** Determine the maximum rental allowance for the member from the OHA locality table ***http://www.defensetravel.dod.mil/site/oha.cfm. For this example the rental allowance is $425.

Step 3: Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use $120 for this example. Using the utility point score methodology contained in par. U10024, the member has a ***utility point score*** 5 (the electricity (3 points) and the air conditioning (2 points)) ***are not*** provided by the landlord). Therefore, the member receives the ***full*** utility/recurring maintenance allowance of $120.

Step 4: Find the member's MIHA/Miscellaneous allowance in the locality table. For this example the amount is $510. Additionally, the member has a reimbursable rent-related expense equal to one month's rent ($450 - see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

Step 5: Compare the member's rent of $450 (from Step 1) to member's maximum rental allowance of $425 (from Step 2). In this example since the member's rent exceeds the rent allowance, use the $425 as the member's maximum rental allowance.

Step 6: Add the member's maximum rental allowance of $425 (from Step 5) and the utility/recurring maintenance allowance of $120 (from Step 3) for a total of $545. The member's monthly OHA is $545. Additionally, the member receives a one-time payment of $960 under MIHA (from Step 4).

Example 2

Situation: Three enlisted members (without dependent) share a house with a Federal civilian employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is $1800; the monthly utility/recurring maintenance allowance for their locality is $160; the locality MIHA/Miscellaneous allowance is $360; the locality climate code is 3 (hot); and it is determined that the members' ***utility point score*** is 8.

Computation:

Step 1: Determine each sharer's (member's) rent. IAW par. U10000-A there are four sharers, therefore each member's rent is $450 ($1,800 ÷ 4 = $450).

Step 2: Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance for a member with dependent is $750, $665 and $500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that a member without dependent may receive up to 90 percent of the with-dependent allowance. The appropriate maximum rental allowances for the E-7, E-5 and E-4 respectively are $675 ($750 x .90 = $675); $599 ($665 x .90 = $599); and $450 ($500 x .90 = $450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use $160. Because the members' total ***utility point score*** is 8, each member is authorized the ***full*** utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) utility/recurring maintenance allowance portion is $40 ($160 ÷ 4 = $40)

Step 4: Each member in this example is authorized a one-time MIHA/Miscellaneous payment of $360.

Step 5: Compare each member's rent of $450 (from Step 1) to each member's maximum rental allowance, (E-7 - $675, E-5 - $599 and E-4 - $450). Since the rent does not exceed the allowance, for each member the rental amount used to compute OHA is $450.

Step 6: To each member's rental amount (from Step 5) add the utility/recurring maintenance allowance of $40 (from Step 3). For each member, the total amount is $490 ($450 + $40 = $490). Each member's monthly OHA is $490. Additionally, each sharer (member) is authorized a one-time MIHA/Miscellaneous payment of $360.

Example 3

Situation: A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is $1,100. The maximum rental allowance for an O-4 is $600, and for an O-2 is $500. The utility/recurring maintenance allowance is $180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' ***utility point score*** is 7. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

Computation:

Step 1: Determine each member's monthly rent. IAW par. U10000-A each member is considered a sharer and each (sharer's) member's rent is $550 ($1,100 ÷ 2 = $550).

Step 2: Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance is $600 for the member in grade O-4, and $450 for the member in grade O-2 - 90 percent of the with-dependent allowance of $500 ($500 x .90 = $450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use $180. Because the members' total ***utility point score*** is 7, each member is authorized the ***full*** utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is $90 ($180 ÷ 2 = $90).

Step 4: Compare each member's rent of $550 (from Step 1) to each member's maximum rental allowance of $600 for grade O-4 and $450 for grade O-2 (from Step 2). For this example use $550 to compute the OHA for the member in grade O-4 and $450 for the member in grade O-2.

Step 5: Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 4). For grade O-4 the total is $640 ($550 + $90 = $640) and for grade O-2 the total is $540 ($450 + $90 = $540). The monthly OHA allowance for the member in grade O-4 is $640 and for the member in grade O-2 is $540.

Example 4

Situation: A member in grade O-3 is unaccompanied (dependent did not travel to PDS) and is not a sharer as defined in par. U10000-A. The member is authorized a Family Separation Housing (FHS-O) Allowance under par. U10414. The amount of FSH-O is the same as a member without dependent receives as OHA under the same conditions.

The maximum rental allowance for the member's grade is $725, the utility/recurring maintenance allowance is $160; the MIHA/Miscellaneous allowance is $625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the member is $600. The locality climate code is 2 (moderate) and the member's utility point score is 2.

Computation:

Step 1: The member's rent is $600.

Step 2: Determine the maximum rental allowance for the member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is $725. An unaccompanied member without dependent may receive up to 90 percent of the with-dependent amount for a maximum rental allowance of $653 ($725 x .90 = $653).

Step 3: Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is $160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75 percent of the full amount or $120 ($160 x .75 = $120). The member's ***utility point score*** is 2; therefore, the member is authorized 25 percent of $120, or $30 ($120 x .25 = $30). The utility/recurring maintenance allowance remainder ($90) is ***added*** to the member's rental allowance of $653 (Step 2) for a derived rental allowance of $743 ($653 + $90 = $743).

Step 4: Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use $625 for this example. Additionally, the member has a rent-related expense of $1,200 equivalent to two months rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only $600 of the $1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is $1,225 ($625 + $600 = $1,225).

Step 5: Compare the member's rent of $600 (from Step 1) to member's derived maximum rental allowance of $743 (from Steps 2 and 3). For this example $600 is used in computing the OHA for the member.

Step 6: Add the member's rental amount of $600 (from Step 5) to the utility/recurring maintenance allowance of $30 (from Step 3). The total is $630 ($600 + $30 = $630). The member’s monthly OHA allowance is $630. Additionally, the member is authorized a one-time MIHA payment of $1,225 (from Step 4).

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PART 2: BRIEFING SHEET

A. OHA Overview

1. The OHA program provides you and other uniformed service members assigned to OCONUS locations (except Hawai'i and Alaska) an allowance to defray your housing costs. If you are authorized to live in privately leased/owned quarters, you are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. See par. U10020-A. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.***

NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. U10414, the monthly amount is equal to the without-dependent OHA rate at your PDS. The same expense requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.

2. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one time Move-in housing allowance.

OHA is updated based on member-reported cost data. Review may result in an allowance increase/decrease, resulting in an OHA payment adjustment. OHA locality tables with current rate information are on the DTMO website at ***http://www.defensetravel.dod.mil/site/oha.cfm***

B. Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official (see par. U10020-A) who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

1. The maximum rental allowance shown in the locality tables are for members with dependents. The maximum rental allowance for a member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

2. Unless you (the member) are a sharer as defined in par. U10000-A, you receive the amount of rent paid up to the set rental allowance. You are sharing a dwelling when residing with:

a. A spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),

b. Another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or

c. Any other person, excluding the member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

3. ***If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.***

4. If you are a homeowner, derive your 'equivalent rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). ***NOTE: If you are in the Azores and purchased your home on/after 1***

January 1999, divide your purchase price by 24. See par. U10022-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.

5. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

D. Utility/Recurring Maintenance Allowances

1. ***The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied members with dependents. If you are unaccompanied but not a sharer, the allowance is equal to 75 percent of the amount indicated in the locality table. If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.***

2. If your rent includes all utilities, you ***do not*** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is ***added*** to your rental allowance. If your rent includes ***some*** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance.

E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of three components:

1. ***MIHA/Miscellaneous is a fixed-rate, one time payment that reflects average expenditures made by members to make their housing habitable.***

2. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. ***Homeowners are not authorized to receive this MIHA component.***

3. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for a member assigned to an area in which a dwelling must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in Appendix N.

F. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/ approves. The advance amount cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. ***Advances are not authorized/approved for the purchase of residences or other living accommodations. See par. U10028.***

NOTE: Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.

PART 3: MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES

Purchase prices of items included in the following table are generally authorized for the MIHA/Miscellaneous component of the OHA (unless the items are purchased with the intent to ship them from the present PDS). Items to be shipped are not reportable. While the list is not exhaustive, it covers the vast majority of reportable expenses. These expenses are associated with items necessary to make housing habitable.

Table I - Reportable MIHA Miscellaneous Expense Items	
1.	Cabinets (kitchen, medicine, bathroom, etc.)
2.	Plumbing and plumbing installation, hookups
3.	Gas and/or electrical installation
4.	Supplementary heating equipment
5.	Painting, papering, plastering (upon arrival only)
6.	Light fixtures, permanently installed
7.	Wardrobes
8.	Shelving
9.	Telephone installation
10.	Range, refrigerator, freezer, washer, dryer
11.	Air conditioners, dehumidifiers and fans
12.	Screening
13.	Transformers and voltage regulators
14.	Commodes and sinks (when ordinarily not furnished)
15.	Burglar alarms, security bars and supplementary door locks (when locally required)
16.	Water purification filters, when locally required
17.	Pest fumigation - if required when housing is first occupied (otherwise include in recurring maintenance expenses)
18.	Repair of drain pipes and gutters

The following items generally are not reportable move-in housing expenses.

Table II - Non-Reportable MIHA Miscellaneous Expense Items	
1.	Rugs, carpets, curtains and drapes
2.	Lawn and gardening maintenance expenses
3.	Dishwashers, microwave ovens and small/personal appliances
4.	Televisions, cable TV installation, antennas, etc.
5.	Any recoverable deposits (i.e., security deposits)
6.	Light bulbs
7.	Taxes of any kind (unless specifically required by lease)
8.	Fencing, yard-related items
9.	Any personal labor costs

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PART 4: RENTAL ADVANCE PROTECTION

Table I - Countries Currently Authorized OHA Rental Advances	
Location	**Date Established**
Brazil	1 February 2001
Colombia	1 November 1998
Hong Kong	1 September 1998
Indonesia	1 September 1998
Jordan	16 September 2005
Philippines	1 September 1998
Thailand	16 November 1997
United Arab Emirates	16 April 2003
Venezuela	16 November 1998
*Vietnam	1 November 2006

Table II - Countries Previously Authorized OHA Rental Advances		
Location	**Date Established**	**Date Removed**
Korea	1 December 1997	1 March 1999
Malaysia	1 February 1998	1 September 1998
Singapore	1 January 1998	1 September 1998

***NOTE*: Countries previously authorized OHA Rental Advance Protection continue to have rent protected locality codes in the OHA Query until all previously protected members either PCS or change quarters.**

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APPENDIX M

STATION ALLOWANCE/OHA
AND
TRAVEL PER DIEM REPORTING PROCEDURES
AND
COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES

http://www.defensetravel.dod.mil/Docs/perdiem/browse/Allowances/COLA/Appendix_M/appm.pdf

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APPENDIX N

MOVE-IN HOUSING ALLOWANCES (MIHA)

PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

Par.	Contents
A.	General
B.	MIHA/Miscellaneous
C.	MIHA/Rent
D.	MIHA/Security
E.	Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report
F.	Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim
G.	Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

PART II: MIHA SECURITY LOCATIONS

Table	Contents
I.	Locations Currently Designated
II.	Locations Previously Designated

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PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General

1. The following three components comprise MIHA (see par. U10026):

   a. MIHA/Miscellaneous – a fixed-rate, lump-sum payment,

   b. MIHA/Rent – an actual expense component that covers reasonable rent-related expenses, and

   c. MIHA/Security – an actual expense component that covers reasonable security-related expenses.

2. To be authorized a MIHA, a member must be eligible for an Overseas Housing Allowance (OHA).

3. MIHA is intended to defray the move-in costs associated with occupying member-leased private sector housing covered under the OHA program.

4. ***MIHA is not intended to cover move-out costs.***

B. MIHA/Miscellaneous. Actual expense data for MIHA/Miscellaneous is collected by survey. This data is used to set the MIHA/Miscellaneous allowance rate. A member residing in member-leased private sector housing receives an annual 'Overseas Housing Allowance Utility Expenses Survey'. Additionally, once every three years each member receives an 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. ***To ensure that proper MIHA allowances are set, reporting accurate, uniform, and complete costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.***

1. Survey procedures are mailed to each country allowance coordinator (see APP M).

2. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' is used to report the member's MIHA/Miscellaneous expenses in addition to their utility expenses.

C. MIHA/Rent. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Rent claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). A receipt for any individual expense of $75 or more must be provided.

1. When the MIHA/Rent expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to the foreign currency).

2. If the member is a sharer (see par. U10000-A), only one sharer may claim an individual rent-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

3. Both the member ***and*** an authorizing/approving official (commander or designated official, such as the housing officer) must complete the DD Form 2556.

4. The authorizing/approving official (commander or designated official, such as the housing officer) may authorize all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

5. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and the information submitted with the completed DD Form 2556.

<u>NOTE</u>: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

D. <u>MIHA/Security</u>

1. To qualify for MIHA/Security, a member must be assigned to an area in which a dwelling must be modified to minimize exposure to terrorist and/or criminal threat (for 'MIHA Security Locations', see APP N, Part II). DoS and/or the DIA designate high threat areas when Department of State is:

a. ***Responsible*** for the area's residential security: IAW the 1990 Memorandum between the DoS and the DoD on Overseas Security Support.

b. ***Not responsible*** for the area's residential security: the senior officer in-country is responsible for developing the appropriate housing security policy for the area. When security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. DD Form 2556, Part C must be completed to claim reimbursement for security related expenses.

2. When possible, costs for security upgrades to the dwelling should be borne by the landlord. However, the housing officer or appropriate official acting in place of the housing officer should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.

3. When the senior officer in-country determines that a duty station should be a MIHA/Security area, that officer should have a designation request forwarded for risk assessment and justification. The request may be by letter, message, or e-mail message to the PDTATAC at the addresses below. The request for risk assessment is forwarded by PDTATAC to the DoS or the DIA for a final determination.

Letter Address:

Per Diem, Travel and Transportation Allowance Committee
*ATTN: Allowances Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

E-Mail Message Address: Housing.Security@dtmo.pentagon.mil

Message Address: SECDEF WASHINGTON DC//DTMO//

4. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Security claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). A receipt for any expense of $75 or more must be provided.

5. When the MIHA/Security expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).

6. If the member is a sharer (see par. U10000-A), only one sharer may claim an individual security-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

7. Both the member ***and*** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.

8. The authorizing/approving official (commander or designated official, such as the housing officer) may approve all, or any portion of, an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

9. When the amount authorized in DD Form 2556, Part C Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official (commander or designated official, such as the housing officer) must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

E. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report

1. The member must complete items 1 through 10 (for assistance see the Housing Officer).

2. The 'Housing Officer or Appropriate Official designated for that purpose' must either check box 11a(1) ***or*** 11a(2), whichever is appropriate.

3. The Housing Officer or Appropriate Official designated for that purpose must also complete blocks 11b through 11d.

4. The 'Certifying Official' must check the appropriate block for both 12a ***and*** 12b. The selection for block 12b is based on the answer provided by the Housing Officer or Appropriate Official designated for that purpose in block 11a.

5. The Certifying Official must also complete blocks 12c through 12g.

6. When the certifying official authorizes/approves the MIHA/Miscellaneous allowance the member receives the allowance in subsequent pay.

F. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim

1. DD Form 2556, Part A – Service Member Identification and Residence Information. Items 1 through 5 are self-explanatory.

2. DD Form 2556, Part B – Rent Related Expenses. Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent or a foreign government that the member is required to pay. ***Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.***

a. Authorized expenses:

(1) Customary Restoration or Redecoration Fees. This fee ordinarily is levied as an up-front charge but is not a damage deposit (it is typically for repainting and cleaning). These charges should be reported only when there is no chance of a refund.

(2) Rental Agent Fees. When a member has no other recourse but to rent a unit with such charges, the charges are reimbursable.

(3) Lease Tax or Rental Tax. Some jurisdictions levy a lease tax or rental tax. When this tax is:

(a) A one-time charge - it is reported on DD Form 2556,

(b) A monthly charge - it is included with rent and reported on DD Form 2367, and

(c) Charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing/approving official (commander or designated official, such as the housing officer) has the authority to disapprove excessive or unjustifiable expenses, i.e.:

(1) Avoidable real estate agent fees (see Examples 1 and 2 below),

(2) Restoration/redecoration fees when they are not customary.

Example 1: A housing office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing/approving official (commander or designated official, such as the housing officer) must disapprove reimbursement of the rent-related fee.

Example 2: A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official (commander or designated official, such as the housing officer) should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C – Security Expenditures. Report only security related items, i.e., security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for personal security guards or dogs, are not reimbursable. A receipt for any expense of $75 or more must be provided.

4. DD Form 2556, Part D – Reimbursement to Member. The amount reported in item 10 is the total MIHA/Rent and/or MIHA/Security allowance reimbursable to the member in connection with the specifics on that DD Form 2556. A receipt for any expense of $75 or more must be provided.

5. DD Form 2556, Part E – Certifications. The member must certify the information on the DD Form 2556 by completing and signing Part E.

G. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

1. Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted IAW finance center procedures.

2. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 ***must not*** be submitted to PDTATAC directly. Submitting the forms directly to PDTATAC delays processing and reimbursement of the MIHA/Miscellaneous allowance.

PART 2: MIHA SECURITY LOCATIONS

Table I: Locations *Currently* Designated *As of 1 November 2010		
Location (Country and/or Country/City)	**Date Established**	**Footnote**
Argentina	1 Jun 1997	
Bahamas		
Nassau	1 May 1996	
Other	16 Jan 2007	
Bahrain	1 Aug 2003	
Bangladesh	1 Dec 1998	
Barbados	16 Jul 2004	
Belgium		
*Brussels	16 Oct 2010	**1**
Florennes	16 Apr 2004	
SHAPE	1 May 2000	
Belize	16 Oct 1994	
Bolivia	16 May 2010	**2**
Bosnia-Herzegovina	16 Jan 2007	
Brazil	18 Feb 1993	
Bulgaria	16 Jan 2007	
Cambodia		
Phnom Penh	16 Oct 1994	
Cameroon	16 May 2010	
Colombia	1 Sep 1990	
Costa Rica		
San Jose	1 Aug 2003	**2**
Cote D'Ivoire	16 Jan 2007	
***Denmark**		
*Copenhagen	16 Oct 2010	**1**
Dominican Republic		
Santo Domingo	18 Feb 1993	
Other	1 Oct 1999	
East Timor	16 Aug 2000	
Ecuador	1 Dec 1998	
Egypt	1 Mar 1994	
El Salvador		
San Salvador	1 Aug 2003	
Ethiopia	16 Jan 2007	
***France**		
*Marseille	16 Oct 2010	**1**
*Paris	16 Oct 2010	**2**
Fiji	1 Jul 2001	
Georgia	16 May 2010	
***Germany**		
*Berlin	16 Oct 2010	**1**
*Frankfurt	16 Oct 2010	**1**
*Hamburg	16 Oct 2010	**1**
*Munich	16 Oct 2010	**1**
Ghana	16 Jan 2007	
Greece		

Table I: Locations *Currently* Designated *As of 1 November 2010		
Location (Country and/or Country/City)	**Date Established**	**Footnote**
Athens	1 Sep 1990	
Other	1 Jul 2001	
Guatemala	18 Feb 1993	
Guyana	16 May 2010	
Haiti		
Port-au-Prince	1 Apr 1995	
Other	1 Oct 1999	
Honduras		
Tegucigalpa	1 Sep 1990	
Other	1 Oct 1999	
India		
Chennai	16 May 2010	
Hyderabad	16 May 2010	
Kolkata	16 May 2010	
Mumbai	16 May 2010	
New Delhi	16 May 2010	
Indonesia	1 Oct 1999	
***Italy**		
*Milan	16 Oct 2010	**1**
*Naples	16 Oct 2010	**1**
*Rome	16 Oct 2010	**1**
Israel		
Tel Aviv	14 Feb 1991	
Other	16 Jul 2004	
Jamaica		
Kingston	18 Feb 1993	
Other	1 Oct 1999	
Jerusalem (East and West)	1 Sep 1990	
Jordan	16 Dec 2001	
Kenya		
Nairobi	18 Feb 1993	
Kosovo	16 May 2010	
Kuwait	16 Jul 2004	
Kyrgyzstan	16 May 2010	
Latvia	16 Jan 2007	**2**
***Liberia**	16 Oct 2010	**1**
***Malaysia**	16 Oct 2010	**1 / 2**
Mexico		
Cuidad Juarez	16 May 2010	
Matamoros	16 May 2010	
Merida	16 May 2010	
Mexico City	16 Oct 1994	
Nogales	16 May 2010	
Nuevo Laredo	16 May 2010	
Tijuana	16 May 2010	
Morocco	16 May 1998	
Nepal	1 Sep 1998	
***Netherlands**		

Table I: Locations *Currently* Designated *As of 1 November 2010		
Location (Country and/or Country/City)	**Date Established**	**Footnote**
*Amsterdam	16 Oct 2010	**1**
*The Hague	16 Oct 2010	**1**
Nicaragua	16 Jan 2007	
Nigeria	16 May 2010	
***Norway**		
*Oslo	16 Oct 2010	**1**
Pakistan	1 Sep 1992	
Panama	16 May 2010	
Papua New Guinea		
Port Moresby	18 Feb 1993	
Paraguay		
Asuncion	1 Sep 1993	
Other	1 Oct 1999	
Peru		
Lima	1 Sep 1990	
Other	1 Jun 1997	
Philippines	1 Sep 1990	
***Qatar**	16 Oct 2010	**1**
***Romania**	16 Oct 2010	**2**
Russia	1 Dec 1998	
Senegal	16 May 2010	
Sierra Leone	16 May 2010	
***Spain**		
*Barcelona	16 Oct 2010	**1**
*Madrid	16 Oct 2010	**1**
South Africa	1 Feb 2000	
Sri Lanka	16 May 2010	
Sudan	16 Jan 2007	
Suriname	16 May 2010	
***Sweden**		
*Stockholm	16 Oct 2010	**1**
Syria	16 May 2010	**2**
***Tanzania**	16 Oct 2010	**1**
Trinidad and Tobago	16 Aug 1998	
Turkey	1 Sep 1990	
***Tunisia**	16 Oct 2010	**1**
Ukraine		
Kiev	1 May 1996	
***United Arab Emirates**		
*Abu Dhabi	16 Oct 2010	**1**
*Dubai	16 Oct 2010	**1**
***United Kingdom**		
*London	16 Oct 2010	**1**
Uruguay	16 May 1998	
Uzbekistan	16 May 2010	
Venezuela	6 Jan 2007	**2**
Vietnam	1 Jul 2000	
Yemen	16 Apr 1997	
Zimbabwe	1 May 1996	

Footnotes

1 New location added to "Locations Currently Designated"

2 Reinstated as "Locations Currently Designated"

Table II: Locations *Previously* Designated		
Location (Country and/or Country/City)	**Date Established**	**Date Removed**
Angola	1 Mar 1993	16 Jan 2007
Armenia	16 Dec 2001	16 Jun 2010
Bolivia	1 Jul 2001	1 Aug 2003
China	1 Feb 2000	1 Aug 2003
Costa Rica		
San Jose	16 Apr 1997	1 Jul 2001
Other	1 Oct 1999	1 Jul 2001
Croatia	1 Feb 2000	1 Aug 2003
Djibouti	16 Jul 2004	16 Jan 2007
France		
Paris	1 Feb 2000	16 Jul 2004
Hong Kong	1 Feb 2000	1 Aug 2003
Hungary	16 Jan 2007	16 Jun 2010
***Ireland**		
*Dublin	16 May 2010	1 Nov 2010
Korea		
Seoul	1 Feb 2000	1 Aug 2003
Latvia	16 Dec 2001	1 Aug 2003
Malaysia		
Kuala Lumpur	1 Aug 2003	16 Jul 2004
Poland		
Warsaw	1 Apr 1995	16 Jun 2010
Romania	16 Jan 2007	16 Jun 2010
Rwanda	1 May 1996	1 Jul 2001
Singapore	1 Feb 2000	1 Jul 2001
Serbia and Montenegro	16 Jul 2004	16 Jan 2007
Slovakia	1 Feb 2000	16 Jul 2004
Syria	1 Oct 1998	16 Jul 2004
Venezuela	1 Apr 1997	16 Jul 2004

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

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APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

This Appendix contains a summary of travel and transportation allowances for business, training and deployment TDY. This Appendix does not contain all of the information required. Please consult JFTR/JTR, Chapters 1-4 for further details.

T4000 INTRODUCTION

A. Application. In this APP:

1. Except where differences are identified, the allowances and responsibilities apply equally to a uniformed member and a DoD civilian employee and any other non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD; and

2. "Authorizing official" or "AO" means the individual who:

a. Controls the mission,

b. Authorizes the trip, and,

c. Controls funds for TDY travel (APP A1).

B. Common TDY Travel Types. This APP:

1. Is a summary of the travel and transportation allowances and responsibilities of a traveler who performs the most common TDY travel types as authorized by law for a uniformed member, DoD civilian employee and any non-DoD GOV'T employee working for DoD and paid travel allowances funded by DoD;

2. Covers individual:

a. travel for business,

b. travel for schoolhouse training,

c. deployment or personnel traveling together via no/limited reimbursement, and,

d. certain travel under special circumstances.

3. Is to be used ICW the JFTR and JTR where more detailed allowances are prescribed.

C. Special Circumstances and Categories Travel. JFTR/JTR, Ch 7, not this APP, contains provisions for travel of:

1. Senior ROTC;

2. RC member travel for medical and dental care;

3. Retirees called to active duty;

4. A Ready RC member authorized muster duty allowance;

5. ADT tours of 140 or more days at one location (except as noted in par. U2146-B) and active duty for other than training for more than 180 days at one location (except when due to unusual circumstances per diem has been authorized IAW par. U7150-A4b(3)).

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

E. Invitational Travel Authorizations. JFTR/JTR, APP E.

F. Evacuations. JFTR/JTR, Ch 6.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

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

T4010 REIMBURSEMENT RATE

*Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600/JTR, par. C2500. GOV'T dining facility/mess food and operating expense rates are found in JFTR, pars. U4149 and U4151/JTR, par. C2510. Per diem rates by location showing the lodging, meals and IE components are provided by the DTMO(***http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***).

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

1. A traveler must follow the policies and procedures in the JFTR/JTR, and use good judgment in incurring official travel-related expenses, as if traveling using personal funds (JFTR, par. U2010/JTR, par. C1058).

2. A traveler is provided transportation, lodging, and food, or must be reimbursed promptly for reasonable and necessary authorized expenses if the traveler purchases them. An AO must authorize/approve reimbursement for other travel-related expenses appropriate to the mission.

3. It is ***mandatory*** that the traveler arranges commercial transportation, rental cars (if authorized/approved), through an available CTO or in-house travel arranger IAW TRANSCOM policy. DTS estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

4. It is ***mandatory*** that the traveler makes the official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. A traveler:

a. Who does not use a CTO or the GTCC to purchase transportation must submit the ticket receipt (if $75 or more) for reimbursement,

b. Must use economy/coach-class for all official GOV'T funded travel, unless other than economy/coach class accommodations are authorized before/approved after travel at the appropriate level listed in JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-C2a and C2204-C2b. Reason for use examples, when authorized/approved:

(1) Medical reasons - JFTR, par. U2000-A2c/JTR, par. C2000-A2c**,** or

(2) Mission requirement - TDY mission timing requires other than economy/coach class. When other than economy/coach class TDY transportation is authorized/approved because the mission timing is

"so urgent it cannot be postponed," other than economy/coach class travel should only be authorized on the way to the TDY site. Economy/coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. ***JFTR, pars. U3125-B2a and U3125-B2b/JTR, pars. C2204-B2a and C2204-B2b***.

c. Must ***not*** use foreign flag transportation, even if U.S.-certificated air flag carrier fares are higher,

d. Who uses other than economy/coach class or a foreign flag transportation presumably at GOV'T expense (i.e., reimbursable) must provide to the AO adequate acceptable justification that meets the JFTR/JTR requirements for reimbursement (T4020-B9 for non-reimbursable expenses), and

e. Should promptly update the Trip Record, and confirm/modify arrangements when communication with the CTO was not possible.

5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.

6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DoDFMR (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures" ***(http://www.dtic.mil/comptroller/fmr/)***.

7. When using the DTS for TDY over 45 days, a request for scheduled partial payments should be included with the order so the traveler is paid every 30 days. This helps to ensure the traveler is paid for expenses prior to GTCC bill receipt.

8. A traveler must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD, Joint Ethics Regulation, DoD 5500.7-R, Ch 4. For Coast Guard, COMDTINST M5370.8 (series). For NOAA Corps, Department of Commerce Administrative Order 202-735. For Public Health Service, Commissioned Corps Personnel Manual CC26.1, Inst 1. A traveler may keep items of nominal value (as defined in applicable ethics regulations). A traveler also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but should not vacate the seat if the GOV'T would incur additional costs or if it would affect the mission (Seat Relinquishing – par. T4020-B9c).

9. Non-Reimbursable Expenses

a. General. The JFTR/JTR addresses "reimbursable" allowances funded by the GOV'T. Non-reimbursable expenses, for goods or services obtained through personal purchase, or under the same conditions as those offered to the general public and at no additional GOV'T cost, does not require authorization/approval, but is still not reimbursable regardless of the AO's authorization or approval. Pars. T4020-B9b through T4020-B9d provide clarification.

b. Promotional Materials/Benefits

(1) A traveler on official business traveling at GOV'T expense AGENCY (APP A1) funds may keep promotional material (including frequent traveler benefits, such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use.

(2) The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional GOV'T cost. Examples include vendor-provided complimentary upgrades to rooms or transportation accommodations and upgrades 'purchased' using frequent traveler benefits and/or personal unreimbursed funds.

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

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

c. Seat Relinquishing

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

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

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

10. Each traveler must be treated as honest, responsible customers, and must follow the rules in the JFTR/JTR. The DoDFMR, Vol. 9, JFTR, par. U2505/JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy

*a. ***It is DoD mandatory policy that each traveler uses an available CTO to arrange official travel, including transportation and rental cars. A command must not permit a CTO to issue other than the least expensive unrestricted economy/coach class tickets purchased at GOV'T expense to a traveler without prior proper authority*** (pars. C2204, C2205, and C2208 for exceptions)***.***

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

NOTE: This does not establish the _CA as the basis for POLICY-CONSTRUCTED AIRFARE – that remains the YCA airfare.

2. Service Regulations. DoD COMPONENT/Service regulations addresses CTO use.

3. Failure to Follow Regulations. A command/unit is expected to take appropriate:

a. Disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use (par. T4005).

b. Action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO to issue a YCA airfare when there is a _CA airfare available that meets mission needs. (CBCA 1511-TRAV, 7 May 2009.)

c. Disciplinary action for ***willful*** violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed member), or other personnel means (civilian employee). Action must ***not*** be through refusal to reimburse (par. T4025-A4 when reimbursement is ***not*** allowed.)

4. Reimbursement Not Allowed. Reimbursement is ***not allowed*** when the traveler does not follow the regulations for foreign flag carriers (par. T4025-C).

B. Requirements

1. When making travel arrangements, the traveler should use the following:

a. Services available at a CTO, or

b. In-house travel offices.

2. All travel arrangements must be made IAW:

a. DoDD 4500.09E, Transportation and Traffic Management, 11 September 2007 (http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf);

b. DoDI 4500.42, DoD Passenger Transportation Reservation and Ticketing Services (***http://www.dtic.mil/whs/directives/corres/pdf/450042p.pdf***); and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must ***not*** be authorized/approved unless the conditions in par. T4060-B3 are met (JFTR, par. U3125-C/JTR, par. C2204-C).

D. Transportation Reimbursement

1. CTO Available. When a CTO is available, but not used by the traveler, reimbursement for the transportation cost is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO.

2. CTO ***Not*** Available. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY-CONSTRUCTED AIRFARE (APP A) that meets mission requirements. ***NOTE: CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.***

NOTE: The cost paid by the GOV'T for GOV'T/GOV'T-procured transportation, in house or CTO transportation, frequently includes a transaction fee for arranging the transportation. A CTO transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO may be reimbursed NTE the GOV'T/GOV'T procured transportation cost.

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Transportation Mode. The AO may direct travel by any mode (e.g., GOV'T or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO arrange commercial transportation IAW law, GOV'T policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations, whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (JFTR, par. U4326, ***NOTE 1/***JTR, par. C1060, ***NOTE 1)*** when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JFTR, pars. U3125-B2, and U3135-C (trains only)/JTR, pars. C2204-B2, and C2208-C (trains only), may authorize/approve business- or first-class accommodations use.

C. Special Conveyances (Includes Aircraft) Reimbursement. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO per TRANSCOM policy, when the CTO is available.*** When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized IAW APP G.

1. Rental costs, tax and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to/from the rental facility.

2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); GARS; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

3. Snow tires and similar non-standard equipment necessary for travel when authorized/approved in the order. Reimbursement NTE the rental conveyance upgrade costs necessary for required non-standard equipment. Disregard of a special conveyance arranged by a CTO, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***

4. Mandatory rental car insurance coverage required in foreign countries.

5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car vendor as a reimbursable expense. The claim must be adjudicated as payable per the DoDFMR, Volume 9, Chapter 4, (***http://www.dtic.mil/comptroller/fmr/***) (or appropriate Service written material for the non-DoD Services). If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website http://www.defensetravel.dod.mil/Rental/. When the AO has not authorized/approved special conveyance use, reimbursement is limited to the POC mileage rate in JFTR, par. U2600/JTR, par. C2500 plus constructed per diem for the official distance NTE the GOV'T's constructed cost (JFTR, par. U3310-A1/JTR, par. C2150-item 8).

NOTE 1: A traveler is not reimbursed for rental car insurance coverage purchased in the U.S. or in a non-foreign OCONUS location regardless of from whom the rental car is rented.

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

NOTE 3: Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel. To view appropriate rental car companies and rates go to the DTMO website (http://www.defensetravel.dod.mil) and select Car/Truck Rental Programs in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is covered under the DTMO rental-car agreement. A vehicle, offered by a vendor that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T, and should not be rented for official GOV'T travel. Usually, there is at least one vendor listed that has a vehicle available for official GOV'T travel and this vendor should be used.

D. GOV'T Transportation

1. The TO arranges international GOV'T airlift under AMC contract/control, when it is available and satisfies mission requirements.

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

E. POC. When the AO authorizes/approves a POC as being to the GOV'T's advantage, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not authorize/approve using a POC as being to the GOV'T's advantage and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) NTE the constructed cost of AO-authorized transportation (e.g., commercial plane). In either case (to the GOV'T's advantage or not), reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize/approve reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), JFTR, par. U2020/JTR, par. C1065.

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

G. Insurance Coverage in Foreign Areas. The AO may authorize/approve reimbursement for mandatory insurance coverage required in foreign areas for a rental, GOV'T, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by GOV'T/GOV'T-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes/approves travel by private, rental or GOV'T vehicle (other than GOV'T/GOV'T-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used, but not authorized/ approved by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

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

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

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare (YCA), not the capacity-controlled city-pair airfare (_CA), if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the POLICY-CONSTRUCTED AIRFARE (APP A1) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

L. Travel to/from Transportation Terminals. For transportation to and from transportation terminals JFTR, pars. U3320, U3410-A, U3415-D, U3420-A, and U3430/JTR, pars. C2101-A, C2102-E, C2103-A, C2104, C2105, and C2192.

T4040 LIVING EXPENSES (PER DIEM)

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

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The cost estimate for lodging should include tax.

b. Uniformed Member – A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check the GOV'T QTRS availability (e.g., through the CTO) at (***not near***) the U.S. INSTALLATION to which assigned TDY to facilitate the AO's decision about requiring GOV'T QTRS use.

c. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (***not near***) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. (DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010).

d. GOV'T QTRS availability/non-availability must be documented as indicated in par. U1045-C.

e. A member, as a prudent traveler, should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; however:

(1) when adequate GOV'T QTRS use is directed, and

(2) when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY, and

(3) the member uses other lodgings as a personal choice, lodging reimbursement is NTE the GOV'T QTRS cost on the U.S INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)).

2. ***Per diem cannot be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or***

other uniformed facility or elsewhere). The non-availability indicated in par. U1045-C is required only for GOV'T QTRS 'on' the U.S. INSTALLATION at which the member is assigned TDY.

NOTE: The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so, and is issued non-availability documentation cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period) IAW par. U1045-C.

3. Civilian Employee

a. ***An employee may not be ordered/required to use GOV'T QTRS, nor may the lodging reimbursement simply be limited to the GOV'T QTRS cost.***

b. IAW the requirement to exercise prudence when incurring expenses, an employee should check for GOV'T QTRS availability, and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION.

c. The proper authority under par. C4550-C may prescribe a reduced per diem rate based on the GOV'T QTRS cost and other considerations.

d. Reduced per diem rates can be established only before travel begins.

*e. The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a per diem rate (http://www.defensetravel.dod.mil/site/perdiem.cfm) in a lesser amount if the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD COMPONENT. This authority may be delegated to a chief of an appropriate bureau or staff agency of the appropriate DoD COMPONENT's headquarters, and may not be re-delegated.

*f. In the absence of a reduced or no per diem authorization on the order before travel begins (or as part of an order amendment/modification covering a prospective period after the order was issued), an order, modified after the fact, prescribing a different per diem rate is without effect and the locality per diem rates are used.

g. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS for an employee or less than 7 days in CONUS for a member. ***NOTE 1*** (applicable to a civilian employee) following par. T4040-A9 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

4. Commercial Lodging Reimbursement

a. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum.

b. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize/approve the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem rate of $122 ($76/ $46). The AO could authorize up to $320 for lodging (300% x $122 = $366 - $46 = $320) if AEA for meals is not authorized. These rates must be placed on the Trip Record.

c. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** (47 Comp. Gen. 127 (1967)) by PDTATAC, or the Secretary Concerned (for a classified mission), and for ***only a uniformed member***. JFTR, par. U4250. The traveler is financially responsible for charges beyond the basic room fee and tax. The traveler must retain all lodging receipts.

NOTE 1: The locality per diem lodging ceiling http://www.defensetravel.dod.mil/site/perdiemCalc.cfm() in CONUS and in a non-foreign OCONUS area does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' per diem for POC travel is paid to a uniformed member.

NOTE 2: The locality per diem lodging ceiling (http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

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

5. Lodging with a Friend or Relative

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

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

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

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

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

6. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis, if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

a. If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the

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

b. A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

(1) Mortgage interest;

(2) Property tax; and

(3) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges,

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality per diem rate for the area unless an AEA (JFTR, Ch 4, Part C/JTR, Ch 4, Part C) is authorized/approved. The provisions of JFTR, par. U4141/JTR, par. C4555-G do not apply when the residence is purchased.***

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

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

8. On-Line Booking Tool. Despite any savings realized through online booking agents, subject to Service requirements the CTO should be used for lodging arrangements or the traveler should reserve a room directly with the hotel/chain. ***Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt from the hotel is provided.***

9. Eating

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

Example	
1 Sep	Depart PDS
1 Sep	Arrive TDY A ($50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B ($60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of $50 (TDY A M&IE for preceding day) on 10 Sep	

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

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

c. When the GOV'T purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus IE applies for that day. This does not apply on travel days to and from the PDS. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the GOV'T." The traveler must indicate on the Trip Record how many meals were free (purchased by the GOV'T) and for which dates.

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

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

d. A meal provided by a friend/relative or a common carrier does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with/without meals. JFTR, par. U4165, items 2e and 2f (uniformed member)/JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also JFTR, pars. U4165 and U4167/JTR, par. C4554-B.

e. In very rare instances, the M&IE rate may not be sufficient and the AO may authorize AEA for M&IE (in addition to AEA for lodging) up to 300% of the locality M&IE rate. The reimbursement limit is the lesser of the actual expenses incurred or the AEA M&IE maximum amount. The maximum reimbursement for IE is $5.00 in CONUS and either the locality IE rate or $3.50 OCONUS for all full stationary (non-travel) TDY days when the AO determines $3.50 IE is adequate. If AEA is authorized/approved it applies to the entire time at that location and all travel days if no other TDY location is involved.

10. Incidental Expenses (IE). The traveler is paid an IE allowance, for such things as the cost of tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is $5.00. The OCONUS daily IE is the rate for the applicable per diem locality, or $3.50 when the AO determines $3.50 to be adequate for anticipated IE. ***The $3.50 IE rate does not apply on any day the traveler is traveling.***

NOTE 1: Applicable to a civilian employee:

a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to

per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

NOTE 2: Applicable to a uniformed member:

a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of $2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the IE allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if GOV'T QTRS use by a uniformed member is directed and if one of the two M&IE rates based on GOV'T dining facility/mess availability is appropriate. ***GOV'T QTRS use may not be directed for a civilian employee. Par. T4040-A3***.

2. In some situations, the Secretary Concerned may authorize EUM for students in particular courses when readiness requires GOV'T dining facility/mess use. When EUM applies, a member receives the IE amount, a civilian employee receives the IE amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize/approve the actual amount paid NTE the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate dining facility/mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual dining facility/mess availability differs from the pre-trip information, the AO may approve on a daily basis the PMR (1 or 2 meals) plus IE or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and APP. G) are authorized in the same manner as for business travel. The AO may authorize/approve the actual amount paid up to the PMR (but no IE) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. Par. T4040-A13 if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that GOV'T dining facility/mess use is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the IE amount. Par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the deployed force main body, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may authorize EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A8b (e.g., If a TDY traveler travels from one location in AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless GOV'T meals are not available). The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.***

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since GOV'T QTRS and dining facility/mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship. ***There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the traveler's PDS and/or returns to the port at the PDS.***

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than GOV'T meals. The AO may establish a per diem allowance equal to the daily expenses.

*c. *Civilian Employee Only*. In the event an employee maintains commercial lodgings ashore for use following the completion of short trips at sea, the employee is paid the actual daily lodgings cost, NTE the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of QTRS on the ship and lodgings ashore may not exceed the maximum lodging amount prescribed in the TDY locality per diem rates at.http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***. When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in par. T4040-A8. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at.

5. Contingency Operation Flat Rate Per Diem (***uniformed member only***). See par. U4105-I.

6. Joint Task Force Operations TDY Options

TABLE 1 DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
TDY OPTION	**SUBSISTENCE**	**PER DIEM**	**REMARKS**
Subsist Ashore			
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	GOV'T Lodging and GOV'T Dining Facility/ Mess – Permanent U.S. INSTALLATION	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for GOV'T Meals
	GOV'T Lodging and GOV'T Meals – Temporary U.S. INSTALLATION or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for GOV'T Meals at Discount Meal Rate 2/
	GOV'T Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and GOV'T Dining Facility/Mess **(In AOR only)**	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for GOV'T Meals
EUM	GOV'T Lodging and Use of GOV'T Dining Facility/Mess is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for GOV'T Meals at Full Meal Rate
Field Duty	GOV'T Lodging, Dining Facility/Mess and Incidentals Provided	None	Civilian Employee pays for GOV'T Meals at Full Meal Rate
Subsist Aboard U.S. GOV'T Ship 3/			
TDY	GOV'T Lodging and GOV'T Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – "Subsist Ashore" (above table) for order type and payment guidelines.

***NOTE*: For BAS DoDFMR, Volume 7A, Ch 25 or Coast Guard, COMDTINST M7220.29 (series), Ch 3.**

D. Lodging Overnight Not Required

1. Transportation

a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.

b. If travel is in the local area (JFTR, par. U3500/JTR, par. C2400-B) around the PDS, a GOV'T vehicle, public transportation paid for by the command, or a POC may be used.

c. JFTR, par. U3320/JTR, par. C2192 for travel to/from a transportation terminal.

d. If a POC is used to/from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.

e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.

f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.

g. Commercial transportation expense reimbursement is authorized/approved ***only*** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.

h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.

i. For distance determination JFTR, par. U2020/JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location) for each travel day. ***No per diem is authorized when TDY is for 12 or fewer hours.*** However, the AO may authorize/approve reimbursement of the actual amount paid, NTE the PMR (not including IE) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. ***JFTR, par. U4510 for occasional meals authority***.

NOTE*: *Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Reimbursable Expenses. See APP G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses par. T4030.

2. GOV'T vehicle/special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

a. Duty sites,

b. Lodgings,

c. Dining facilities,

d. Drugstores,

e. Barber shops,

f. Places of worship,

g. Cleaning establishments, and

h. Similar places required for the traveler's subsistence, health or comfort.

3. If a GOV'T vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.

4. If POC use is authorized/approved, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.

5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR AN RC MEMBER (48 Comp. Gen. 301 (1968))

A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return

home. Par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, RC member travel for medical and dental care, a Ready RC member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. An RC member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) annually. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the ***Assigned Unit*** is an RC member's designated post of duty and the ***TDY Station*** is an alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Ready Reserve Select Reserve member, travel expense reimbursement may be authorized/approved under par. T4045-G. The member may be authorized/ approved reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4030 and T4040, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. An RC member at an AT site when both GOV'T QTRS and GOV'T dining facility/mess are available; however, the member is authorized reimbursement for the GOV'T QTRS cost. If GOV'T QTRS and/or GOV'T dining facility/mess are not available, per diem is payable under par. T4040-A;

2. An RC member on active duty without pay;

3. A newly enlisted member undergoing training when both GOV'T QTRS and dining facility/mess are available;

4. A Public Health Service officer called to active duty for COSTEP;

5. An RC member who commutes daily, or the AO determines can commute, except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. An RC member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (Par. U3500) of the assigned unit or home. If required to occupy transient GOV'T housing, reimbursement for actual lodging cost is authorized;

7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;

2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks. ;

3. ADT (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;

4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C).

F. Funeral Honors Duty. An RC member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

Effective for travel that occurs 20 March 2008 through and including 31 December 2011
G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible Ready Reserve Select Reserve member for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance" is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A Ready Reserve Select Reserve member (***and not just any*** RC member) must be:

a. Qualified in a skill designated as critically short by the Service Secretary;

b. Assigned to a Selected Reserve unit with a critical staffing shortage or in a pay grade in the member's RC with a critical staffing shortage; or

c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, ***NTE a total of $300 for each round trip***.

a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***

*b. Lodging and Meals. The actual cost of the member's lodging (including tax (***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the locality per diem rate (***http://www.defensetravel.dod.mil/site/perdiemCalc.cfm***).

****NOTE 1: The locality per diem lodging ceiling (http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) in CONUS and in a non-foreign OCONUS area***

does not include lodging tax. Lodging tax in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) except when 'MALT-Plus' for POC travel is paid.

****NOTE 2: The locality per diem lodging ceiling (http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) in a foreign OCONUS area includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.***

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY 1/		
Situation 2/	**Transportation 3/4/**	**Per Diem**
Annual training duty 5/	Par. T4030 applies.	Not authorized if GOV'T QTRS & dining facility/mess available; otherwise par. T4040 applies. 6/7/
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized. 6/7/
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if GOV'T QTRS & dining facility/mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
Situation 2/	**Transportation 3/4/**	**Per Diem**
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or QTRS may be authorized/ approved (par. T4040-C) for travel days only 8/.

FOOTNOTES
(Tables 1 and 2)

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ An RC member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when GOV'T QTRS and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not GOV'T QTRS for purposes of this table.

7/ An RC member on ADT not otherwise authorized per diem who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on ADT not otherwise authorized per diem who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty Training with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/		
Situation	**Transportation**	**Per Diem**
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4/	May be authorized reimbursement under par. T4040-F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.
This Table is for informational purposes only. Allowances are prescribed in par. T4045.		

FOOTNOTES
(Table 3)

1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (par. U3500) of the member's assigned unit or home for par. T4045.

3/ An RC member on inactive duty for training who is not otherwise authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

4/ Par. T4045-G for limited authority for a Ready Reserve Select Reserve member to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Cost Estimate. A traveler should obtain an estimate for the trip. It lets the traveler and the AO know up-front the standard and actual arrangements, associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including tax), and (if one is authorized) fees determined by the DTS Reservation Module or directly from the CTO. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO to estimate the amount for using other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons)

is the reimbursement baseline.

3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.

4. Travel Packet. The CTO updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO does not provide this service.

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO toll-free number, if possible, to modify the itinerary. The CTO must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must be able to produce each lodging receipt and each receipt for any individual official travel expense of $75 or more. ***A 'hotel' receipt from an online booking agent, that is not itemized, is not a lodging receipt.***

C. After the Traveler Returns

1. Completing the Expense Report. A traveler should complete and submit the Trip Report expense report portion within 5 working days after returning from the trip. The receipts (lodging, and individual expenses of $75 or more) must be attached to the expense report.

2. AO Approval. The AO must approve the expenses on the Trip Record before the traveler is reimbursed. This includes reviewing the required receipts.

3. Submitting the Expense Report. If using the DTS, the expense report is automatically routed to a disbursing office for payment. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted. The traveler or AO may be required to provide additional information to the audit team.

5. Lost/Stolen/Unused Paper Tickets. JFTR, par. U2515-A/JTR, par. C1320-A. The traveler:

a. ***Must safeguard issued paper tickets, carefully at all times;***

b. Must immediately report a lost/stolen paper ticket to the issuing CTO;

c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;

d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and

f. Must return unused paper tickets to the CTO. Unused electronic tickets must immediately be reported to the CTO for a refund. ***NOTE: SF-1170, Redemption of Unused Tickets, found at http://www.gsa.gov, is usable, if authorized in Service regulations, ICW turning in unused tickets.***

T4060 AO RESPONSIBILITIES

A. General. The AO has broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission and IAW the JFTR/JTR. For a civilian traveler, the AO must determine the travel purpose (JFTR/JTR, APP H) for notation on the Trip Record. The information provided by the DTS Reservation Module or directly from the CTO is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.

2. Obtain information on policies relating to transportation and travel arrangements from the CTO and TO, command channels or Service headquarters to assist in future travel decisions.

3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.

4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the JFTR/JTR.

B. What's Allowable and Not Allowable

1. Transportation

a. What an AO may direct. Other than a private or rental vehicle, an AO may direct the traveler to use a particular transportation mode, when it is essential to mission success.

b. Options on city-pair flight use. APP P. ***Regulations applicable to the Contract city-pair Program are found in DTR 4500.9-R, Part I, Ch 103, pars. A2 and B2 (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf)***.

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JFTR, pars. U3125-B2b and U3135-C (trains only)/JTR, pars. C2204-B2b and C2208-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JFTR, par. U3125-B4/JTR, par. C2004-B4, and must be recorded on the Trip Record.

NOTE 1: If business-class seating is provided at GOV'T expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at GOV'T expense.

NOTE 2: Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

NOTE 3: The 14-hour rule only (JFTR par. U3125-B4i/JTR, par. C2204-B4i) applies en route to the TDY site. On a return trip to the PDS, a business-class transportation authorization should not be provided.

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

***NOTE 5*: When scheduling flights of 14 or more hours, the first choice is always to use economy/coach class and arrive the day before the TDY begins to allow for appropriate rest. Second choice always is to use economy/coach class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and the most expensive option that should be avoided whenever possible, is to use business accommodations arriving on the day the TDY starts. The AO is not required to authorize/approve a rest stop or an upgrade.**

***NOTE 6*: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DoD civilian employee, or their dependents. A Uniformed Service member, a DoD civilian employee, and their dependents are required to use available U.S.-certificated carriers for all commercial foreign air transportation as indicated in par. T4060.**

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the GOV'T funds the air travel (49 USC §40118 and B-138942, 31 March 1981). JFTR, par. U3125-C/JTR, par. C2204-B. ***U.S.-certificated carriers are not "available"*** if:

a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;

c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);

d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;

e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;

f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or

g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE*: The Security Assistance Management Manual, Ch 4, par. C4.5.12 of DoD 5105.38-M, when travel is on Security Assistance Business.**

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

***NOTE 2*: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the ticket must be issued through the U.S.-certificated air carrier. If the ticket is issued through the non-U.S.-certificated air carrier is used on the ticket, the ticket is considered to be a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.**

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***Contract fare travel must never be used for personal travel. JFTR/ JTR, APP P, Part 2, par. E.*** The official portion must be arranged through the CTO. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements arranged by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effective.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Car. The AO may authorize the CTO to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger vehicle is justified IAW JFTR, par. 3415-C1/JTR, par. C2102-C1.

7. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs must be considered. ***An analysis must be conducted at least every other year***. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY, when appropriate (GSBCA 14554-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on the traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the GOV'T's best interest, and approves the reimbursement of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If directed, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize/approve shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize/approve storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. The rules for shipping and storage HHG while on TDY are in JFTR, Ch 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and dining facility/mess availability may result in illogical payments. For example, a remote TDY location with no GOV'T dining facility/mess may have a club at which the meal cost is only a fraction of

the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the JFTR/JTR Introductions under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A13e for more on reduced per diem for a civilian

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. Par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

a. Under emergency circumstances that threaten injury to human life or damage to GOV'T property when authorizing per diem is the only method to handle the situation; and,

b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including IE) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize/approve certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. JTR, Ch 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize/approve reimbursement of those expenses.

18. TDY and RC Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, authorizes an extension. JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should consult Internal Revenue Service (IRS), state, and local rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).

b. For an RC member, if ADT is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When an RC member is called to ADT for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Ch 5, as for PCS for an RC member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chs 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. JTR, Ch 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

*22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the per diem rate is the rate applicable to the front gate location for the reservation, station or other established area.

23. Lodging Not Available at TDY Location. The TDY locality per diem rate for the location at which lodging is obtained is used for computation only when a traveler is TDY at a location where neither GOV'T QTRS nor commercial lodging is available. This applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.

T4070 TDY GLOSSARY

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M 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

APPENDIX P

CITY-PAIR PROGRAM

Paragraph **Title/Contents**

PART 1: CITY-PAIR PROGRAM

A. Policy (DTR 4500.9-R, Part L. Chap. 103, par. B2)
B. Scheduled Air Carriers

PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

A. **City-Pair Program FAQs**
1. How does the program work?
2. What are the city-pair program advantages?
3. Why can't contractors use it? It would save the government a lot of money!
4. What are the traveler's responsibilities for partially or unused ticket?
5. What is a 'Code Share' agreement between airline carriers?

B. **City-Pair Program Policy FAQs**
1. Who can use it?
2. Do I have to use the contract carrier? Won't any airline do?
3. What makes it the city-pair airfare best value? Isn't it just low bid?
4. How is Quality of Service Evaluated?
5. Why isn't every award for nonstop service?
6. Can't GSA make a carrier add nonstop service?
7. Can you require the airlines to offer smoke free international flights?

C. **City-Pair Air Travel Accommodation FAQs**
1. Do I have to use the contract carrier if authorized to use other than economy-/coach-class travel (business or first class)?
2. Can I upgrade to business-class seating to accommodate my disability at GOV'T expense?
3. Can the air carrier charge for seating 'options' and if so, is the charge reimbursable?
4. If I make a voluntary change after my ticket was issued, why does it have to be reissued?

D. **City-Pair Airline Airfare FAQs**
1. How do I know if there is a contract airfare?
2. Can I combine two contract city-pair airfares to save money?
3. How can I know that my travel was ticketed using the GSA Airline City-Pair airfare rate?
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Paragraph	Title/Contents
E.	**City-Pair Travel Allowance FAQs:** 1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official GOV'T business? 2. Can I use a contract city-pair airfare for personal travel taken in conjunction with official GOV'T travel? What if the GOV'T cancelled my leave or I received my TDY order while on leave without knowing about the TDY before to taking leave? 3. What GOV'T-sponsored leave programs qualify for contract city-pair airfares?
F.	**GSA Points of Contact**

PART I: CITY-PAIR PROGRAM

Regulations applicable to the Contract City-Pair Program are found in DTR 4500.9-R, Part I, Chapter 103, pars. A2 and B2 (http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_103.pdf). Following is an edited extract from that regulation.

*A. Policy (DTR 4500.9-R, Part L. Chap. 103, par. B2)

*1. GSA Airline City-Pairs Program. Each year, under the Airline City-Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official GOV'T travel. The contracts are awarded competitively based on the best overall value to the GOV'T. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, "Travel on Government Business and Air Travel/City-Pairs" (http://www.gsa.gov/portal/category/27228).

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "_CA" airfare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity-controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity-controlled GSA Airline City-Pairs airfare on the routes offering the dual airfare structure. The local CTO can provide information on what routes offer dual airfares.

3. ***A GOV'T contractor is not authorized to use GSA city-pair airfares to perform travel under a contract.***

4. ***Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. Any member and/or employee of the U.S. Congress; employee of the Judicial Branch of the GOV'T; employee of the U.S. Postal Service; U.S. Foreign Service Officer; and an employee of any agency who is not subject to the provisions of 5 USC §5701-5709.

b. A DoD recruit traveling from Military Entrance Processing Stations (MEPS).

c. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the GOV'T's contract city-pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.

NOTE: A District of Columbia Government employee, with the exception of the District of Columbia Courts, is not eligible to use contract city-pair airfares even though the employee otherwise may be covered by the FTR.

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (***NOTE***)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City-Pair airfare, the traveler and not the GOV'T is responsible for costs exceeding the most economical travel routing. DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours. JFTR, par. U3006/JTR, par. C1059.

c. A non-contract (DoD-approved) U.S.-certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the GOV'T, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a GOV'T and/or military traveler on official business and only may be purchased with a GOV'T procurement document (e.g., a GTR), GTCC, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

7. Requirements that must be met to use a non-contract airfare (FTR §301–10.108)

a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order; and

(b) If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and

(c) The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the GOV'T.

NOTE: Carrier preference is not a valid reason for using a non-contract airfare.

B. Scheduled Air Carriers **(**DTR 4500.9-R, Part L. Chap. 103, par. A2)

1. Contract air service between city-pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair airfare is not available***, the policy-constructed airfare (APP A1) (including a lower airfare offered by a non-contract carrier limited to GOV'T and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. ***NOTE: Foreign military personnel are not authorized to use GSA city-pair airfares.***

2. ***GOV'T contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using GOV'T discount airfares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

NOTE: For civilian personnel, JTR, par. C2001-A2c for policy regarding Rail or Bus service use.

PART 2: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

A. City-Pair Program FAQs

1. How does the program work?

a. **First**, GSA concentrates the GOV'T's market share to make the most of the competition available. The GOV'T's delivery of market share drives the program. To ensure favorable airfares, a traveler is expected to select the contract carrier.

b. **Second**, GSA works with GOV'T agencies attempting to meet the Federal traveler's needs by securing convenient and timely flights.

c. **Third**, GSA works in partnership with the airline industry. The airfares are so attractive, that only a Federal employee (or a uniformed member and/or their respective dependents) traveling on official business is permitted use, with few limited exceptions.

2. What are the city-pair program advantages?

a. No advance purchase required,

b. No minimum or maximum length of stay required,

c. Fully refundable tickets and no charge for cancellations or changes,

d. YCA seating not capacity controlled (If there is an available coach class seat on the plane, it must be offered to the traveler for purchase.),

e. No blackout dates,

f. Locked-in airfares facilitate travel budgeting,

g. Significant discounts over regular walk-up airfares, and

h. Airfares are priced on one-way routes simplifying multiple destination travel.

3. Why can't contractors use it? It would save the GOV'T a lot of money!

GSA recognizes that although a contractor may work and travel with a Federal employee/uniformed member, a contractor is not a Federal employee. Because the contract fares are low and the terms favorable, the airlines do not extend the contract fares to a contractor. The program saves the GOV'T roughly $2 billion annually. ***GSA advises that the purchase of a contract city-pair airfare ticket on behalf of a GOV'T contractor is wrong, is a misuse of the city-pair program, and could jeopardize its future success.***

4. What are the traveler's responsibilities regarding refunds for partially or unused tickets?

An airline ticket purchased for a GOV'T traveler for authorized travel is unused or partially used when:

a. Travel is terminated short of the authorized destination.

b. The return portion of a round trip is not used.

c. The travel actually purchased is different or of a lesser value than what was authorized.

The traveler is responsible for contacting the travel agent, CTO, or airlines (if purchased directly from the airlines) to obtain a refund and must notify the agency when refunds are due on an unused or partially used ticket (paper or e-ticket). The GOV'T and taxpayers lose millions of dollars each year when a traveler does not initiate the refund process.

5. What is a 'Code Share' agreement between airline carriers?

A code share is a commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City-Pair Program contract carriers, participate in some type of commercial code-share agreement.

B. City-Pair Program Policy FAQs

1. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited by the contracts between GSA and the airlines. There are a few exceptions, but in general, only a Federal employee or uniformed service member and their respective dependents on official travel, may use the program with an appropriate form of payment (GTCC, either the IBA card issued to the traveler or a CBA used by an organization, or a GTR). GTR acceptance is limited to international travel, travel related expenses, and special circumstances for domestic travel. Special circumstances are defined as Acts of God, emergency situations, and when purchasing a domestic ticket in the U.S. in conjunction with travel that originated overseas. ***Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

2. Do I have to use the contract carrier? Won't any airline do?

A Federal or uniformed traveler on official business is required to use the contract carrier (as a 'mandatory user') unless a specific contract exception applies. This required use is one of the incentives necessary to obtain airline participation in the city-pair program and allows the airlines to anticipate the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows a GOV'T traveler to take advantage of any low commercial airfares offered by contract – or U.S. certified non-contract-carriers, if the airfares are also offered to the general public. Non-contract airfares that are offered only to a GOV'T traveler (sometimes called "DG" airfares) are not included in this exception. When GOV'T/GOV'T-contracted transportation/CTO (APP A) or in-house services are available, it is still mandatory for the traveler to use those services when arranging official travel.

Specific exceptions to the use of the contract carrier are:

a. Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip (***NOTE: This does not allow for unreasonable 'schedules' as a reason for not using a city-pair carrier.***); or

b. The contractor's flight schedule is inconsistent with explicit policies of the traveler's Federal department or agency with regard to scheduling travel during normal working hours (JFTR, par. U3006 and JTR, par. C1059); or

c. A U.S.-certificated non-contract (or the contract) carrier offers a lower airfare to the general public that, if used, results in a lower total trip cost to the GOV'T (the combined costs of transportation, lodging, meals, and related expenses considered); or

NOTE 1 to paragraph (c): This exception does not apply if the contract carrier offers the same or lower

airfare and has seats available at that airfare, or if the airfare offered by the non-contract U.S.-certificated carrier is restricted to a GOV'T or military traveler performing official business and may be purchased only with a GTCC (IBA or CBA) (e.g., YDG, MDG, QDG, VDG, and similar airfares) or GTR where the two previous GTCC options are not available;

NOTE 2 to paragraph (c): The 'exclusion to this exception' is that if the contract carrier offers the same or a lesser cost restricted airfare to the general public, the traveler/command must use the restricted airfare offered by the contract carrier. If the contract carrier offers a restricted airfare to the general public, that restricted airfare must be used by the traveler/command if using a restricted airfare unless another U.S.-certificated airline offers a still lower restricted airfare not matched by the contract carrier.

NOTE 3 to paragraph (c): Discounted commercial airfare restrictions usually include non-refund ability, change or cancellation fees, minimum or maximum stay requirements and/or extended calendar blackout periods. A traveler/command that uses this exception would have to abide by the many restrictions that typically go along with lower commercial airfares. Allowing use of the restricted airfare should be stated in the travel order thereby making the command liable for change fees if any. If a traveler simply purchases the restricted airfare without command authority, the traveler is responsible for the change fees. A traveler/ command must ensure that uses of restricted airfares are to the GOV'T's advantage, meet mission needs, and require no foreseeable changes to the itinerary. Reimbursement for additional transportation expenses for changes to a travelers itinerary for reasons beyond the traveler's control (such as acts of God, restrictions by GOV'T authorities, changes in mission, or other satisfactory reasons) may be authorized/approved when certified by the AO.

EXAMPLES: Airline X is the city-pair contract carrier and Airline Y is another U.S-certificated non city pair carrier.

Example 1: If Airline X offers the same or a lower restricted airfare as Airline Y, the traveler/command must stay with Airline X the contract city pair carrier and use the contract carrier's restricted airfare. Even though Airline X matches Airline Y in the airfare, the traveler/command must use Airline X.

Example 2: If Airline X offers a restricted airfare to the general public, in addition to the contract city-pair airfare, the traveler/command may opt to use the less costly restricted airfare on the city-pair carrier (accepting all the restrictions) if permitted on the travel order.

Example 3: If Airline Y offers a lower/restricted airfare and Airline X does not offer the same or a lower restricted airfare to the general public than does U.S-certificated Airline Y, the traveler/command may use (Airline Y) the non-contract city pair airfare if permitted on the travel order.

d. Cost effective rail service is available and is consistent with mission requirements; or

e. Smoking is permitted on the contract flight and the nonsmoking section of the contract aircraft is not acceptable to the traveler.

NOTES:

(1) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity, and identified as a group by the travel management service (CTO) upon booking is not a mandatory user (i.e., cannot use without specific airline permission) of the GOV'T's contract city-pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.

(2) Contractors are not authorized to use contract city-pair airfares to perform travel under their contracts.

(3) If the GOV'T contract city-pair carrier offers a lower cost capacity-controlled coach airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract airfares (YCA), the traveler should use the lower cost capacity-controlled airfare when it is available and meets mission needs.

3. What makes the city-pair airfare the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

4. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction, a maximum ground time (90 minutes domestic/180 minutes international) and limits on circuity (how far out of the way the carrier can take you). Service standards change annually based on service availability.

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

5. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service are awarded are as follows:

a. A non-stop carrier is not available for a specific route.

b. The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the GOV'T business for the route.

c. The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for a Federal traveler.

d. The non-stop carrier has offered an unreasonably high price.

e. The connect service carrier has offered an airfare so low that it was the best overall value, even considering all the advantages of nonstop service.

6. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over $1 billion per year, it still represents only about 2% of the airlines' business. Unless the commercial traffic warrants it, a carrier does not add a new route or improved service levels for the GOV'T.

7. Can GSA require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (par. B.2, above, last exception listed).

C. City-Pair Air Travel Accommodation FAQs

1. Do I have to use the contract city-pair air carrier if authorized to use other than economy-/coach-class airfare (business-or first-class)?

*Yes. The City-Pair Program contracts are mandatory for coach and, within DOD, for other than economy/coach class service when the contract carrier offers an other than economy/coach contract airfare. Other than economy/coach class service accommodations must be authorized IAW the JFTR, par. U3125 and JTR, C2204.

2. Can I upgrade to business-class seating at GOV'T expense to accommodate my disability?

Maybe. IAW Agencies/Services' policy, other than economy-/coach class travel accommodations, due to a medical disability/special need, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by a competent medical authority (i.e., a licensed medical practitioner) and authorized by the other than economy-/coach-class AO in advance of travel IAW JFTR/JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

3. Can the air-carrier charge for seating 'options' and if so, is the charge reimbursable?

Some airlines have instituted charges for seats they believe to be 'options', i.e., front of the cabin, larger seats, etc. The choice to pay extra for 'optional' seats is personal to the traveler and is not a GOV'T requirement. The expense is borne by the traveler and is not reimbursable. Such situation can be avoided by making reservations early for the best seat selection possible as seat arrangements are under the carriers' control, confirm seat assignments as early as allowed, early flight check-in prevents losing pre-reserved seats with late check-in times as these seats may be released for other passengers close to departure time. YCA airfares do not guarantee a specific seat is available to the traveler.

4. If I make a voluntary change after my ticket was issued, why does it have to be reissued?

The airline carriers charge a change fee to travel agents that do not reissue a ticket when a traveler makes a voluntary change to a ticketed transaction. This is a policy between the airlines and travel agents and not under the purview of the City pair program contract. If a travel agent does not change the record, the carrier won't be able to determine if a flight is overbooked or if additional monies should be collected or refunded because of the change. When the traveler checks in, the record will not show the most recent changes, which may affect the ability to board that flight.

D. City-Pair Airline Airfare FAQs

1. How do I know if there is a contract city pair airfare?

Contract city-pair airfares are identifiable because they normally carry the airfare designator YCA or –CA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check the following city-pair website ***http://www.gsa.gov/portal/category/27228***.

2. Can I combine two contract airfares to save money?

If there is a contract airfare for the origin to destination route, the answer is no. If there is no contract airfare for the origin to destination route, the answer is yes.

3. How can I know that my travel was ticketed using the GSA Airline City-pair airfare rate?

The ticket shows a three-letter airfare basis code with **–**CA (Contract Award) as part of it. Airline City-Pair tickets are issued using one of the following airfare basis codes:

a. **YCA** = Guaranteed GSA economy-/coach-class city-pair airfare which is a highly discounted unrestricted airfare. If the GOV'T contract city-pair carrier offers a lower cost capacity-controlled coach class contract airfare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity-controlled airfare when it is available and meets mission needs.

NOTE 1*: *Personal frequent-flyer or mileage reward points use ICW official travel is not a valid reason to request a YCA airfare when a –CA airfare is available. If the traveler elects to use the unrestricted coach class contract fares (YCA) when a lower cost capacity-controlled coach class contract airfare is available and the cost exceeds the cost of the lower cost capacity-controlled airfare, the traveler is financially responsible to the GOV'T for the cost difference between the YCA airfare and the lower capacity-controlled airfare. CBCA 1511-TRAV, 7 May 2009.

NOTE 2*: *This does not establish the –CA as the basis for policy constructed airfare – that remains the YCA.

b. **–CA** = Limited capacity, GSA economy-/coach- class city-pair airfare which capacity controlled airfare with a deeper discount preferred by the GOV'T.

The first letter of the three-letter airfare basis code in (b) varies by airline (e.g., LCA, QCA, etc). The only difference between the YCA and **–**CA is that there are a limited number of seats on the less-costly **–**CA Airline City-Pair rate which varies carrier-by-carrier and market-by-market. Therefore, a traveler should make flight reservations as soon as plans are firm.

If travel plans are uncertain (e.g., last minute ticket changes are likely), compare the difference between the YCA and **–**CA airfares with the cost (if any) of the travel agent's transaction fee to make ticketing changes. If the difference is small, it may be more cost effective to book an YCA airfare from the start. If the difference is large, it may be beneficial to book a **–**CA airfare and make changes, if necessary.

4. How early is early to take advantage of the GOV'T discount for normal airfare city-pair airfares (–CA)?

The city-pair airfare program encourages a GOV'T traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (–CA known as capacity controlled city-pair airfares).

5. Why does the GOV'T have to pay the Airline Passenger Excise tax? Isn't the GOV'T exempt from tax?

The Federal GOV'T is often exempted from state and local tax. However, the airline passenger excise tax is a Federal tax which the Federal GOV'T must pay.

6. How can the cost of a city-pair flight between two cities vary on the same airline, but different flights?

While the base airfare and tax are required to be the same for all of a contract carrier's flights (using the same airfare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

7. The price shown in the Defense Travel System (DTS) online booking engine (OBE) is different from what is shown on the GSA Airline City-Pair website. How do I know I am getting the GOV'T rate for my airline reservations?

The DTS vendors' OBE displays valid GSA contract city-pair airfare rates, but they display them differently than the GSA Airline City-Pair website.

a. The GSA website lists the airfares for general information purposes only. The GSA website shows the domestic price for the base airfare, tax included but without fuel surcharge fees, segment, airport and security fees. International Airline City-Pair airfares on the GSA websites are shown as base airfare only, exclusive of all fees and tax.

b. The DTS vendors can book reservations and show either the base airfare (without tax) or the total cost (base airfare, fuel surcharge fees, tax plus airport and security fees) depending on which DTS vendor is used.

E. City-Pair Travel Allowance FAQs

1. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official GOV'T business?

A traveler can use the airport that best suits the traveler's needs in an area/location with multiple airports, except when the AO determines based on command/installation/office written policy that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only airfares, but also transportation to and from airports). Potential lost work time may be considered. CONUS areas/locations with multiple airports include, but are not limited to: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco, and Washington, DC. ***If the command/installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.***

2. Can I use a contract city-pair airfare for personal travel taken in conjunction with official GOV'T travel? What if the GOV'T cancelled my leave or I received my TDY order while on leave without knowing about the TDY before going on leave?

The use of contract city-pair airfares is limited to official travel only. If personal travel is taken in conjunction with official GOV'T travel, the contract city-pair airfares cannot be used for that portion of the trip since that travel is personal. These city-pair airfares cannot be used to and/or from an unofficial point (such as a leave point) unless the GOV'T is paying for the leave travel to (and/or from) the leave point.

Example 1: A traveler receives a TDY order for TDY travel (***official travel)*** from Atlanta, GA, (PDS) to San Francisco, CA, (TDY) and return. The traveler traveled from GA, to Chicago, IL, (***personal convenience***) to take leave in Chicago en route to San Francisco. GOV'T and traveler limitations are:

a. Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the GOV'T one-way airfare is $251 and round-trip is $502.

b. Reimbursement for the entire trip is limited to $502. The contract city-pair airfare is available only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

Example 2: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. GOV'T and traveler limitations are travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is ***official travel.*** City-pair airfares may be used in accordance with JFTR, par. U4105-F (uniformed member) or JTR, pars. C4440 and C4564 (civilian employee).

***NOTE*: CTO use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.**

3. What GOV'T-sponsored leave programs qualify for contract city-pair airfares?

Contract city-pair airfare use MAY BE POSSIBLE for official GOV'T-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.

a. **Civilian Employee**: RAT (Ch 5, Part K and APP I3-E4b), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.

b. **Uniformed Member**: COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.

F. GSA Points of Contact**.** GSA - Airfares (City Pair Program) at www.gsa.gov/citypairs or contact following POCs at GSA - Airfares (City Pair Program) - Ask the Expert below for more information on GSA's Airline City-Pair Program. ***Only those without Internet access should call***.

Mr. Jerry Bristow Program Manager Contract City-Pair Program (703) 605-2925 Jerome.bristow@gsa.gov	**Mr. Jerry Ellis** Contract Specialist City-Pair Program (703) 605-2928 Jerry.ellis@gsa.gov	**Mr. Vincent Aquilino** Program Analyst City-Pair Program (703) 605-2271 Vincent.aquilino@gsa.gov

APPENDIX Q

OCONUS TOUR LENGTHS/TOURS OF DUTY

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PART 1: DOD MEMBERS

NOTE: For NOAA, see App Q, Part II.

A. Tour Length Establishment. A tour length is established IAW DODI 1315.18, par. E.3.1.

B. Tour Length Change. Submit a tour length change proposal IAW DODI 1315.18, par. E.3.1. ***Do not submit a tour length change proposal to PDTATAC.***

C. Tour Length Exception. The tour length for a DOD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DODI 1315.18, par. E.3.1.1 (12 January 05).

D. Tour Lengths. The following are OCONUS tour lengths ***for a DOD member only (other than a Defense Attaché): DODI 1315.18, par. E3.1.1 (12 January 05):***

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	*NOTE*
All OCONUS Duty Stations Not Listed Below	**36**	**24**		
Afghanistan				
Kabul (Personnel assigned to SAO)	NA	12	08-10-07	**11**
Alaska (except as indicated)	36	36		**1**
Adak	NA	12		
Clear	NA	12		
Eareckson	NA	12		
Fort Greely	24	12	05-01-04	
Galena	NA	12		
King Salmon	NA	12		
Marine Corps Security Forces	24	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	NA	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	**10**
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
Austria	36	24		
Azerbaijan				
Baku (Personnel assigned to ODC)	24	18	07-06-06	**10**
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		**14**
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	NA	12		
Belize	24	18	09-17-04	
Benin	24	12		
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
Banja Luka	24	18	06-30-08	**15**
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	**10**
Botswana	24	12		
Brazil	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
British Indian Ocean Territory				
Diego Garcia Island	NA	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia (except as indicated)	NA	12		
*Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
Canada (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
Chad	24	12	05-02-08	**12**
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Crete (See Greece)				
Croatia				
Zagreb	24	12		
Cuba				
Guantanamo Bay	30	18	04-05-07	**2**
JTF-GTMO	24	12	04-05-07	**2**
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
Czech Republic				
Prague	36	24		
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	NA	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	**11**
Dominican Republic	36	24		
Ecuador	36	18		
Manta	NA	12		
Egypt (except as indicated)	24	18		
Beni Suef	NA	12		
Cairo (ETSS personnel only)	NA	12		
Ismailia	24	12		
Jiyanklis New	NA	12		
Sinai	NA	12		
El Salvador	NA	12		
Personnel assigned to SAO	24	18		
England (See United Kingdom)				
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	**11**
France	36	24		
Georgia				
Tbilisi	24	18		
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Ghana				
Accra (Personnel assigned to ODC)	24	18	03-19-07	**11**
Gibraltar	36	24		
Greece (except as indicated)	36	24		
Argyroupolis	NA	12		
Athens	24	15		
Crete	24	18		
Souda Bay	24	18		
Drama	NA	12		
Elefsis	NA	12		
Horiatis	NA	12		
Larissa	24	12		
Lefkas	NA	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	NA	12		
Thessalonki	24	15		
Yiannitsa	NA	12		
Greenland (See Denmark)				
Guam	36	24	10-12-04	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	**11**
Hawai'i (except as indicated)	36	36		**1**
Kauai	30	18		
Pohakuloa Training Area	24	18		
Honduras (except as indicated)	24	18		
Soto Cano AB	NA	12		
Hong Kong	36	24		
Hungary				
Budapest	36	24		
Papa	24	15	11-25-08	
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
India	24	12		
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		
Crotone	24	15		
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	NA	12		
Mt. Limbara	NA	12		
Mt. Nardelo	NA	12		
Mt. Paganella	NA	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	NA	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		**3**
Akizuki Kure	24	12	12-07-04	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	NA	12		
MCAS Iwakuni	36	12		
Okuma	NA	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	NA	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	NA	12		
Sendai	24	12	12-07-04	
Shariki	NA	12	11-05-08	
Johnston Atoll	NA	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to SAO)	24	12	08-10-07	**11**
Kenya (except as indicated)	24	12		
Nairobi	24	18		
Korea (except as indicated)	36/24	12	03-2-09	**4, 7**
Chongju AB	NA	12		**4**
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		**4, 5, 6**
Gwangju AB (ROK)	NA	12		**4**
Joint Security Area	NA	12		**4**
Kunsan AB (US)	NA	12		**4**
Mujak/Pohang	NA	12		**4**
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		**4, 5, 6**
Kuwait	24	12		**9**
Kyrgyzstan	24	12		
Laos	NA	12		
Vientiane	24	12	12-21-06	
Latvia				
Riga	24	12		
Liberia	24	18	06-30-08	**15**
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	24	12		
Malaysia	36	24		
Marshall Islands				
Enewetok	NA	12		
Kwajalein	24	18		
Mexico	24	18		
Midway Islands	NA	12		
Moldova				
Chisinau	24	18		
Mongolia	24	24		
Montenegro				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	**11**
Morocco (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	NA	12		
Netherlands	36	24		
Netherlands Antilles				
Curacao	NA	12		
New Zealand	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Nicaragua	24	18		
Niger	24	12		
Nigeria				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	**11**
Norway	36	24	07-07-04	
Okinawa (See Japan)				
Oman	24	12		
Pakistan	24	12		
Panama (except as indicated)	36	24		
Galeta Island	NA	12		
Paraguay	24	18		
Peru (except as indicated)	36	24		
Lima MAAG	30	18		
Philippines (except as indicated)	NA	12		
Metropolitan Manila	24	18		
Poland				
Bydgoszcz	24	24	10-21-05	
Sczcecin	24	24	10-21-05	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Azores Islands	24	15		
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen	36	18		
Vieques Island	NA	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Russia				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	**11**
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia (except as indicated)	24	12		**8**
Eskan Village, Riyadh	24	12	07-18-08	**13**
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	**11**
Serbia				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	**11**
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Slovenia				
Ljubljana	24	12		
Spain (except as indicated)	36	24		
Adamuz	NA	12		
Alcoy	30	18		
Balearic Islands	NA	15		
Ciudad Real	NA	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	NA	12		
Gorremandi	NA	15		
Moron AB	24	15		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Rosas	30	18		
Santiago	NA	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		
Suriname	24	18		
Sweden				
Stockholm	36	24		
Tajikistan	24	12		
Thailand (except as indicated)	24	18		
Bangkok	36	24		
Tunisia	24	18		
Turkey (except as indicated)	24	15		
Balikesir	NA	12		
Cakmakli	NA	12		
Corlu	NA	12		
Elmadag	24	12		
Erhac	NA	12		
Erzurum	NA	12		
Eskisehir	NA	12		
Iskendrum	NA	12		
Istanbul	NA	12		
Izmir	NA	12		
Izmit	NA	12		
Karatas	24	12		
Malatya	24	12		
Murted	NA	12		
Oratakoy	NA	12		
Pirinclik	NA	12		
Sahihtepe	NA	12		
Sinop	NA	12		
Yumurtalik	NA	12		
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		**3**
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	NA	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	NA	12		
Yemen, Republic of	36	24	06-30-08	**15**
Zaire (See Democratic Republic of Congo)				

NOTES:

1. Tour-length policies for a member assigned to a duty station within Alaska or within Hawai'i are outlined in DODI 1315.18, par. E3.1.

2. Dependents are permitted only when GOV'T QTRS are available.

3. A maximum 48-month tour is permitted for Navy personnel.

4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by U.S. Forces Korea and is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.

5. Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available. With a Secretarial OHA waiver, a member in a non-Key Billet accompanied tour is receives OHA for the location at which the family lives in Korea.

6. A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memorandum acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.

7. For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.

8. Due to threat levels, dependents are not currently authorized at this location.

9. Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.

10. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

11. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the Defense Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.

12. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.

13. PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).

14. USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).

15. May be accompanied by adult dependents age 18 years or older.

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PART II: NOAA

NOTE: For DOD Service Members see, App Q, Part I.

A. Tour Length Establishment. These tour lengths are established by NOAA/CPC.

B. Tour Length Change. Submit a tour length change proposal to NOAA/CPC. ***Do not submit a tour length change request to PDTATAC.***

C. Tour Lengths. The following are OCONUS tour lengths ***for NOAA members only*:**

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***Note***
Alaska	36	36	31 Jan 2005	
American Samoa	NA	12	31 Jan 2005	
Antarctica	NA	12	31 Jan 2005	
Australia				
Learmonth	36	36	31 Jan 2005	
France	36	36	31 Jan 2005	
Hawai'i	36	36	31 Jan 2005	
Switzerland	36	36	31 Jan 2005	

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PART 3: DoD CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY

See JTR, Ch 5, Part A for applicable regulations.

A. Standard Tours of Duty. Standard tours of duty are:

1. 36 months under an initial service agreement, and

2. 24 months under a renewal agreement

and apply to an employee assigned OCONUS unless an exception is prescribed in this APP. JTR, par. C5570-C.

B. Tour Length Exceptions. The 24, 18, and 12-month tours apply to the entire location listed for an accompanied or unaccompanied employee unless a statement appears limiting applicability to:

1. A specific area within that location,

2. Certain employees, and/or

3. An employee on a renewal agreement tour.

C. Accompanied vs. Unaccompanied Tours of Duty. For a location at which one tour length is prescribed for an employee authorized, and accompanied by, dependents and a shorter tour is prescribed for an employee not authorized to have dependents present, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.

D. Special Circumstance Tour of Duty. For a special circumstance tour of duty location, APP Q, Part IV, par. A.

E. Tour Lengths

***NOTE*: Unless otherwise noted, the tour lengths listed below apply to initial and renewal tours.**

Location	**36-Month Tour**	**24-Month Tour**	**18-Month Tour**	**15-Month Tour**	**12-Month Tour**
Afghanistan		**X**			
Alaska					
Adak					**X**
Aleutian Islands					**X**
Isolated Mainland Bases					**X**
Kodiak Island					**X**
Ascension Island					**X**
Australia					
Northwest Cape		**X**			
Azores (See Portugal)		**X**			
Bahamas					
Andros Island		**X**			
Bahrain		**X** [1 8]	**X** [2]		
Bosnia-Herzegovina		**X**			
Banja Luka		**X** [9]			
British Indian Ocean Territory					
Diego Garcia Island					**X**
Bulgaria			**X** [2]		
Burma (See Myanmar)					
Cambodia					
*Phnom Penh *(eff 06-21-10,Personnel assigned to NAMRU-2)*		**X** [1]			**X** [2]
Canada					
Newfoundland & Labrador					

Location	36-Month Tour	24-Month Tour	18-Month Tour	15-Month Tour	12-Month Tour
Gander					X
Argentia		X [1]	X [2]		X
Northwest Territories					X
St. Anthony					X
Christmas Island					X
Commonwealth of the N. Mariana Islands					
Saipan		X			
Croatia		X			
Cuba					
Guantanamo Bay		X [1]			X [2]
Democratic Republic of Congo (formerly Zaire)		X			
Diego Garcia (See British Indian Ocean Territory)					
Dominican Republic		X			
Egypt		X [1]			X [2]
El Salvador			X [2]		
Eniwetok (See Marshall Islands)					
Ethiopia					X
Finland (All locations outside Helsinki)		X			
Greece		X			
Greenland			X		
Guam		X			
Haiti		X [1]			X [2]
Honduras			X [2]		
Hong Kong		X			
Hungary ***(eff 11-25-08)***					
Papa		X [1]		X [2]	
Iceland		X [4]			X [2 6]
Indonesia					X [2]
Iran (except as indicated below)					X
Isfahan		X			
Tehran		X			
Israel		X [1]	X [2]		
Italy					
Sardinia (La Maddalena)		X [4]	X [5 6]		
Sicily (Comiso and Ragusa)		X [4]	X [5 6]		
Japan					
Iwo Jima					X
Kure		X [1]			X [2]
Ryukyu Islands		X [1]			
Wakkanai		X [1]			X [2]
Johnston Atoll		X [4]			X [2 6]
Jordan		X			
Korea (except as indicated below)	X [3]	X [1]			X [2]
Dongducheon (Camps Casey, Hovey, Mobile, and Castle)		X [1]			X [2]
Uijongbu (Camps Jackson, Red Cloud, Stanley)		X [1]			X [2]
Kuwait		X [1]			X [2]
Kwajalein (See Marshall Islands)					
Laos		X			
Liberia		X [9]			
Libya			X		
Mahe Island (See Seychelles)					
Marshall Islands					
Eniwetok					X
Kwajalein		X			
Mexico					
Coatzacoalcos		X [1]	X [2 6]		

Location	36-Month Tour	24-Month Tour	18-Month Tour	15-Month Tour	12-Month Tour
Vera Cruz		X [1]	X [2 6]		
Midway Islands					X
Montenegro		X			
Morocco		X			
Myanmar		X			
Nigeria		X [1]			X [2]
Oman		X [1]			X [2]
Pakistan (except as indicated below)			X		
Islamabad					X [2]
Karachi					X [2]
Lahore					X [2]
Peshawar					X [2]
Panama		X			
Philippines		X			
Portugal					
Azores		X			
Puerto Rico		X			
Romania			X [2]		
Qatar		X [1]			X [2]
Russia					
Moscow		X			
Saudi Arabia		X [1 7]			X [2]
Serbia		X			
Seychelles					
Mahe Island					X
Somali Republic			X		
Taiwan		X			
Thailand		X [1]			X [2]
Turkey (except as indicated below)		X			
Cakmakli					X [2]
Corlu					X [2]
Diyarbakir					X [2]
Izmir					X [2]
Murs					X [2]
Ortakoy					X [2]
Sinop					X
Venezuela		X			
West Indies					
Eleuthera Island					X
Grand Bahama Island					X
Grand Turk Island					X
Mayaguana Island					X
San Salvador Island					X
St. Lucia Island					X
Yemen, Republic of					
Sanaa		X [4 9]			X [2 6]
Zaire (See Democratic Republic of Congo)					

1/ For an employee authorized, and accompanied by, a dependent.

2/ For an employee not authorized to have a dependent present.

3/ For an area authorized a 36-month accompanied-by-dependents tour, an employee may accept a 36- or 24-month accompanied tour. All 36-month tours shall be coordinated between the gaining agency and Commander, USFK, to ensure infrastructure, services, and base support is available.

4/ For an employee on an initial service agreement authorized, and accompanied by, a dependent.

5/ For an employee on an initial service agreement not authorized to have a dependent present.

6/ For an employee serving on a renewal agreement.

7/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (12 months).

8/ USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. An employee executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (18 months).

9/ May be accompanied by adult dependents age 18 years or older.

PART IV: CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY

A. Special Circumstance Tour of Duty Locations. The tours of duty for the persons listed below are exceptions to the standard tours of duty in APP Q, Part III.

1. DOD Education Activity Personnel

a. Professional Personnel in 20 USC §§901-907 Teaching Positions. The tour of duty for a person in a teaching position under the DOD Education Activity (see 20 USC §§901-907) is 1 or 2 school years as required, plus the time required in the area because of arrival before the school year starts and while awaiting transportation upon departure. The school year for a person in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.

b. Professional Personnel Not in 20 USC §§901-907 Teaching Positions. The tour of duty for professional personnel not in 20 USC §§901-907 teaching positions is 12 months in those areas where the tour of duty for other DOD employees is less than 24 months. In all other areas, the tour of duty is 24 or 36 months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.

c. Professional Personnel in 20 USC §§901-907 Teaching Positions Reassigned without Returning to CONUS to Positions Not Subject to 20 USC §§901-907 for which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 USC §§901-907 teaching positions reassigned without returning to CONUS to positions not subject to 20 USC §§901-907 for which the tour of duty is 36 months is a period of service, in addition to immediate prior OCONUS service, to complete 36 months.

d. Professional Personnel in 20 USC §§901-907 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DOD Education Activity (see 20 USC §§901-907 and DODEA Regulation 5301.4-R ("Salaries and Personnel Practices Applicable to Principals and Assistant Principals" available at ***http://www.odedodea.edu/pers/emanual/***)) is the same as for any other DOD civilian employee who is employed on a calendar-year basis. The tours are expressed in terms of school years rather than calendar years. Except as provided in pars. A1a, A1b, and A1c, tours of duty are 3 school years under the initial service agreement and 2 school years under each subsequent agreement.

2. Defense Intelligence Agency (DIA) Employee. The Director, DIA, administratively fixes the tour of duty for a DIA employee.

3. Scientists on Sabbatical Leave. The tour of duty for a scientist on sabbatical leave is 12 months.

4. Civilian Marine Personnel of the Military Sealift Command (MSC). The tour of duty for MSC civilian marine personnel is 12 months.

5. U.S. Naval Observatory Personnel, San Juan-El Leoncito Region of Argentina. The tour of duty for U.S. Naval Observatory personnel assigned to the San Juan-El Leoncito region of Argentina is 24 months.

6. Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for a civilian employee of the Resident Technical Assistance Team assigned at Talcahuano, Chile, is 24 months.

7. National Security Agency (NSA) Employees. Because of the nature of employment, the Director, NSA, administratively fixes the tour of duty for a NSA employee.

8. U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for a civilian employee of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia is 24 months.

9. Air Force Management Interns. The tour of duty for a management intern assigned to the Department of the Air Force Management Intern Program in the area under the jurisdiction of Headquarters, Pacific Air Forces is 24 months. During the 24-month tour, the employee may be transferred to various posts throughout the area as management needs dictate.

10. Consultants and Experts. The tours of duty prescribed in pars. D2 through D10 do not apply to a consultant or an expert.

B. Establishing a Special Circumstance Tour of Duty

1. General. The special circumstance tour of duty established for a particular location applies to the entire location for accompanied and unaccompanied employees unless the requesting official indicates that the proposed tour should be limited to:

a. A specific area within the location (ex., Bahamas: Andros Island),

b. Accompanied or unaccompanied employees, and/or

c. An employee on a renewal agreement.

2. Exception Requests. A DOD component desiring to establish a special circumstance tour of duty must submit an exception request, to the PDUSD (P&R), stating the reasons for the exception.

3. Special Conditions. When special conditions justify it, and the interested components concur, tours of duty may be established in a given OCONUS area that differ among military departments, provided every effort is made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.

APPENDIX R

CONFERENCES

JFTR/JTR, APP R applies to Uniformed Members and DOD civilian employees (JFTR, par. U1000 and JTR, par. C1001-C). It is derived from the Federal Travel Regulation (FTR) and references are cited within APP R.

PART I: CONFERENCE PLANNING POLICY (FTR §301-74)

Par.	Title/Contents
A.	Authority
B.	Policy (FTR §301-74)
C.	Scope and Coverage
D.	Definitions
E.	Actions Required
F.	Cost Considerations
G.	Cost Comparisons
H.	Conference Site Selection (FTR §301-74.5)
I.	Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation (FTR §301-74.14; 74.15)
J.	Advertisement or Application Form for Conference Attendance (FTR §301-74.16)
K.	Selection of Attendees
L.	Conference Administrative Costs
M.	Conference Lodging Allowance
N.	Conference Lodging Allowance Approval Authority (FTR, §301-74.24)
O.	Conference M&IE Rate
P.	Guidance for Conference Planning (FTR, §301, APP E)

PART II: CONFERENCE ATTENDANCE

A.	General
B.	Authority
C.	GOV'T Sponsored Conferences
D.	Non-GOV'T Sponsored Conferences
E.	Registration Fees and Miscellaneous Expense
F.	Membership Fees and Dues
G.	Entertainment Expenses
H.	Advance Payment of Discounted Conference or Training Registration Fee (FTR §301–74.25)
I.	Guidance from the Comptroller General of the United States Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference
J.	Proportional Meal Rate (PMR) Computation Examples

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PART 1: CONFERENCE PLANNING POLICY (FTR §301-74)

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

*B. Policy. (FTR §301-74) The public interest requires that the Uniformed Services and DoD agencies exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services and agencies must select conference sites that minimize conference costs. When Service/DoD Agency representatives attend conferences sponsored by others, the Service/DoD Agency must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by Service members and DoD civilian employees, this guidance applies to conference travel paid for persons invited to travel in support of GOV'T programs.

D. Definitions

1. 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. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a GOV'T or commercial training facility.***

2. Conference costs: All costs paid by the GOV'T for a conference, whether paid directly or reimbursed by a Uniformed Service or DoD Agency. See par. F. Examples include:

a. Attendee's travel costs (i.e., travel to/from the conference, ground transportation, lodging, meals and incidental costs),

b. Attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to/from the conference),

c. Meeting room and audiovisual costs,

d. Registration fees (with or without furnished meals other than refreshment/snacks),

e. Speaker fees,

f. Conference-related administrative fees, and

g. Similar costs.

3. Conference lodging allowance: The lodging allowance is NTE 25% above the established geographical per diem rate lodging portion (rounded up to the next higher dollar). The per diem M&IE remains unchanged.

4. Site: Refers to both the geographical location and the specific facility selected.

*****E. Actions Required. When planning a conference, the Uniformed Service or DoD Agency (FTR §301-74.3) must:

1. Determine which conference expenditures provide the greatest GOV'T advantage by

a. Ensuring appropriate management oversight of the conference planning process,

b. Performing cost comparisons of the size, scope, and location,

c. Determining if a GOV'T facility is available at a lesser rate,

d. Considering conference alternatives, e.g., teleconferencing,

e. Maintaining written documentation of the alternatives considered and the selection rationale used, and

f. Minimizing cost by exercising strict fiscal responsibility in determining the best site.

2. Minimize the conference administrative costs,

3. Minimize the attendees' travel costs,

4. Minimize the attendees' time costs,

5. Use GOV'T-owned/GOV'T provided facilities as much as possible,

6. Identify ways to save costs in selecting a particular conference site (e.g., lower off-season rates), and

7. Develop and establish internal policies that ensure these standards are met.

NOTE: An individual must have the requisite contracting authority to obligate the GOV'T ICW conference arrangements.

F. Cost Considerations. When planning a conference, the Uniformed Service or DoD Agency should consider all GOV'T-paid direct and indirect conference costs. Conference costs to be considered include:

1. Travel and per diem expenses,

2. Rent of rooms for official business,

3. Usage of audiovisual and other equipment,

4. Computer and telephone access fees,

5. APP A for light refreshments definition. For DoD policy regarding the use of appropriated funds to purchase food; see DoD, Office Of General Counsel (Fiscal) memorandum, 1 Sep 05, subject: Use of Appropriated Funds to Purchase Food at Conferences, Meetings, and Events. Questions about the DoD policy should be referred to OSD General Counsel (Fiscal).

NOTE: 'Light refreshments' (including a continental breakfast) paid for by the GOV'T are a deductible meal if is served at a meal time (e.g., breakfast - 0600-0800).

6. Printing,

7. Registration fees,

8. Ground transportation, and

9. Attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, Uniformed Services and DoD Agencies must do cost comparisons to ensure the GOV'T's greatest benefit. Cost comparisons include:

1. Determination of lodging adequacy at the established per diem rate,

2. Overall convenience,

3. Fees,

4. Meeting space availability,

5. Equipment availability, e.g., audiovisual, fax,

6. Commuting or travel distance of most attendees, and

7. Other conference expenses.

*****H. Conference Site Selection (FTR §301-74.5)

*****1. Documentation. (FTR §301-74.19) The Uniformed Service or DoD Agency concerned must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Inspector General's Office or other interested parties.

*****2. Locality Per Diem Rate. (FTR §301-74.6; 74.7) Initial selection of a location must be based on the established per diem rate; however, to provide flexibility in appropriate lodging facility selection at the most advantageous location, the established per diem rate lodging portion may be exceeded by up to 25%, if necessary. For example, if the established geographical per diem rate lodging portion is $100, then facilities with lodging rates up to $125 may be considered when selecting the conference location.

*3. Conferences Conducted in the District of Columbia. (FTR §301-74.17) Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia.

*****I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation (FTR §301-74.14; 74.15)

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.

2. Sponsoring or funding a conference by a Uniformed Service or DoD Agency at a place of public accommodation must be authorized by an official designated through the Secretarial Process.

3. FEMA-approved accommodations must be used when sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S. where applicable. The official designated by the Secretarial Process for authorizing the sponsoring and/or funding of a conference can make a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

J. Advertisement or Application Form for Conference Attendance. (FTR §301-74.16) Any advertisement or application for attendance at a conference sponsored or funded by a Uniformed Service or DoD Agency must include notice:

1. That attendees must use FEMA-approved place of public accommodation unless a waiver has been issued as indicated in Part 1, item I3, and

2. Of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the Uniformed Service or DoD Agency provides Federal funds.

K. Selection of Attendees. Uniformed Services and DoD Agencies must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. Limit the Uniformed Service's or DoD Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and

2. Provide for travel expense consideration when selecting attendees.

L. Conference Administrative Costs. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125% of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. Is not an actual expense allowance,

2. May not be used if the lodging rate exceeds the established lodging allowance by more than 25% (e.g., locality lodging rate $100; maximum conference lodging rate can be $125), and

3. May not be used concurrently with the actual expense method of reimbursement.

*****N. Conference Lodging Allowance Approval Authority (FTR, §301-74.24)

*****1. GOV'T Sponsored Conference. Only a sponsoring agency designated senior official may determine that a conference lodging allowance is necessary, and authorize the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses (FTR, §301-74.8).

*****2. Non-GOV'T Sponsored Conference. The AO may authorize reimbursement for lodging expenses incurred NTE the conference lodging allowance rate (FTR, §301-74.9).

NOTE: If the Conference Lodging Allowance is inadequate, see JFTR, Ch 4, Part C, or JTR, Ch 4, Part C for actual expense authorization reimbursement procedures.

O. Conference M&IE Rate

1. Light Refreshments. When the GOV'T furnishes light refreshments at nominal or no cost to the attendee at times that are not meal times, no deduction of the attendee's M&IE allowance is permitted.

NOTE: 'Light refreshments' (including a continental breakfast) are a deductible meal if is served at a meal time (e.g., breakfast - 0600-0800).

2. Meals Included in Registration Fee. When the GOV'T furnishes one or two meals at nominal or no cost, or includes them in the registration fee, the proportional meal rate applies to Uniformed Service members and DoD civilian employees for each day meals are furnished. See APP R, Part II, item I for PMR computation examples. Since the AO may authorize the PMR or locality meal rate when the traveler is unable to eat the deductible meal due to medical requirements or religious beliefs (JFTR, par. U4165-D and/or JTR, par. C4554-B4), every effort should be made to accommodate the traveler's requirements.

*P. Guidance for Conference Planning. Refer to FTR, Chapter 301, Appendix E for conference planning guidance procedures. This reference may be necessary to plan a successful conference. Website address is: ***http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301pAppE.html/category/21868/#wp1185528***

PART 2: CONFERENCE ATTENDANCE

A. General. A DoD civilian employee and/or a Uniformed Service member may attend and participate in conferences/meetings of recognized professional organizations to maintain and improve professional competency at GOV'T expense (including TDY expenses), subject to the availability of funds and the employee's/member's work responsibilities.

B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DoD AGENCY which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959) and 55 Id. 1332 (1976)). This authority is independent of the training authority included in JTR, par. C4630 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conference. Attendance at GOV'T expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal AGENCY at which a member's/DoD civilian employee's attendance is required in the performance of official duties;

2. Conferences of state/municipals GOV'T organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DoD civilian employee's attendance is related to official duties or for the purpose of transacting GOV'T business;

3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DoD AGENCY'S functions or activities and attendance is in the member's/DoD civilian employee's official performance; and

4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in APP R, Part 1.

2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DoD AGENCY regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).***

3. Purpose. A Uniformed member and/or a DoD civilian employee may attend conferences at GOV'T expense to:

a. Further Service or DoD AGENCY programs;

b. Present scientific and technical papers which further the development of the U.S. resources; and

c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A member/DoD civilian employee who attends such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Reimbursable Expenses

*1. When Travel Is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The PMR applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165). Information should be included on the travel order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the appropriate applicable PMR or TDY locality M&IE rate is paid.

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

a. Does not involve travel,

b. Does not involve per diem, and

c. For which a travel order is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DoD AGENCY. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DoD AGENCY sponsored conference/meeting must be identified. The total amount paid by the GOV'T for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Ch 4, Part C and/or JTR, Ch 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Reimbursable Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DoD AGENCY Head may pay membership fees or dues from appropriated funds when the membership is in the GOV'T's interest and the membership is in the Uniformed Service's or DoD AGENCY'S name (e.g., Defense Travel Management Office). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference or Training Registration Fee (FTR §301–74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written order to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as

soon as a written order to attend the conference has been generated. When the authority to register early is oral, the written order must reference the oral authority for the early registration. This does not prevent other payment methods for advance registration fees (e.g., GOV'T purchase card (not a GTCC)).

2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.26). In any case in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a registration fee refund and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for a reason beyond the traveler's control that is acceptable to the Service concerned, e.g., unforeseen illness or emergency. ***If no refund is made, and the traveler's failure to attend the scheduled event is due to a reason deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.***

I. Government Accountability Office Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the GAO Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs.

Decision
Matter of: National Institutes of Health - Food at GOV'T-Sponsored Conferences
File: B-300826
Date: March 3, 2005

DIGEST
The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An AGENCY hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

(1) Meals and refreshments are incidental to the conference,

(2) Attendance at the meals and when refreshments are provided is important for the host AGENCY to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and

(3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an AGENCY, without specific statutory authority, may not augment its appropriations from sources outside the GOV'T.

In applying this decision, NIH should develop an AGENCY policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect AGENCY counsels, as well as certifying officers, AGENCY auditors, and Inspectors General, to apply these criteria. To the extent that AGENCY officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

*J. PMR Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the GMR. Please check JFTR or JTR, APP A, for the current GMR.

*1. The PMR example uses the Standard CONUS M&IE rate of $46 and the Standard GMR of $10.80 to compute the PMR amount. The $46 consists of $41 for meals and $5 for incidental expenses. ***Disclaimer: The numbers in this example are for illustrative purposes only.***

*Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

NOTE: The meal rate ONLY, and not the entire M&IE rate, is used to compute the PMR. The appropriate incidental expenses rate is added to the PMR to create the proportional M&IE rate.

Step 1	*Add the locality meal rate and GMR	$41 + $10.80 = **$51.80**
Step 2	Divide Step 1 total in half (rounded to the next highest dollar)	$51.80 ÷ 2 = $25.90 (Rounded to $**26**)
Step 3	Add Step 2 total to the CONUS incidental expense rate	$26 + $5 = **$31**
Step 4	Proportional Meal and Incidental Expense Rate	**$31**

2. PMR Voucher Computation Example: A traveler is TDY for 3 days to a conference at a CONUS location (Standard CONUS per diem rate applies). Lodging is $55/night and GMR is $10.80. GOV'T furnished meals are not available for the first and last day; however, two GOV'T meals are available for the second day. The AO authorizes a PMR of $26 for the second day. ***NOTE: GOV'T dining facility/ mess deductions are not taken for the arrival and departure travel days (JFTR, par. U4147/JTR, par. C4553-C2).***

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
Day	Computation	Total
Day 1	$55 + [($46 (M&IE) x 75 %) = $34.50] =	$ 89.50
Day 2	$55 + $26 (PMR) + $5 IE =	86.00
Day 3	$46 x 75% =	34.50
TOTAL		**$ 210.00**

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations, when on permanent duty at the location, in the table below are authorized for a:

1. Member and each command-sponsored dependent; and

2. DoD civilian employee and each dependent.

B. Unauthorized Personnel. ***JFTR/JTR contents do not apply to contractors or their employees at FEML locations.***

C. Authorization Period. A location shown is 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). JFTR, par. U7207-I2 (uniformed member) and JTR, par. C7700- I2 (DoD civilian employee).

*D. Immediate Changes. Changes made to the list, but not in print, may be found at ***http://www.defensetravel.dod.mil/site/changesjftr.cfm***.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	COCOM	Authorized Destination	Re-certification Due Date
Albania, Tirana	EUCOM	Baltimore	28 Sep 2012
Algeria, Algiers	AFRICOM	Dulles	27 May 2012
Angola, Luanda	AFRICOM	Dulles	27 May 2012
Argentina, Buenos Aires	SOUTHCOM	Miami	8 Nov 2011
Armenia, Yerevan	EUCOM	Baltimore	28 Sep 2012
Australia			
Alice Springs	PACOM	Honolulu	*15 Feb 2013
Learmouth (incl. Exmouth)	PACOM	Perth	*15 Feb 2013
Azerbaijan, Baku	EUCOM	Baltimore	*28 Sep 2012*
Bahrain, Manama	CENTCOM	Baltimore	***31 Jul 2010***
Bangladesh, Dhaka	PACOM	Honolulu	***15 Feb 2013
Barbados, Bridgetown	SOUTHCOM	Miami	8 Nov 2011
Belarus, Minsk	EUCOM	Baltimore	***31 Jul 2009***
Belize, Belmopan	SOUTHCOM	Miami	8 Nov 2011
Bolivia, La Paz	SOUTHCOM	Miami	8 Nov 2011
Bosnia, Sarajevo	EUCOM	Baltimore	31 Oct 2011
Botswana, Gaborone	AFRICOM	Dulles	27 May 2012
Brazil			
Brasilia	SOUTHCOM	Miami	8 Nov 2011
Rio de Janeiro	SOUTHCOM	Miami	8 Nov 2011
Sao Paulo	SOUTHCOM	Miami	8 Nov 2011
Bulgaria, Sofia	EUCOM	Baltimore	28 Sep 2012
Burma (See Myanmar)			
Burundi, Bujumbura	AFRICOM	Dulles	27 May 2012
Cambodia, Phnom Penh	PACOM	Honolulu	*15 Feb 2013

Authorized FEML Location	COCOM	Authorized Destination	Re-certification Due Date
Cameroon, Yaoundé	AFRICOM	Dulles	27 May 2012
Chad, N'djamena	AFRICOM	Dulles	27 May 2012
Chile, Santiago	SOUTHCOM	Miami	8 Nov 2011
China, Beijing	PACOM	Honolulu	*15 Feb 2013
Colombia, Bogota	SOUTHCOM	Miami	8 Nov 2011
Costa Rica, San Jose	SOUTHCOM	Miami	8 Nov 2011
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	AFRICOM	Dulles	27 May 2012
Croatia, Zagreb	EUCOM	Baltimore	28 Sep 2012
Cuba			
Guantanamo Bay	SOUTHCOM	Jacksonville	8 Nov 2011
Havana ***(for USCG uniformed members only)***	USCG	Miami	31 Jan 2012
Cyprus, Nicosia	EUCOM	Baltimore	31 Oct 2011
Democratic Republic of Congo, Kinshasa	AFRICOM	Dulles	27 May 2012
Djibouti	CENTCOM	Baltimore	***31 Jul 2010***
Dominican Republic, Santo Domingo	SOUTHCOM	Miami	8 Nov 2011
Ecuador, Quito	SOUTHCOM	Miami	8 Nov 2011
Egypt, Cairo	CENTCOM	Baltimore	***31 Jul 2010***
El Salvador, San Salvador	SOUTHCOM	Miami	8 Nov 2011
Estonia, Tallinn	EUCOM	Baltimore	31 Oct 2011
Ethiopia, Addis Ababa	AFRICOM	Baltimore	27 May 2012
Fiji, Suva	PACOM	Honolulu	*****15 Feb 2013
Gabon, Libreville	AFRICOM	Dulles	27 May 2012
Georgia, Tbilisi	EUCOM	Baltimore	28 Sep 2012
Ghana, Accra	AFRICOM	Dulles	27 May 2012
Greece			
Athens	EUCOM	Baltimore	31 Oct 2011
Larissa	EUCOM	Baltimore	28 Sep 2012
Greenland, Thule **1/**	EUCOM	Baltimore	27 May 2012
Guatemala, Guatemala City	SOUTHCOM	Miami	8 Nov 2011
Guinea, Conakry	AFRICOM	Dulles	27 May 2012
Guyana, Georgetown	SOUTHCOM	Miami	8 Nov 2011
Haiti, Port au Prince	SOUTHCOM	Miami	8 Nov 2011
Honduras, Tegucigalpa	SOUTHCOM	Miami	8 Nov 2011
Hong Kong	PACOM	Los Angeles	*15 Feb 2013
India, New Delhi	PACOM	Honolulu	*15 Feb 2013
Indonesia, Jakarta	PACOM	Honolulu	*15 Feb 2013
Israel, Tel Aviv	EUCOM	Baltimore	28 Sep 2012
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	SOUTHCOM	Miami	8 Nov 2011
Jordan, Amman	CENTCOM	Baltimore	***31 Jul 2010***
Kazakhstan, Astana	CENTCOM	Baltimore	***31 Jul 2010***
Kenya, Nairobi	CENTCOM	Baltimore	***31 Jul 2010***

Authorized FEML Location	COCOM	Authorized Destination	Re-certification Due Date
Kosovo, Pristina (eff 29 Sep 2010)	EUCOM	Baltimore	28 Sep 2012
Kuwait	CENTCOM	Baltimore	***31 Jul 2010***
Kyrgyzstan, Bishkek	CENTCOM	Baltimore	***31 Jul 2010***
Laos, Vientiane	Joint POW/MIA	Honolulu	***31 Oct 2006***
Latvia, Riga	EUCOM	Baltimore	31 Oct 2011
Lebanon, Beirut	CENTCOM	Baltimore	***31 Jul 2010***
Liberia, Monrovia (eff 12 Sep 2008)	AFRICOM	Baltimore	27 May 2012
Libya, Tripoli	AFRICOM	Dulles	27 May 2012
Lithuania, Vilnius	EUCOM	Baltimore	31 Oct 2011
Macedonia, The Former Yugoslavia Republic of, Skopje	EUCOM	Baltimore	31 Oct 2011
Madagascar, Antananarivo	AFRICOM	Dulles	27 May 2012
Malaysia, Kuala Lumpur	PACOM	Sydney	*****15 Feb 2013
Mali, Bamako	AFRICOM	Dulles	27 May 2012
Malta, Valletta (eff 29 Sep 2010)	EUCOM	Baltimore	28 Sep 2012
Mauritania, Nouakchott	AFRICOM	Dulles	27 May 2012
Mexico, Mexico City	NORTHCOM	San Antonio	27 Sep 2012
Moldova, Chisinau	EUCOM	Baltimore	31 Oct 2011
Mongolia, Ulaanbaatar	PACOM	San Francisco	*****15 Feb 2013
Montenegro, Podgorica	EUCOM	Baltimore	31 Oct 2011
Morocco, Rabat	AFRICOM	Dulles	27 May 2012
Mozambique, Maputo	AFRICOM	Dulles	27 May 2012
Myanmar, Rangoon	PACOM	Honolulu	*15 Feb 2013
Namibia, Windhoek	AFRICOM	Dulles	27 May 2012
Nepal, Katmandu	PACOM	Honolulu	*15 Feb 2013
Nicaragua, Managua	SOUTHCOM	Miami	8 Nov 2011
Niger, Niamey	AFRICOM	Dulles	27 May 2012
Nigeria			
Abuja	AFRICOM	Dulles	27 May 2012
Lagos	AFRICOM	Baltimore	***28 Feb 2010***
Oman, Muscat	CENTCOM	Baltimore	***31 Jul 2010***
Pakistan, Islamabad	CENTCOM	Baltimore	***31 Jul 2010***
Panama, Panama City	SOUTHCOM	Miami	8 Nov 2011
Paraguay, Asuncion	SOUTHCOM	Miami	8 Nov 2011
Peru, Lima	SOUTHCOM	Miami	8 Nov 2011
Philippines, Manila	PACOM	Honolulu	*15 Feb 2013
Poland, Warsaw	EUCOM	Baltimore	28 Sep 2012
Qatar, Doha	CENTCOM	Baltimore	***31 Jul 2010***
Romania, Bucharest	EUCOM	Baltimore	31 Oct 2011
Russia, Moscow	EUCOM	Baltimore	31 Oct 2011
Rwanda, Kigali	AFRICOM	Dulles	27 May 2012
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	***31 Jul 2010***

Authorized FEML Location	COCOM	Authorized Destination	Re-certification Due Date
Jeddah	CENTCOM	Baltimore	***31 Jul 2010***
Jubail	CENTCOM	Baltimore	***31 Jul 2010***
Khamis	CENTCOM	Baltimore	***31 Jul 2010***
King Khalid Military City	CENTCOM	Baltimore	***31 Jul 2010***
Riyadh	CENTCOM	Baltimore	***31 Jul 2010***
Tabuk	CENTCOM	Baltimore	***31 Jul 2010***
Taif	CENTCOM	Baltimore	***31 Jul 2010***
Senegal, Dakar	AFRICOM	Frankfurt	27 May 2012
Serbia, Belgrade	EUCOM	Baltimore	28 Sep 2012
Singapore	PACOM	Honolulu	***** 15 Feb 2013
South Africa, Pretoria	AFRICOM	Dulles	27 May 2012
Sri Lanka, Colombo	PACOM	*Honolulu	*15 Feb 2013
Suriname, Paramaribo	SOUTHCOM	Miami	8 Nov 2011
Syria, Damascus	CENTCOM	Baltimore	***31 Jul 2010***
Taiwan, Taipei	PACOM	Sydney	*****15 Feb 2013
Tajikistan, Dushanbe	CENTCOM	Baltimore	***31 Jul 2010***
Tanzania, Dar Es Salaam	AFRICOM	Baltimore	27 May 2012
Thailand, JUSMAGTHAI (eff. 21 Jan 09)			
Bangkok	PACOM	Honolulu	*****15 Feb 2013
Chiang Mai	PACOM	Honolulu	*****15 Feb 2013
Trinidad and Tobago, Port of Spain	SOUTHCOM	Miami	8 Nov 2011
Tunisia, Tunis	AFRICOM	Dulles	27 May 2012
Turkey, Ankara	UCOM	Baltimore	31 Oct 2011
Turkmenistan, Ashgabat	CENTCOM	Baltimore	***31 Jul 2010***
Uganda, Kampala	AFRICOM	Dulles	27 May 2012
Ukraine, Kiev	EUCOM	Baltimore	31 Oct 2011
United Arab Emirates, Abu Dhabi	CENTCOM	Baltimore	***31 Jul 2010***
Uruguay, Montevideo	SOUTHCOM	Miami	8 Nov 2011
Uzbekistan, Tashkent	CENTCOM	Baltimore	***31 Jul 2010***
Venezuela, Caracas	SOUTHCOM	Miami	8 Nov 2011
Vietnam, Hanoi	PACOM	Honolulu	*15 Feb 2013
Yemen, Sanaa	CENTCOM	Baltimore	***31 Jul 2010***
Zambia, Lusaka	AFRICOM	Dulles	27 May 2012
Zimbabwe, Harare	AFRICOM	Dulles	27 May 2012

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.

2/ For international travel to Washington, DC, or Baltimore, MD, a city-pair from origin to 'WAS' constitutes the airfare for constructing transportation costs.

APPENDIX T

STANDARD DATA ELEMENTS FOR TRAVEL

Table Contents

I. Traveler Identification
II. Commercial Transportation Information
III. Travel Expense Information
IV. Accounting and Certification

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APPENDIX T

STANDARD DATA ELEMENTS FOR TRAVEL

Table I: Traveler Identification		
Group Name	**Data Elements**	**Description**
Travel Order	Order Number	Assigned by the appropriate office.
Employee Name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	Mission (Operational)	
	Training	
	Conference (Other than Training)	
	Relocation	Same as change of official station.
	Special Agency Mission Travel	
	Emergency Travel	
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	*Travel within CONUS (48 states and DC).
	OCONUS/Domestic	*Travel outside CONUS (in HI, AK, and/or U.S. territories and possessions).
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem.
*Official Station	City, State, Zip	*The location at which the employee regularly performs duties or an invitational traveler's home or regular place of business. If the employee's work involves recurring travel or varies on a recurring basis, the location at which the employee's position of record work activities is based is considered the employee's official station.
Residence	City, State, Zip	*The geographical location at which traveler resides, if different from official station.
Payment Method	EFT	Direct deposit via electronic funds transfer.
	Treasury Check	Payment made by Treasury check.
	Imprest Fund	Payment made by Imprest Fund.
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

Table II: Commercial Transportation Information		
Group name	**Data elements**	**Description**
Transportation Payment		Method traveler used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	*GTCC Central Billed Account	*GTCC Individually Billed Account
	*GTCC Individually Billed Account	*A contractor GTCC individually billed account.
	Cash	
Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, (e.g., GTR number, GTCC number).
Transportation Method Indicator	Air (other than economy/coach class)	Common carrier used as transportation to TDY location.
	Air (Economy/Coach Class)	
	Non-contract Air, Train, Other	
Transportation in Performance of TDY or While at the TDY Location	POC, Car rental, Taxi, Other	Identifies transportation used while in the performance of TDY or while at the TDY location.

Table III: Travel Expense Information		
Group name	**Data elements**	**Description**
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed	The amount of money traveler claims as per diem expense.
	Lodging, Meals & Incidentals	
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the traveler files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the traveler charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the JFTR or JTR as appropriate.
Transportation Method Cost	Air (other than economy/coach class)	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Air (economy/coach class) Non-contract Air, Train	
	Other	Bus or other form of transportation.
Transportation in Performance of TDY or While at the TDY Location	POC Distance	Total number of miles driven in POC.
	POC mileage expense	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POC.
	Car rental, Taxis, Other	
Constructed Cost	Constructed cost	The difference between the amount authorized to spend and the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

Table IV: Accounting & Certification		
Group name	**Data elements**	**Description**
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date	Date traveler signed "fraudulent claim/ responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date	Date Certifying Officer signed the travel claim.

APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

A. R&R Leave Transportation. JFTR, par. U7300 (uniformed member)/JTR, par. C7750 (DoD civilian employee) for regulations concerning Funded R&R Leave Transportation.

B. Footnoted Locations. The footnoted locations are authorized R&R for specific missions only!

C. Policy Exception. The appointed DoD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DoD Executive Agent delegation authority is limited to the General or Flag Officer level.

D. R&R Locations/Destinations. The following are authorized R&R locations/destinations ***for a Uniformed Services member and for a DoD civilian employee:***

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
Afghanistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2, 4**
Albania	EUCOM	Frankfurt, Germany	Baltimore, MD	**6**
Bahrain	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2**
Bosnia-Herzegovina	EUCOM	Frankfurt, Germany	Baltimore, MD	**6**
*Chad (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	**5, 6**
Croatia	EUCOM	Frankfurt, Germany	Baltimore, MD	**6**
Cuba (JTF–GITMO ***only***)	SOUTHCOM	Muniz ANGB, Puerto Rico	NAS Jacksonville NAS Norfolk	
*Democratic Republic of the Congo (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	**5, 6**
Djibouti	AFRICOM	Airport closest to leave point	Airport closest to leave point	**2, 3**
*Ethiopia (eff. 10/1/10)	AFRICOM	N/A	**Baltimore, MD**	**5, 6**
Hungary	EUCOM	Frankfurt, Germany	**Baltimore, MD**	**6**
Iraq	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2, 4**
Joint Task Force - South West Asia (JTF-SWA)	CENTCOM	Frankfurt, Germany	Baltimore, MD	**1, 6**
Jordan	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2**
*Kenya (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	**5, 6**
Kuwait	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2**
Kyrgyzstan	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2**
Macedonia, The Former Republic of Yugoslavia	EUCOM	Frankfurt, Germany	Baltimore, MD	**6**
Montenegro	EUCOM	Frankfurt, Germany	Baltimore, MD	**6**
Oman	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2**
Pakistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2, 4**
Qatar	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2**
*Rwanda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	**5, 6**
Saudi Arabia	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2**
Serbia (includes Kosovo)	EUCOM	Frankfurt, Germany	Baltimore, MD	**6**
Slovenia	EUCOM	Frankfurt, Germany	Baltimore, MD	**6**
Somalia	AFRICOM	Airport closest to leave point	Airport closest to leave point	**3**

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
*Sudan (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	**5, 6**
Syria	CENTCOM	Airport closest to leave point	Airport closest to leave point	
Tajikistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2**
*Uganda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	**5, 6**
United Arab Emirates	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2**
Uzbekistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2**
Yemen	CENTCOM	Airport closest to leave point	Airport closest to leave point	**2**

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and NEW DAWN (formerly IRAQI FREEDOM). Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

*Per PDUSD (P&R) memo dated 21 June 2004, as of that date, a member of the U.S. Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the U.S. APOD to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO and city-pair airfares were not available at that time, the member is authorized reimbursement of transportation costs NTE the policy-constructed airfare (APP A) (JFTR, par. U3120-D2). ***The authority for retroactive reimbursement does not extend to a civilian employee***.

3/ Per OUSD (P&R) dated 20 April 2010 establishes the U.S. Africa Command (AFRICOM) R&R Leave Program by transferring two existing U.S. Central Command (CENTCOM) designated R&R locations, Somalia and Djibouti, to AFRICOM.

4/ Per OUSD (P&R) memo of 26 August 2010 IAW P.L. 111-84 (Sec. 1107) authorizes the following R&R transportation allowances. Extends R&R transportation allowances to eligible civilian employees assigned to Pakistan and continues the same allowances for eligible civilian employee assigned to Iraq and Afghanistan. Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010; retroactive authority is not applicable for prior performed travel. ***The statutory authority expires 30 September 2011***.

***5**/ OUSD (P&R) memo of 1 October 2010 per USAFRICOM request approved seven new R&R locations effective 1 October 2010. The new country locations are Chad, Democratic Republic of the Congo, Ethiopia, Kenya, Rwanda, Sudan and Uganda. R&R leave transportation allowances are applicable for tour assignment commencing on 1 October 2010; retroactive authority for previously performed transportation is not authorized. GOV'T funded round-trip transportation between the approved R&R location and the CONUS APOD is authorized for eligible participants. No OCONUS destinations were designated.

***6**/ For international travel to Washington, DC, or Baltimore , MD, a city-pair from origin to 'WAS' constitutes the airfare for constructing transportation costs.

APPENDIX V

CROSSWALK BAH FROM DODFMR TO JFTR

DODFMR, Chapter 26 to JFTR, Chapter 10 in MAP 70-06 -- Transfer BAH from DODFMR to JFTR
Effective 1 October 2006

DODFMR old par. #	JFTR new par. #
2601	
260101	U10002-A
260101.A	U10002-A
260101.B	U10012, U10416-A, U10416-B
260101.C	U10300
260101.D	U10100-A
260101.E	U10002-B1
260101.F	U10002-B2
260102	U10100-A1a
260103	U10100-A1b
260104	U10100-F
260105.A-C	U10302A-C
260106	U10304
260107	
260107.A	U10002-B1
260107.B1	U10004
260107.B2	U10400-B & U10402-B1
260107.B3	U10402-B2
260107.B4	U10412-B7
260108	U10424
260109	
260109.A	U10006-A
260109.B	U10006-B
260109.C	U10006-C
260109.D	U10006-D
260109.E	U10006-E
260109.F	U10028
2602	
260201	
260201.A	U10400-A
260201.B	U10400-C & D
260201.C	U10400-E
260202	Based on 10 USC 7572 which was repealed
260203.A-C	U10428A-C
260204	U10418-A
260205	
260205.A	U10010-A
260205.B	U10010-B Item 7 deleted (see par. 260202 above) and item 8-14 renumbered 8-13
2603	
260301	
260301.A	U10402-A
260301.B	***Navy doesn't need***
260301.C	U10306-I
260301.D	U10306-J

DODFMR old par. #	JFTR new par. #
260301.E	U10306-K
260302.A-.H	U10306-A-H
260303.A-G.	U10308-A-G
260304	
260304.A	U10102-B
260304.B	U10102-C
260304.C	U10100-B
260304.D	U10100-C
260304.E	U10100-D
260304.F	U10100-E
260305	U10402-C
260306	U10002-E
2604	
260401	U10100-A last sentence
260402	U10102-A, U10204-A
260402.A	U10204-B
260402.B	U10204-A
260402.C	U10204-C
260402.D	U10204-D
260403	U10104-A
260403.A	U10104-B
260403.B	U10104-C
260403.C	U10104-D
260403.D	U10104-E
260403.E	U10104-F
260403.F	U10104-G
260404	U10104-H
260405 Reserved	
260406.A-F	U10106-A-F
260406.G	U10206-C
260406.H-J	U10106-G-I
260407.A	Deleted – too old – 1992
260407.B	U10206-A
260408.A-B	U10120-A-B
260409.A-B	U10122-A-B
260410	U10124
260411	U10126
260412	U10118-A
260412.A	U10118-B
260412.B	U10118-C
260413	U10108
260413.A	U10108 item 1
260413.B	U10108 item 2
260414	U10110
260415.A-B	U10112-A-B
260416	U10008
260416.A	U10008-B1
260416.B	No longer needed – Dec 4, 1991 too old
260416.C	U10008-B2
260417.A-D	U10114-A-D
260418.A-G	U10116-A-G

DODFMR old par. #	JFTR new par. #
2605	
26501.A-C	U10422-A-C
TABLES	
Table 26-1	Table U10B-1
Table 26-2	Table U10B-2
Table 26-3, rules 1-22	Table U10E-1
Table 26-3, rules 23-25	Table U10E-17
Table 26-4	Table U10C-1
Table 26-5	Table U10E-2
Table 26-6	Table U10A-1
Table 26-7	Table U10A-2
Table 26-8	Table U10A-3
Table 26-9	
Rule 1	U10402-B
Rule 2	Table U10E-6, rule 1
Rule 3	Table U10E-6, rules 3 and 4
Rule 4	Table U10E-6, rule 7
Rule 5	Table U10E-6, rule 8
Rule 6	Table U10E-6, rule 9
Rule 7	Table U10E-6, rule 10
Rule 8	No separate rule for AK & HA – included in Table U10E-6, rule 1 and Table U10E-8, rules 1-3
Rule 9	U10402-B
Rule 10	Table U10E-12, rule 9
Rule 11	Table U10E-12, rules 10 & 11
Rule 12	Table U10E-12, rule 15
Rule 13	Table U10E-12, rules 3 & 4
Rule 14	deleted – not IAW new transit rules
Table 26-9 cont.	
Rule 15	U10416-A
Rule 16	Table U10E-12, rule 16
Rule 17	Table U10E-13, rule 1
Rule 18	Table U10E-13, rule 2
Rule 19	Table U10E-13, rule 3
Rule 20	Table U10E-15, rules 1-4
Rule 21	Table U10E-14, rules 2 & 4
Rule 22	Table U10E-12, rules 5 & 6
Rule 23	Table U10E-6, rule 10
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Rule 2	U10400-B
Rule 3	Table U10E-12, rule 9
Rule 4	Table U10E-12, rules 10 and 11
Rule 5	Table U10E-12, rule 15
Rule 6	Table U10E-12, rules 3 and 4
Rule 7	Table U10E-12, rule 2
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Rule 9	Table U10E-12, rule 16
Rule 10	Table U10E-12, rules 1 and 2
Table 26-11	Table U10E-16 and U10E-17
Table 26-12	PDTATAC website
Bibliography	Not included

DODFMR old par. #	JFTR new par. #
Part A: Definitions	
U10000	
U10000-A	No longer needed
U10000-B	No longer needed
U10000-C	U10000-A
U10000-D	U10000-B
U10000-E	U10000-C
U10000-F	U10000-D
Part B: General Info	
U10100	U10020
U10100-A	U10020-A
U10100-B	No longer needed
U10100-C	U10020-C
U10100-D	U10020-D
U10102	
U10102-A	U10022-A
U10102-B	U10022-B
U10102-C	U10022-C
U10102-D	U10022-D
U10103	
U10103-A	U10024-A
U10103-B	U10024-B
U10104	
U10104-A	U10026-A
U10104-B	U10026-B
U10105	
U10105-A	U10028-A
U10105-B	U10028-B
U10105-C	U10028-C
U10105-D	U10028-D
U10106	U10002-B2c
U10107	U10030
U10108	U10032
U10109	U10202
U10110	U10424
U10111	U10422
U10112	U10428
U10113	U10002-C, U10300
U10114	U10416-E2a
Part C: OHA Start/Stop	
U10200	
U10200-A	U10002-E1
U10200-B	U10002-E2
U10200-C	U10400-B, U10402-B
U10201	U10400-B, U10402-B
U10202	
U10202-A1	U10400-A, U10002-E1
U10202-A2	U10400-C
U10202-A3	U10400-D
U10202-B	
U10202-B1	U10400-E
U10202-B2	U10400-E1

DODFMR old par. #	JFTR new par. #
U10202-B3	U10400-E2, U10400-E3
U10202-B4	U10400-E4
U10202-C	U10400-B, U10402-B
U10203	
U10203-A	U10402-A
U10203-B	U10402-A Note
U10203-C	U10402-B3
U10203-D	U10402-B4
U10203-E	U10400-B, U10402-B1
U10204	
U10204-A	U10404-A
U10204-B	U10404-B
U10205	
U10205-A	U10406-A
U10205-B	U10406-B
U10206	
U10206-A	U10408-A
U10206-B	U10408-B
U10207	
U10207-A	U10410-A
U10207-B	U10410-B
U10207-C	U10410-C
U10208	
U10208-A	U10412-A
U10208-B	U10412-B
U10208-C	U10412-C
U10208-D	U10412-D
U10208-E	U10412-E
U10209	
U10209-A	U10426-A
U10209-B	U10426-B
U10209-C	U10426-C
Part D: Family Separation Housing Allowance	
U10300	
U10300-A	U10414-A
U10300-B	U10414-B
U10300-C	U10414-C
U10300-D	U10414-D
U10300-E	U10414-E
U10300-F	U10414-F
U10300-G	U10414-G
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