JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)

Change 285 — 1 September 2010

A. Authorized Personnel. These regulation changes are issued for all persons in the Uniformed Services.

B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 September 2010 unless otherwise indicated.

C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

SAMUEL B. RETHERFORD
Deputy Assistant Secretary of the Army
(Military Personnel)

CURTIS B. ODOM
Director of Personnel Management
United States Coast Guard

DR. RUSSELL BELAND
Deputy Assistant Secretary of the Navy (MPP)
(Manpower and Reserve Affairs)

JONATHAN W. BAILEY
RADM, NOAA
Director, NOAA Corps

EDMUNDO A. GONZALES
Deputy Assistant Secretary of the Air Force
(Force Management Integration)

DENISE S. CANTON
RADM, USPHS
Director, OCCFM

D. Applicable MAP Items. This change includes all material written in the following MAP items: 31-10(I), 64-10(I), 84-10(I), 86-10(I), 87-10(I). 90-10(I) and 92-10(I).

E. Brief of Revision. The following are this month's major revisions:

U3415. Adds the DTMO website link to file a rental car accident claim.

U5335-C and U5340-C. Corrects par. U5355-C that was erroneously changed instead of par. U5340-C in the 1 July 2010 change (UTD 97-10(E)).

U5900-D. Changes Title of Par. U5900-D

U7300-C5a. Changes Operation Iraqi Freedom to Operation New Dawn IAW a memorandum from US Central Command, dated 17 February 2010.

APP N2. Deletes locations to reflect those currently designated as MIHA security locations.

APP O, par. T4030. Adds the DTMO website link to file a rental car accident claim.

APP Q1 and Q3. Establishes a 24-month accompanied and 12-month unaccompanied tour length for both uniformed members and civilian employees at Phnom Penh, Cambodia.

APP S. Changes/updates FEML locations.

APP U. Changes Operation Iraqi Freedom to Operation New Dawn IAW a memorandum from US Central Command, dated 17 February 2010.

PAGE LEFT BLANK INTENTIONALLY

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 285

The following Record-of-Changes chart reflects Joint Federal Travel Regulations, Volume 1, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

JFTR		**285** 09-10	**284** 08-10	**283** 07-10	**282** 06-10	**281** 05-10	**280** 04-10	**279** 03-10	**278** 02-10	**277** 01-10	**276** 12-09	**275** 11-09	**274** 10-09
JFTR	Title	270	270	270	270	270	270	270	270	270	270	270	270
JFTR	CL	**285**	**284**	**283**	**282**	**281**	**280**	**279**	**278**	**277**	**276**	**275**	**274**
JFTR	ROC	**285**	**284**	**283**	**282**	**281**	**280**	**279**	**278**	**277**	**276**	**275**	**274**
JFTR	Intro	277	277	277	277	277	277	277	277	**277**	275	**275**	**274**
JFTR	TOC	278	278	278	278	278	278	278	**278**	**277**	271	271	271
Chapter 1	TOC	282	282	282	**282**	276	276	276	276	276	**276**	271	271
Ch 1	Part A	284	**284**	**283**	280	280	**280**	**279**	**278**	276	**276**	**275**	272
Ch 1	Part B	282	282	282	**282**	264	264	264	264	264	264	264	264
Ch 1	Part C	264	264	264	264	264	264	264	264	264	264	264	264
Ch 1	Part D	277	277	277	277	277	277	277	277	**277**	264	264	264
Chapter 2	TOC	280	280	280	280	280	**280**	264	264	264	264	264	264
Ch 2	Part A	278	278	278	278	278	278	278	**278**	275	275	**275**	270
Ch 2	Part B	283	283	**283**	280	280	**280**	278	**278**	269	269	269	269
Ch 2	Part C	264	264	264	264	264	264	264	264	264	264	264	264
Ch 2	Part D	282	282	282	**282**	269	269	269	269	269	269	269	269
Ch 2	Part E	264	264	264	264	264	264	264	264	264	264	264	264
Ch 2	Part F	264	264	264	264	264	264	264	264	264	264	264	264
Ch 2	Part G	264	264	264	264	264	264	264	264	264	264	264	264
Ch 2	Part H	278	278	278	278	278	278	278	**278**	268	268	268	268
Chapter 3	TOC	278	278	278	278	278	278	278	**278**	276	**276**	271	271
Ch 3	Part A	284	**284**	277	277	277	277	277	277	**277**	274	274	**274**
Ch 3	Part B1	280	280	280	280	280	**280**	278	**278**	274	274	274	**274**
Ch 3	Part B2	280	280	280	280	280	**280**	278	**278**	264	264	264	264
Ch 3	Part B3	264	264	264	264	264	264	264	264	264	264	264	264
Ch 3	Part B4	278	278	278	278	278	278	278	**278**	264	264	264	264
Ch 3	Part C	271	271	271	271	271	271	271	271	271	271	271	271
Ch 3	Part D	276	276	276	276	276	276	276	276	276	**276**	267	267
Ch 3	Part E	**285**	278	278	278	278	278	278	**278**	275	275	**275**	**274**
Ch 3	Part F	278	278	278	278	278	278	278	**278**	269	269	269	269
Ch 3	Part G	264	264	264	264	264	264	264	264	264	264	264	264
Chapter 4	TOC	281	281	281	281	**281**	**280**	278	**278**	275	275	**275**	271
Ch 4	Part A	283	283	**283**	271	271	271	271	271	271	271	271	271
Ch 4	Part B	283	283	**283**	280	280	**280**	278	**278**	**277**	**276**	**275**	**274**
Ch 4	Part C	279	279	279	279	279	279	**279**	**278**	**277**	275	**275**	272
Ch 4	Part D	271	271	271	271	271	271	271	271	271	271	271	271
Ch 4	Part E	265	265	265	265	265	265	265	265	265	265	265	265
Ch 4	Part F	283	283	**283**	271	271	271	271	271	271	271	271	271
Ch 4	Part G	283	283	**283**	281	**281**	265	265	265	265	265	265	265
Ch 4	Part H	283	283	**283**	265	265	265	265	265	265	265	265	265
Ch 4	Part I	280	280	280	280	280	**280**	275	275	275	275	**275**	271

JFTR		**285** 09-10	**284** 08-10	**283** 07-10	**282** 06-10	**281** 05-10	**280** 04-10	**279** 03-10	**278** 02-10	**277** 01-10	**276** 12-09	**275** 11-09	**274** 10-09
Ch 4	Part J	265	265	265	265	265	265	265	265	265	265	265	265
Chapter 5	TOC	284	**284**	282	**282**	278	278	278	**278**	**277**	275	**275**	269
Ch 5	Part A	276	276	276	276	276	276	276	276	276	**276**	274	**274**
Ch 5	Part B1	278	278	278	278	278	278	278	**278**	269	269	269	269
Ch 5	Part B2	279	279	279	279	279	279	**279**	275	275	275	**275**	269
Ch 5	Part B3	279	279	279	279	279	279	**279**	275	275	275	**275**	269
Ch 5	Part B4	278	278	278	278	278	278	278	**278**	264	264	264	264
Ch 5	Part B5	277	277	277	277	277	277	277	277	**277**	275	**275**	264
Ch 5	Part B6	267	267	267	267	267	267	267	267	267	267	267	267
Ch 5	Part B7	270	270	270	270	270	270	270	270	270	270	270	270
Ch 5	Part B8	264	264	264	264	264	264	264	264	264	264	264	264
Ch 5	Part B9	264	264	264	264	264	264	264	264	264	264	264	264
Ch 5	Part C1	281	281	281	281	**281**	264	264	264	264	264	264	264
Ch 5	Part C2	264	264	264	264	264	264	264	264	264	264	264	264
Ch 5	Part C3	279	279	279	279	279	279	**279**	275	275	275	**275**	269
Ch 5	Part C4	283	283	**283**	264	264	264	264	264	264	264	264	264
Ch 5	Part C5	266	266	266	266	266	266	266	266	266	266	266	266
Ch 5	Part C6	284	**284**	282	**282**	**281**	279	**279**	**278**	274	274	274	**274**
Ch 5	Part C7	284	**284**	274	274	274	274	274	274	274	274	274	**274**
Ch 5	Part D1	283	283	**283**	277	277	277	277	277	**277**	271	271	271
Ch 5	Part D2	283	283	**283**	277	277	277	277	277	**277**	269	269	269
Ch 5	Part D3	**285**	**284**	**283**	275	275	275	275	275	275	275	**275**	268
Ch 5	Part D4	283	283	**283**	264	264	264	264	264	264	264	264	264
Ch 5	Part D5	270	270	270	270	270	270	270	270	270	270	270	270
Ch 5	Part D6	283	283	**283**	268	268	268	268	268	268	268	268	268
Ch 5	Part D7	283	283	**283**	268	268	268	268	268	268	268	268	268
Ch 5	Part D8	263	263	263	263	263	263	263	263	263	263	263	263
Ch 5	Part D9	283	283	**283**	263	263	263	263	263	263	263	263	263
Ch 5	Part D10	281	281	281	281	**281**	263	263	263	263	263	263	263
Ch 5	Part D11	281	281	281	281	**281**	268	268	268	268	268	268	268
Ch 5	Part D12	283	283	**283**	270	270	270	270	270	270	270	270	270
Ch 5	Part E1	283	283	**283**	279	279	279	**279**	275	275	275	**275**	**274**
Ch 5	Part E2	278	278	278	278	278	278	278	**278**	**277**	275	**275**	265
Ch 5	Part F	283	283	**283**	265	265	265	265	265	265	265	265	265
Ch 5	Part G1	281	281	281	281	**281**	**280**	277	277	**277**	268	268	268
Ch 5	Part G2	277	277	277	277	277	277	277	277	**277**	275	**275**	265
Ch 5	Part G3	277	277	277	277	277	277	277	277	**277**	265	265	265
Ch 5	Part H	284	**284**	282	**282**	280	**280**	**279**	275	275	275	**275**	269
Ch 5	Part I	270	270	270	270	270	270	270	270	270	270	270	270
Ch 5	Part J	**285**	270	270	270	270	270	270	270	270	270	270	270
Ch 5	Part R	263	263	263	263	263	263	263	263	263	263	263	263
Chapter 6	TOC	282	282	282	**282**	275	275	275	275	275	275	**275**	267
Ch 6	Part A1	282	282	282	**282**	264	264	264	264	264	264	264	264
Ch 6	Part A2	264	264	264	264	264	264	264	264	264	264	264	264
Ch 6	Part A3	275	275	275	275	275	275	275	275	275	275	**275**	271
Ch 6	Part A4	263	263	263	263	263	263	263	263	263	263	263	263
Ch 6	Part A5	263	263	263	263	263	263	263	263	263	263	263	263
Ch 6	Part A6	267	267	267	267	267	267	267	267	267	267	267	267

JFTR		285 09-10	284 08-10	283 07-10	282 06-10	281 05-10	280 04-10	279 03-10	278 02-10	277 01-10	276 12-09	275 11-09	274 10-09
Ch 6	Part B1	282	282	282	**282**	267	267	267	267	267	267	267	267
Ch 6	Part B2	265	265	265	265	265	265	265	265	265	265	265	265
Ch 6	Part B3	278	278	278	278	278	278	278	**278**	275	275	**275**	271
Ch 6	Part B4	265	265	265	265	265	265	265	265	265	265	265	265
Ch 6	Part B5	265	265	265	265	265	265	265	265	265	265	265	265
Ch 6	Part B6	266	266	266	266	266	266	266	266	266	266	266	266
Chapter 7	TOC	284	**284**	**283**	**282**	280	**280**	265	265	265	265	265	265
Ch 7	Part A	283	283	**283**	267	267	267	267	267	267	267	267	267
Ch 7	Part B	283	283	**283**	278	278	278	278	**278**	264	264	264	264
Ch 7	Part C	265	265	265	265	265	265	265	265	265	265	265	265
Ch 7	Part D	282	282	282	**282**	265	265	265	265	265	265	265	265
Ch 7	Part E	283	283	**283**	265	265	265	265	265	265	265	265	265
Ch 7	Part F1	283	283	**283**	264	264	264	264	264	264	264	264	264
Ch 7	Part F2	283	283	**283**	265	265	265	265	265	265	265	265	265
Ch 7	Part F3	283	283	**283**	265	265	265	265	265	265	265	265	265
Ch 7	Part G	284	**284**	**283**	280	280	**280**	278	**278**	271	271	271	271
Ch 7	Part H1	283	283	**283**	**282**	280	**280**	275	275	275	275	**275**	272
Ch 7	Part H2	284	**284**	278	278	278	278	278	**278**	275	275	**275**	269
Ch 7	Part I	275	275	275	275	275	275	275	275	275	275	**275**	264
Ch 7	Part J	**285**	**284**	**283**	278	278	278	278	**278**	275	275	**275**	267
Ch 7	Part K	282	282	282	**282**	265	265	265	265	265	265	265	265
Ch 7	Part L	283	283	**283**	265	265	265	265	265	265	265	265	265
Ch 7	Part M	265	265	265	265	265	265	265	265	265	265	265	265
Ch 7	Part N	265	265	265	265	265	265	265	265	265	265	265	265
Ch 7	Part O	278	278	278	278	278	278	278	**278**	269	269	269	269
Ch 7	Part P	265	265	265	265	265	265	265	265	265	265	265	265
Ch 7	Part Q	264	264	264	264	264	264	264	264	264	264	264	264
Ch 7	Part R	263	263	263	263	263	263	263	263	263	263	263	263
Ch 7	Part S	264	264	264	264	264	264	264	264	264	264	264	264
Ch 7	Part T	265	265	265	265	265	265	265	265	265	265	265	265
Ch 7	Part U	280	280	280	280	280	**280**	269	269	269	269	269	269
Ch 7	Part V	265	265	265	265	265	265	265	265	265	265	265	265
Ch 7	Part W	265	265	265	265	265	265	265	265	265	265	265	265
Ch 7	Part X	265	265	265	265	265	265	265	265	265	265	265	265
Ch 7	Part Y	280	280	280	280	280	**280**	278	**278**	271	271	271	271
Ch 7	Part Z1	278	278	278	278	278	278	278	**278**	269	269	269	269
Ch 7	Part Z2	278	278	278	278	278	278	278	**278**	269	269	269	269
Chapter 8	TOC	280	280	280	280	280	**280**	265	265	265	265	265	265
Ch 8		282	282	282	**282**	269	269	269	269	269	269	269	269
Chapter 9	TOC	282	282	282	**282**	280	**280**	264	264	264	264	264	264
Ch 9	Part A	268	268	268	268	268	268	268	268	268	268	268	268
Ch 9	Part B	280	280	280	280	280	**280**	269	269	269	269	269	269
Ch 9	Part C1	277	277	277	277	277	277	277	277	**277**	275	**275**	269
Ch 9	Part C2	264	264	264	264	264	264	264	264	264	264	264	264
Ch 9	Part C3	264	264	264	264	264	264	264	264	264	264	264	264
Ch 9	Part C4	264	264	264	264	264	264	264	264	264	264	264	264
Ch 9	Part C5	264	264	264	264	264	264	264	264	264	264	264	264
Ch 9	Part C6	274	274	274	274	274	274	274	274	274	274	274	**274**
Ch 9	Part C7	275	275	275	275	275	275	275	275	275	275	**275**	**274**

JFTR		**285** 09-10	**284** 08-10	**283** 07-10	**282** 06-10	**281** 05-10	**280** 04-10	**279** 03-10	**278** 02-10	**277** 01-10	**276** 12-09	**275** 11-09	**274** 10-09
Ch 9	Part D	282	282	282	**282**	266	266	266	266	266	266	266	266
Chapter 10	TOC	280	280	280	280	280	**280**	263	263	263	263	263	263
Ch 10	Part A	280	280	280	280	280	**280**	275	275	275	275	**275**	**274**
Ch 10	Part B	284	**284**	274	274	274	274	274	274	274	274	274	**274**
Ch 10	Part C	270	270	270	270	270	270	270	270	270	270	270	270
Ch 10	Part D	282	282	282	**282**	266	266	266	266	266	266	266	266
Ch 10	Part E1	278	278	278	278	278	278	278	**278**	270	270	270	270
Ch 10	Part E2	270	270	270	270	270	270	270	270	270	270	270	270
Ch 10	Part E3	281	281	281	281	**281**	263	263	263	263	263	263	263
Ch 10	Part E4	263	263	263	263	263	263	263	263	263	263	263	263
Ch 10	Part E5	263	263	263	263	263	263	263	263	263	263	263	263
Ch 10	Part E6	281	281	281	281	**281**	263	263	263	263	263	263	263
Ch 10	Part E7	263	263	263	263	263	263	263	263	263	263	263	263
Ch 10	Part E8	277	277	277	277	277	277	277	277	**277**	263	263	263
Ch 10	Part E9	284	**284**	269	269	269	269	269	269	269	269	269	269
Ch 10	Part E10	275	275	275	275	275	275	275	275	275	275	**275**	**274**
Ch 10	Part E11	276	276	276	276	276	276	276	276	276	**276**	268	268
Ch 10	Part E12	263	263	263	263	263	263	263	263	263	263	263	263
Ch 10	Part E13	280	280	280	280	280	**280**	269	269	269	269	269	269
Appendix A	TOC	277	277	277	277	277	277	277	277	**277**			
APP A	Part 1	283	283	**283**	281	**281**	**280**	**279**	**278**	**277**	**276**	271	271
APP A	Part 2	284	**284**	282	**282**	**281**	**280**	278	**278**	**277**			
APP A	Part 3	281	281	281	281	**281**	**280**	278	**278**	**277**			
APP A	Part 4	283	283	**283**	**282**	278	278	278	**278**	**277**	275	**275**	271
Appendix B		277	277	277	277	277	277	277	277	**277**	269	269	269
Appendix C		269	269	269	269	269	269	269	269	269	269	269	269
Appendix D		277	277	277	277	277	277	277	277	**277**	269	269	269
Appendix E	TOC	266	266	266	266	266	266	266	266	266	266	266	266
APP E	Part 1	284	**284**	278	278	278	278	278	**278**	269	269	269	269
APP E	Part 2	280	280	280	280	280	**280**	278	**278**	276	**276**	269	269
APP E	Part 3	280	280	280	280	280	**280**	263	263	263	263	263	263
Appendix F	TOC	266	266	266	266	266	266	266	266	266	266	266	266
APP F	Part 1	266	266	266	266	266	266	266	266	266	266	266	266
APP F	Part 2	275	275	275	275	275	275	275	275	275	275	**275**	269
Appendix G		283	283	**283**	281	**281**	**280**	278	**278**	**277**	**276**	**275**	**274**
Appendix H	TOC	278	278	278	278	278	278	278	**278**	269	269	269	269
APP H	Part 1	274	274	274	274	274	274	274	274	274	274	274	**274**
APP H	Part 2A	274	274	274	274	274	274	274	274	274	274	274	**274**
APP H	Part 2B	266	266	266	266	266	266	266	266	266	266	266	266
APP H	Part 2C	266	266	266	266	266	266	266	266	266	266	266	266
APP H	Part 3A	266	266	266	266	266	266	266	266	266	266	266	266
APP H	Part 3B	266	266	266	266	266	266	266	266	266	266	266	266
APP H	Part 4A	278	278	278	278	278	278	278	**278**	266	266	266	266
APP H	Part 4B	278	278	278	278	278	278	278	**278**	266	266	266	266
APP H	Part 4C	278	278	278	278	278	278	278	**278**	266	266	266	266
APP H	Part 4D	278	278	278	278	278	278	278	**278**	266	266	266	266
APP H	Part 4E	278	278	278	278	278	278	278	**278**	266	266	266	266
APP H	Part 4F	278	278	278	278	278	278	278	**278**	266	266	266	266
Appendix I		176	176	176	176	176	176	176	176	176	176	176	176

JFTR		**285** 09-10	**284** 08-10	**283** 07-10	**282** 06-10	**281** 05-10	**280** 04-10	**279** 03-10	**278** 02-10	**277** 01-10	**276** 12-09	**275** 11-09	**274** 10-09
Appendix J	TOC	266	266	266	266	266	266	266	266	266	266	266	266
APP J	Part 1	269	269	269	269	269	269	269	269	269	269	269	269
APP J	Part 2	269	269	269	269	269	269	269	269	269	269	269	269
APP J	Part 3	269	269	269	269	269	269	269	269	269	269	269	269
Appendix K	TOC	266	266	266	266	266	266	266	266	266	266	266	266
APP K	Part 1	269	269	269	269	269	269	269	269	269	269	269	269
APP K	Part 2	269	269	269	269	269	269	269	269	269	269	269	269
APP K	Part 3	266	266	266	266	266	266	266	266	266	266	266	266
APP K	Part 4	266	266	266	266	266	266	266	266	266	266	266	266
Appendix L		271	271	271	271	271	271	271	271	271	271	271	271
APP L		271	271	271	271	271	271	271	271	271	271	271	271
Appendix M		277	277	277	277	277	277	277	277	**277**	270	270	270
Appendix N	TOC	267	267	267	267	267	267	267	267	267	267	267	267
APP N	Part 1	275	275	275	275	275	275	275	275	275	275	**275**	269
APP N	Part 2	**285**	**284**	267	267	267	267	267	267	267	267	267	267
Appendix O	TOC	274	274	274	274	274	274	274	274	274	274	274	**274**
APP O		**285**	282	282	**282**	280	**280**	**279**	**278**	276	**276**	**275**	**274**
Appendix P	TOC	267	267	267	267	267	267	267	267	267	267	267	267
APP P	Part 1	280	280	280	280	280	**280**	267	267	267	267	267	267
APP P	Part 2	278	278	278	278	278	278	278	**278**	274	274	274	**274**
Appendix Q	TOC	263	263	263	263	263	263	263	263	263	263	263	263
APP Q	Part 1	**285**	273	273	273	273	273	273	273	273	273	273	273
APP Q	Part 2	263	263	263	263	263	263	263	263	263	263	263	263
APP Q	Part 3	**285**	275	275	275	275	275	275	275	275	275	**275**	273
APP Q	Part 4	263	263	263	263	263	263	263	263	263	263	263	263
Appendix R	TOC	267	267	267	267	267	267	267	267	267	267	267	267
APP R	Part 1	276	276	276	276	276	276	276	276	276	**276**	272	272
APP R	Part 2	278	278	278	278	278	278	278	**278**	276	**276**	**275**	273
Appendix S		**285**	**284**	**283**	**282**	274	274	274	274	274	274	274	**274**
Appendix T	TOC	284	**284**	267	267	267	267	267	267	267	267	267	267
APP T		274	274	274	274	274	274	274	274	274	274	274	**274**
Appendix U		**285**	283	**283**	272	272	272	272	272	272	272	272	272
Appendix V		267	267	267	267	267	267	267	267	267	267	267	267

PAGE LEFT BLANK INTENTIONALLY

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

U3400 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. Part F for non-PCS/TDY transportation expenses incurred in and around duty stations.

U3405 REIMBURSABLE EXPENSES

A member may be reimbursed for transportation-related reimbursable expenses described in this Part (and APP G) which are incurred for travel between two points that are a separate journey (par. U3010) when TDY mileage is not payable, even though the member begins or ends in a TDY mileage status during the same calendar day. A member who is paid TDY mileage for the entire journey may not be reimbursed for reimbursable transportation expenses.

U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/From Transportation Terminal. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;

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

3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and

4. Between a transportation terminal and limousine service terminal.

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

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi/limousine fares plus tip from the member's residence to the PDS on the member's departure day on TDY requiring at least one night's lodging, and from the PDS to the residence on the return day from the TDY.

U3415 SPECIAL CONVEYANCE USE

A. General. An AO may authorize/approve a special conveyance when to the GOV'T's advantage. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. U2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. Par. U3310-A.

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: ***http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_106.pdf***)

a. ***It is mandatory, within DoD and in the NOAA Corps, to obtain rental vehicles through the CTO/ TMC, when available. NOTE: It is not mandatory to use a CTO/TMC when renting an airplane or bus.***

b. The lowest cost rental service that meets the mission requirement must be selected when selecting commercially rented vehicles.

c. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T. ***NOTE: To view appropriate rental car companies and rates go to the DTMO website at http://www.defensetravel.dod.mil and click on Car/Truck 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 company 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 company listed that has a vehicle necessary for official GOV'T travel and this company should be used.***

Example: Rental Car Company A may have a standard SUV to rent listed on the DTMO website. If this type SUV is rented, it is covered under the DTMO rental car agreement and has full liability and vehicle loss and damage insurance coverage for the GOV'T traveler traveling on official GOV'T business. However, Rental Car Company B may not list any SUVs on the DTMO website but may have an SUV to rent at the rental office at which a traveler picks up the vehicle. If the traveler rents an SUV from Rental Car Company B who does not have SUVs listed on the DTMO website as participating vehicle under the DTMO rental car agreement, the SUV is not covered with liability and vehicle loss and damage insurance coverage and should not be rented for official GOV'T travel.

d. A traveler disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car costs before reimbursement is allowed.

e. DTR, Part I, Chapter 106 and Service regulations for policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies.

2. DTMO Policy (website address: ***http://www.defensetravel.dod.mil***)

a. DTMO vehicle rental agreements apply to all DoD components and activities and non-Defense GOV'T Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

Defense Travel Management Office (DTMO)
Commercial Travel Division
Travel Management Branch
4601 North Fairfax Drive, Suite 800
Arlington, VA 22203-1546

or via the DTMO website at ***http://www.defensetravel.dod.mil***.

3. Reimbursement. When an available CTO/TMC is not used, reimbursement is limited to what it would have cost if a CTO/TMC had made the rental vehicle arrangements.

4. Non-DoD Services. Service regulations for CTO/TMC use ICW rental cars.

C. Special Conveyance (Includes Aircraft) Reimbursement

1. Reimbursable Expenses

a. ***It is mandatory to obtain a rental vehicle (except for an aircraft or a bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

b. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

c. When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G:

(1) Rental cost, tax and local assessments on rental vehicle users, necessary gas and oil, aircraft landing and tie-down fees, and transportation to and from the rental facility.

(2) Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day GARS called for in the DTMO rental car agreements; garage (POC parking is a reimbursable expense – APP G), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

(3) Mandatory rental car insurance coverage required in foreign countries.

*(4) A claim for damage to a rental vehicle, while the vehicle is being used for official business, may be reimbursable to the traveler or the rental car company when appropriate 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/***.

d. The AO has authority to authorize/approve the following rental-related expenses when a special conveyance/rental vehicle is authorized/approved for official business. ***Reimbursement for purchase of any items is not authorized.***

(1) Snow tires and similar non-standard equipment necessary for travel by the GOV'T renter, may incur additional charges which are reimbursable when authorized in the travel authorization/order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/ TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed.

(2) Global Positioning System (GPS) rental when necessary for the official use.

(3) 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 can determine it was necessary for official business.***

2. Rented Automobile Insurance

NOTE: Par. U3415-B1c for information on other vehicles that 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.

a. Insurance Cost. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

(1) The insurance is required by the rental agency in a foreign area or country to provide full coverage insurance but only when renting an automobile, or

(2) Certain classified special operations are involved.

b. Rented Motor Vehicle Damage. A member may be reimbursed for personal funds paid to car rental 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 car rental companies instead of to the member, if appropriate. In either case, the reimbursement is a miscellaneous reimbursable transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

*c. Damage Claims. A request from a member, or from a rental company for reimbursement or payment should be documented and submitted IAW the DoDFMR, Volume 9, Chapter 4, (***http://www.dtic.mil/comptroller/fmr/***), or appropriate Service written material for the non-DoD Services. 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/.

3. Special Conveyance Receipts. Par. U2500-B.

NOTE:

1. A traveler is not reimbursed for rental car insurance coverage purchased in the United States or in a non-foreign OCONUS location regardless of from whom the rental car is rented.

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

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 at http://www.defensetravel.dod.mil and click on Car/Truck Rental Agreements in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is the only vehicle covered under the DTMO rental-car agreement. A vehicle, offered by a company 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 company listed that has a vehicle necessary for official GOV'T travel and this company should be used.

D. To/From Transportation Terminals. The member:

1. May be authorized/approved special conveyance use for travel to and from local transportation terminals;

2. May be authorized/approved special conveyance use to, from, and between transportation terminals, other than local terminals, by the AO when neither public nor GOV'T transportation between the terminals meets the ordered travel requirements; and

3. Cannot be directed to use a special conveyance for transportation to/from transportation terminals.

E. Between Duty Stations. The AO may authorize/approve travel by special conveyance to, from**,** or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the GOV'T. Reimbursement is authorized for the total expense incurred in the conveyance use. ***Par. U5105-A for rental vehicle use on a PCS.***

F. Special Conveyance Use in and around PDS or TDY Station. Part F for reimbursement for special conveyance use within and around the PDS and TDY station.

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

1. Duty sites,

2. Lodgings,

3. Dining facilities,

4. Drugstores,

5. Barber shops,

6. Places of worship,

7. Cleaning establishments, and

8. Similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

A. To/From Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

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

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

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

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

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

U3430 COURTESY TRANSPORTATION USE

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

PAGE LEFT BLANK INTENTIONALLY

SECTION 3: NET WEIGHT AND EXCESS CHARGES

U5335 THE NET WEIGHT DETERMINATION

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge or as excess accompanied baggage. When practical, the unpacked and uncrated HHG actual weight should be established before packing and used in determining if the weight allowance has been exceeded. When the unpacked and uncrated HHG actual weight is unknown, the weight is determined under par. U5335-B, U5335-C, or U5335-D.

B. GOV'T-arranged Move. When the unpacked and uncrated HHG actual weight is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is GOV'T-arranged, allowance is made for interior packing materials (usually paper, cardboard 'barrels', furniture wrappings, etc.) weight. The HHG modified net weight is determined by subtracting 10 percent from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents. The net weight minus 10 percent for the interior packing materials now becomes the modified net weight.

*C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or GOV'T owned CONEX transporters) and only the gross and shipping boxes weights are known, weight is determined by subtracting 20 percent from the difference between the loaded container gross weight and the empty container stenciled weight. When only the shipment gross weight is shown on the shipping document, determine the weight by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

D. UB. When the GOV'T arranges transportation, and the net weight of UB is unknown, the weight is determined by subtracting 50% from the gross weight shown on the shipping documents. When the UB shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or UB shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 lbs. per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 lbs. per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

U5340 EXCESS CHARGES

NOTE: The GOV'T may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's HHG weight allowance and collect reimbursement from the member. Payment from the member for excess charges is IAW finance regulations.

A. General

1. Transportation. The member is financially responsible for all transportation costs as a result of:
   a. Exceeding the authorized weight allowance;

   b. Transportation between other than authorized locations;

c. Transportation of articles that are not HHG (APP A2 for HHG);

d. Transportation in more than one lot (other than a UB shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);

e. Member-requested special services, i.e., increased valuation liability cost; and

f. Transportation related costs that are GOV'T-incurred due to the member/member's agent's negligence, i.e., attempted pickup and/or delivery charges. ***DOD 4500.9-R (DTR, Part IV), Chapter 401 (http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).***

2. NTS. The GOV'T's maximum obligation for NTS is the storage cost of the difference between the member's weight allowance prescribed in par. U5310-B and the HHG weight transported incident to the same PCS order. If the HHG weight in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the GOV'T may pay the costs associated with the excess weight storage if requested to do so by the member. Excess weight storage costs are the member's financial responsibility. Par. U1010-B9.

B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on a PCS Order. When the member makes only one shipment (that is, nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. U5340-D, must be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 lbs. transports 8,500 lbs. of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.

2. Multiple Shipments Made on a PCS Order

a. Member Not Administratively Weight-restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment which results in the least excess cost to the member.

b. Member Assigned to/from Administratively Weight-restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to/from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation.

(2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

*C. HHG Transportation other than between Authorized Locations

1. General. A member may have HHG transported between any locations. However, the GOV'T's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized location or home of legal heir, is limited to that allowed for the member's maximum PCS HHG weight allowance transported in one

lot from the last PDS, or from the actual HHG location, to the new PDS or home of the legal heir, whichever results in a lesser cost to the GOV'T. This also applies to a member on an authorization/order from an administratively weight restricted area.

2. HHG Moved from Designated Place at Personal Expense. When HHG are transported to a designated place at GOV'T expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the member's maximum PCS HHG weight allowance from the designated place to the new PDS. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the member's maximum PCS HHG weight allowance (less the weight of any other HHG transported at GOV'T expense) from Detroit, MI.

NOTE: Personally-procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.

D. Transportation of Unauthorized Articles. Non-HHG articles (APP A2 for HHG) must be transported apart from authorized HHG. The member should arrange for separate transportation. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. U5340-B.

E. HHG Transportation with Special Routing or Services Provided. When special routing or services have been furnished at the member's request, the member is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services. Subject to pars. U5340-A through U5340-D and upon the member's or heirs' (of a deceased member) written request and agreement to pay any additional cost, the member or heirs may:

1. Turn over the HHG to a transportation officer for transportation at different times to the same destination;

2. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;

3. Have transportation between any points, limited to the cost in par. U5340-C. However, it must not be applied to HHG if the member is not authorized a HOS move;

4. Have HHG transportation of one final HHG shipment of articles legally awarded to a former-spouse incident to a divorce when a member has a transportation authority under a PCS order, including separation and retirement (61 Comp. Gen. 180 (1981)).

PAGE LEFT BLANK INTENTIONALLY

PART J: EARLY RETURN OF DEPENDENT

U5900 DEPENDENT TRAVEL

***NOTE*: Par. U5905 for HHG transportation ICW early return of a dependent(s).**

A. General Par. U5900 covers situations in which dependent early return travel under certain circumstances, before the member's PCS, is in the GOV'T's best interest. An order for dependent travel under par. U5900 must cite the specific paragraph (par. U5900-B, U5900-C, or U5900-D) under which the travel is authorized. The dependent must begin travel under par. U5900-B, U5900-C, or U5900-D before official notice of a PCS from the OCONUS PDS is given to the member (DODI 1315.18, par. E4.5.5). ***Discussion or negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS.*** Ch 6 for dependent evacuation travel.

B. Official Situations

1. When a command-sponsored dependent becomes involved in an incident that:

a. Is embarrassing to the U.S.; or

b. Is prejudicial to the command's order, morale, and discipline; or

c. Gives rise to conditions in which the dependent's safety no longer can be ensured because of adverse public feeling in the area or because of force protection and anti-terrorism considerations.

2. Dependent Travel Authorized to a Designated Place. When it is determined that a par. U5900-B1 situation exists, dependent travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS or in a non-foreign OCONUS area, or, if the dependent is foreign-born to a designated place in the dependent's native country. While a member serves an OCONUS dependent-restricted tour, the dependent who was command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign-born dependent who moved at GOV'T expense to the spouse's native country (par. U5222-D1d), are eligible for dependent travel and transportation allowances under par. U5900-B, when applicable. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Dependent return travel to the OCONUS PDS is not authorized except for a dependent described in par. U5900-B1c. A dependent described in par. U5900-B1a and U5900-B1b may not be again moved at GOV'T expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT. If the dependent(s) returns at personal expense and again is command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS. Dependent travel and transportation under par. U5900-B is in addition to, and has no affect on, the authority for dependent travel and transportation allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)). The Secretary Concerned may delegate the par. U5900-B authority:

a. To the headquarters that directs the Service's dependent transportation policies or procedures for travel to a foreign-born dependent's native country, or

b. To an officer in the grade of O-6 or higher who is the member's installation commander, or the commanding officer of the unit to which the member is assigned for CONUS or non-foreign OCONUS designated places.

C. National Interest

1. Dependent Travel Authorized to a Designated Place. When the Secretary Concerned or more senior official determines that a dependent must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander of the area concerned or the major commander's designated representative may authorize travel and transportation allowances for a command-sponsored dependent(s) from the OCONUS area to a designated place, or, if the dependent(s) is foreign-born, to a destination in the dependent's native country.

2. Subsequent Authority. When the determining official in par. U5900-C1 later determines that the national interest no longer requires the absence of a dependent(s) from the OCONUS area, or a PCS order transfers the member to a PDS to which dependent travel is authorized, a member authorized dependent travel and transportation allowances under par. U5201-A is authorized dependent travel and transportation allowances from the designated place (or foreign OCONUS location) to the current PDS to which dependent travel is authorized.

*D. Personal OCONUS Situations, Including Travel of a Dependent in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS

1. General

a. Even though the member's PDS remains unchanged, at the request of a member permanently stationed OCONUS, travel and transportation allowances for a command-sponsored dependent(s) may be authorized through the Secretarial Process under par. U5900-D to a:

(1) designated place in the CONUS or in a non-foreign OCONUS area, or,

(2) if the dependent is foreign-born, to a designated place in the dependent's native country.

b. A command-sponsored dependent, of a member serving an OCONUS dependent-restricted tour, is eligible for travel and transportation allowances under par. U5900-D, if the dependent:

(1) Remained at the member's old OCONUS PDS after the member's PCS, or

(2) Is foreign-born and moved at GOV'T expense to the spouse's native country.

c. A member stationed OCONUS, whose dependent(s) resides in CONUS, is eligible for dependent travel and transportation allowances under par. U5900-D when the circumstances in par. U5900-D2h apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.

d. Travel under pars. U5900-D2e and U5900-D2h, may be authorized upon request of a dependent/former dependent, if the member is not available or has declined to make such a request.

e. Early return of a dependent(s) may be approved, when return travel is for the reasons in pars. U5900-D2b and U5900-D2e (B-195708, 17 October, 1979).

f. ***Except for travel for the reasons in pars. U5900-D2b and U5900-D2e, when a dependent travels without an order under circumstances described in par. U5900, no reimbursement for such travel is authorized even though an order is later issued under par. U5905-C4 (B-157765, 15 November, 1965).***

2. Circumstances. The circumstances under which dependent travel and transportation allowances may be authorized under par. U5900-D are limited to the following:

a. Essential medical treatment is neither available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the dependent's well-being;

b. The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependent(s) requires, in the opinion of the authorizing/approving authority, that the minor dependent(s) be transported to a place at which proper care may be maintained;

c. Educational facilities or housing for a dependent(s) is inadequate. A statement from the AO that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control

and that knowledge of those conditions arose after a dependent(s) began to travel to the member's OCONUS PDS is required. (B-56558, 25 June 1965; 47 Comp. Gen. 151 (1967); and 57 id. 343 (1978));

d. Conditions in an OCONUS theater are such that, although the evacuation of a dependent(s) is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the dependent's safety and well-being. Such determinations must be made by the Combatant Commander and considering the recommendation of the Service concerned major commander in the area. ***(Determination authority may be delegated no lower than general/flag officer rank in the respective Combatant Commander's headquarters.)***;

e. ***This circumstance must be evidenced by the authorizing/approving official's statement and must not be used to authorize dependent student transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978)).*** The best interests of a member, and/or the dependent(s), and/or the GOV'T are served by the movement of one or more dependents because of:

(1) Compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of a close relative, or for reasons of a humanitarian or compassionate nature; or

(2) Other situations which have an adverse effect on the member's performance of duty.

f. A dependent receives an order from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;

g. Acceptable employment opportunities for a dependent child age 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:

(1) Because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child is likely to become involved in situations creating embarrassment to the U.S. that place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and

(2) Such early return is in the best interest of the member, or dependent(s), and the U.S.;

h. A member is:

(1) Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);

(2) Sentenced to confinement in a foreign or U.S. civil confinement facility;

(3) Discharged OCONUS under other than honorable conditions;

(4) Returned to CONUS for discharge under other than honorable conditions;

(5) Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

(6) Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

(7) Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

(8) Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

(9) Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review (63 Comp. Gen. 135 (1983)).

i. In each circumstance above, it must be shown that dependent travel is in the GOV'T's best interest. Dependent travel and transportation allowances may be provided only when there is a valid need for the dependent to move. ICW early return of a dependent(s) from OCONUS, it must be determined that the problem or situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained. If the member's situation does not meet the criteria, the request must be denied. ***Early return of a dependent(s) under par. U5900-D2 must be applied judiciously; it is a last resort***. The Secretary Concerned may delegate the authority in par. U5900-D2 to:

(1) The headquarters that directs the Service dependent transportation polices or procedures for travel to a foreign-born dependent's native country, or

(2) An officer in the grade of O-5 or higher (or civilian employee equivalent), who is at the level of the member's activity commander, support group commander, or the commanding officer of the unit, to which the member is assigned for travel to CONUS or a non-foreign OCONUS location (DODI 1315.18, Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf***).

j. For dependent travel under par. U5900-D2h, decision authority rests with the officer exercising special or general court-martial jurisdiction over the member. Except for travel under par. U5900-D2h, a dependent must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS. The AO must cite, in the dependent's travel order, the specific item above that applies. Travel and transportation allowances provided under par. U5900-D2h(1) through par. U5900-D2h(8) may not exceed the cost from the member's last or former OCONUS PDS or the place to which dependent was last transported at GOV'T expense, as applicable, to the designated place or, if the dependent is foreign-born, to the dependent's native country. Under par. U5900-D2h(9), such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required by par. U5900-D, must support the transportation procurement documents for allowances under par. U5900-D.

3. Return of a Dependent to OCONUS Areas. A member may return a dependent at personal expense (at GOV'T expense if the member serves an IPCOT) to the OCONUS location from which the dependent traveled. If that dependent is again command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.

4. Subsequent Authority. Authority for dependent travel and transportation allowances:

a. Under par. U5900-D is in addition to, and has no effect on, the authority for such allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)).

b. Under par. U5201-A, whose dependent was not returned to an OCONUS area under par. U5900-D3, is authorized, upon reassignment from the OCONUS PDS, to dependent travel and transportation allowances from the place to which they were transported under par. U5900 to the destination authorized in the reassignment order.

E. Divorce or Annulment

1. To Whom Authorized. A member permanently stationed OCONUS whose marriage is terminated by divorce or annulment while so serving, may be authorized travel and transportation allowances for a former family member. The former family member must have been a formerly command-sponsored dependent, as defined in APP A, residing with the member OCONUS as specified in par. U5900-E (53 Comp. Gen. 960 (1974)).

2. Conditions. Movement of a former dependent(s) under par. U5900-E must be in the best interest of the U.S.,

the member, and the former dependent(s) concerned.

3. By Whom Authorized. Movement of a former family member(s) under par. U5900-E must be specifically authorized through the Secretarial Process.

4. By Whom Requested

a. The member, who was the former sponsor, should request movement of a former family member(s).

b. If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

5. Points between which Transportation May Be Authorized. ICW par. U5900-E3, the official must determine that a reasonable relationship exists between the case's conditions and circumstances and the destination. Travel must originate at/in the vicinity of the member's present/former OCONUS PDS and must terminate in:

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

b. The native country if the former dependent is foreign-born.

6. Allowances

a. If transportation is not provided by the GOV'T or by GOV'T-procured means, reimbursement for personally procured commercial transportation , and travel by POC is IAW par. U5201-A.

b. Per diem is payable under par. U5210.

c. The allowances authorized by par. U5900-E are payable to the member, though, may be paid directly to the former spouse when the member executes a statement authorizing such direct payment (B-193430, 21 February 1979).

7. Time Limits

a. Travel under par. U5900-E must be completed within l year after the final decree of divorce or annulment (as applicable) effective date, or 6 months after the date the member completes personal PCS travel from the OCONUS PDS, whichever occurs first (53 Comp. Gen. 960 (1974)).

b. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed.

c. The 6-month time limit may be extended if authorized/approved for not more than 6 additional months by the commanding officer or a designated representative at the duty station at/near which the dependent(s) or former dependent(s) is located. Authorization/approval must be justified on an individual case basis and only when delay is not merely a matter of personal preference. The 6-month time limit extension may be granted for reasons such as hospitalization, medical problems, and school year completion that requires that a family member remain OCONUS past the 6-month limit (61 Comp. Gen. 62 (1981)).If an extension to the 6-month time limit is authorized/ approved, travel under par. U5900-E must be completed within 1 year of whichever occurs first:

a. Final decree of divorce or annulment, as applicable effective date; or

b. Date the member completes personal travel from the OCONUS PDS incident to a PCS.

8. Return of an OCONUS Dependent

a. Custody Agreement Change or other Legal Arrangements. If, in the event of a custody agreement

change, or other legal arrangements, a former family member again becomes dependent on a member, the dependent's return to the member's OCONUS PDS may be authorized through the Secretarial Process provided the:

(1) Member has not received a PCS order, but otherwise would be authorized dependent travel and transportation allowances under par. U5201-A;

(2) Dependent's return is for the GOV'T's convenience;

(3) Dependent is command-sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependent is scheduled to arrive there; and

(4) Travel and transportation allowances may not exceed those from the place to which the former family member was transported under par. U5905-E5.

b. Remarriage. ***If, in the event of remarriage, a former family member again becomes the former sponsor's dependent, dependent return to the member's OCONUS PDS at GOV'T expense is not authorized***. If the member returns the former dependent to the OCONUS PDS at personal expense and the former dependent is again command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

9. Subsequent Authority Not Affected. Travel of a former family member under par. U5900-E is in addition to, and has no effect on, the member's dependent travel and transportation allowances authority on the member's next PCS order effective date (40 Comp. Gen. 554 (1961)).

U5905 HHG TRANSPORTATION

NOTE 1: Par. U5900 for dependent travel ICW early return of a dependent(s).

NOTE 2: Par. U5920 for HHG transportation for a dependent relocating for personal safety.

A. From a Foreign or Non-foreign OCONUS Area due to Official Situations

1. General. An order authorizing dependent transportation from a foreign or non-foreign OCONUS area for official reasons in par. U5900-B, also may authorize HHG transportation within the authorized weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned IAW par. U5315. The HHG may be transported from any location and/or from NTS to the designated place. This member also is authorized NTS or continued NTS under par. U5380-C.

2. Dependent Return to the Member's OCONUS PDS. When a member is authorized dependent transportation to the member's OCONUS PDS under par. U5900-Bc1, and when in the GOV'T's best interest, HHG transportation may be authorized to the member's OCONUS PDS NTE the cost from the place to which the HHG were previously transported under par. U5905-A. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Authority on the Next PCS Order. Authority for HHG transportation for a dependent(s) under par. U5905-A is in addition to, and has no effect on, the authority for HHG transportation on the member's next PCS (40 Comp. Gen. 554 (1961)). A member is authorized to transport up to, but not more than, the full HHG weight allowance under such an order. For example, a member early returns dependents and 8,000 pounds of HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

B. National Interest. An order authorizing dependent transportation under par. U5900-C also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS.

Transportation is authorized between the same places authorized in pars. U5905-A and U5905-C.

C. From OCONUS due to Personal Situations

1. General. An order authorizing dependent transportation under pars. U5900-D and U5900-E also may authorize HHG transportation within the weight allowances in par. U5310-B, or the administrative weight limitation established by the Service concerned IAW par. U5315. The HHG may be transported from any location and/or from NTS to a designated place or, when granted through the Secretarial Process, to a destination in the dependent's native country if the dependent spouse is foreign-born. The member also is authorized NTS or continued NTS under par. U5380-C. Otherwise, an order may be issued providing for early return of HHG transportation only if authorized/approved under par. U5905-C3 or U5905-C4.

2. Dependent(s) Does Not Perform Authorized Travel to the OCONUS PDS

a. A member, with a dependent(s), on a PCS order to an OCONUS PDS, who transports HHG to the PDS in anticipation of a dependent(s) accompanying/joining later, may be provided return HHG transportation if, for reasons beyond the member's control, the dependent(s) does not join the member.

b. Return HHG transportation may be authorized/approved through the Secretarial Process when in the best interest of the member or a dependent(s), and the GOV'T.

c. Return HHG transportation cost may not exceed the transportation cost from the member's OCONUS PDS to the dependent's location (65 Comp. Gen. 520 (1986)).

3. Death of a Dependent(s) in OCONUS Areas. After the death of a dependent(s), authorized to reside in an OCONUS area, a member is authorized NTS of HHG located in the OCONUS area under par. U5380-L15, NTE the prescribed weight limit.

4. Dependent(s) Currently at Appropriate Destination – an Order Is Not Issued. A dependent(s) who traveled to an appropriate destination IAW par. U5900-D without an order, may be authorized HHG transportation provided an order is later issued approving dependent transportation under the conditions in par. U5900-D, and confirming HHG transportation. Such an order must be supported by the member's commanding officer's determination that:

a. The dependent traveled to an appropriate location to reside;

b. The dependent travel meets the conditions in par. U5900-D, except that a travel order for transportation was not issued;

c. The OCONUS status of a dependent(s) as command-sponsored remains unchanged (not applicable for a member's former dependent(s) whose transportation could have been authorized under par. U5900-E); and

d. It is in the GOV'T's best interest to issue an order approving dependent transportation to an appropriate destination under par. U5900-D.

5. Transportation of a Former Family Member Incident to Divorce or Annulment. The official authorizing transportation of a former family member under par. U5900-E also may authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. U5900-E for personal travel. HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the final decree of divorce or annulment effective date, or within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first. An extension of that 6-month time limit for HHG transportation may be authorized/approved the same as for dependent travel in par. U5900-E1. If the 6-month time limit is extended, the HHG must be turned over to a transportation officer or carrier for transportation within 1 year after, whichever occurs first, the:

a. Final decree of divorce or annulment effective date; or

b. Date the member completes personal travel from the OCONUS PDS incident to a PCS.

6. Dependent Return Authorized to OCONUS Areas

a. Custody Agreement Change or Other Legal Arrangements

(1) When a member is authorized dependent return transportation to the same or subsequent OCONUS PDS under par. U5900-E8a, when in the GOV'T's best interest return HHG transportation to the member's OCONUS PDS, NTE the cost from the place to which they were previously transported under par. U5905-C, may be authorized through the Secretarial Process.

(2) At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

b. Member Serves an IPCOT. Incident to the member serving an IPCOT,

(1) HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place to which the HHG were previously transported under par. U5905-C6b to the member's PDS, when a dependent(s) is returned to the member's OCONUS PDS at:

(a) GOV'T expense under par. U5900-D3, or

(b) Personal expense and the dependent(s) is subsequently command-sponsored,

(2) At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

7. Authority on the Next PCS Order. Authority for HHG transportation for a dependent and a former family member under par. U5905 is in addition to, and has no effect on, the authority for HHG transportation based on dependency status and grade on the member's next PCS order effective date (40 Comp. Gen. 554 (1961)). A member is authorized to transport up to, but not more than, the full HHG weight allowance under such an order.

Example 1: A member early-returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

Example 2: A member divorces at the OCONUS PDS and transports 5,000 pounds HHG to the CONUS for the former family. (a) The member remarries before the next PCS order effective date. Upon subsequent PCS the member may transport up to, but no more than, the authorized HHG weight allowance of 11,000 pounds. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 pounds. The member may transport NTE the authorized weight allowance of 8,000 pounds.

8. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other-Than-Honorable Conditions or Sentenced to Confinement with or without Discharge

(a) When an order authorizes dependent transportation under pars. U5900-D2h1 through U5900-D2h8, HHG transportation may be authorized NTE the GOV'T cost from the member's last or former OCONUS PDS or the place to which last transported at GOV'T expense, to the member's HOR or PLEAD, the designated place, or, when granted through the Secretarial Process, to a destination in the foreign-born dependent's native country. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and

the conditions and circumstances.

(b) When an order authorizes dependent transportation under par. U5900-D2h(9), HHG transportation may not exceed the cost from the member's last or former OCONUS PDS to the HOR or PLEAD.

(c) ***NTS may not be authorized.***

9. Authority Following Confinement without Discharge

(a) If a member's HHG are transported under par. U5905-C8, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location at which the HHG are located to the new PDS, NTE the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on that PCS order effective date to the new PDS.

(b) If the member's HHG were not transported under par. U5905-C8, HHG transportation is authorized from the location to which last transported at GOV'T expense to the member's new PDS, based on the grade held on that PCS order effective date to the new PDS.

U5910 POV TRANSPORTATION

NOTE: Par. U5920 for POV transportation for a dependent relocating for personal safety.

A. OCONUS Dependent Transportation Authorized

1. An order authorizing dependent transportation from OCONUS under par. U5900-B through F also may authorize transportation of one POV to the designated POV unloading port/VPC ordinarily serving the place to which the dependent is authorized to travel.

2. Diversion or re-consignment is permitted of a POV en route to the designated OCONUS POV unloading port/VPC serving the member's PDS on the date the dependent is authorized to travel. Pars. U5900-B through F.

B. Dependent Currently at an Appropriate Destination – an Order Is Not Issued. When a dependent has traveled from the member's OCONUS PDS to an appropriate destination under circumstances which would have enabled an authorized order (par. U5900-D), transportation of one POV from the designated POV loading port/VPC serving the OCONUS PDS may be authorized/approved if an order is supported by the member's commanding officer's determination IAW par. U5905-C4 and later issued:

1. Directing dependent travel under the conditions of par. U5900-D, and

2. Providing for the transportation of a POV to the designated POV VPC/unloading port ordinarily serving the location to which dependent travel would have been authorized.

C. Ex-Family Member Travel Incident to Divorce or Annulment. If ex-family member travel under par. U5900-E is authorized, POV transportation also may be authorized. The POV must be turned over to a transportation officer within 1 year after the final decree of divorce or annulment effective date.

D. Dependent Return to OCONUS Areas Authorized. Even if a dependent is permitted to return to the OCONUS PDS at GOV'T expense (par. U5900-B, U5900-C, or U5900-F), return transportation of a POV to the OCONUS is not authorized.

E. Authority on the Next PCS. ***A member who has transported a POV under par. U5910-A, U5910-B or U5910-C has no further POV transportation authority from the last or any previous OCONUS PDS to CONUS.***

U5915 MOBILE HOME TRANSPORTATION

A. General

1. Mobile home transportation in lieu of shipping HHG (par. U5330-F3) is authorized IAW par. U5500 to a member authorized HHG transportation under pars. U5905-A1, U5905-B, and U5905-C1, U5905-C2, U5905-C3, U5905-C7, and U5905-C8:

(a) To a CONUS designated place, or

(b) From a point outside CONUS and Alaska to a designated place in Alaska,

2. The order that authorizes dependent transportation under par. U5900 also may authorize HHG/mobile home transportation and should specify which of the above-cited par. U5905 paragraph(s) authorizes the transportation.

3. ***When a mobile home is shipped due to the early return of a dependent(s), no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.***

B. Member Assigned to Full PCS Weight Allowance Area. The amount the GOV'T pays for mobile home and HHG (par. U5330-F3) transportation to the designated place may not exceed what it would have cost the GOV'T to transport the member's PCS weight allowance from the OCONUS PDS to the designated place.

Example. Dependents early return from HI, and 1,000 pounds of HHG are shipped from HI to the designated place in Detroit, MI. The member's mobile home was last transported at GOV'T expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authority for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from HI, to Detroit.

C. Member Assigned to Administrative Weight Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The GOV'T's cost for transporting the mobile home may not exceed what it would have cost the GOV'T to transport the member's PCS weight allowance, minus the weight of HHG shipped from OCONUS, from the:

1. Member's last CONUS PDS (or Alaska), or

2. CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (Example 1).

Exception: If a member owned a mobile home and was authorized to, but did not, move it to the last CONUS PDS while serving there, when the dependent(s) returns early from the administrative weight restricted area, the mobile home may be shipped at GOV'T expense from the point it was located when it could have been transported at GOV'T expense to the member's last PDS in CONUS or Alaska. The constructed GOV'T cost for this mobile home transportation is based on the member's PCS weight allowance on the order effective date from that station (Example 2).

Example 1. Member was assigned to Fort Carson, CO, and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds of HHG/unaccompanied baggage are transported from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. The member's authority for mobile home transportation is computed based on what it would have cost to transport 11,500 pounds of HHG from Fort Carson to Detroit. The computation most advantageous to the member is based on the distance from Fort Carson to Detroit, not the CONUS port (Bayonne, NJ) to Detroit.

Example 2. A member was assigned to Fort Lewis, WA, and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were transported from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI, and 1,000 pounds of HHG/unaccompanied baggage are transported from Germany to Detroit. The member requests mobile home transportation from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance and 8,000 pounds remain on the weight allowance that may be shipped within CONUS on the early return travel order. The member's mobile home transportation allowances are computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only authorized 8,000 pounds when assigned from Fort Lewis and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized transportation within CONUS on the early return travel order from Germany is used in the computation for the distance from Fort Carson to Detroit as more advantageous to the member than the CONUS port (Bayonne, NJ) to Detroit.

U5920 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under par. U5920 if it is determined by the Service-designated official that:

   a. The member has committed a dependent-abuse offense against a member's dependent;

   b. A safety plan and counseling have been provided to the dependent;

   c. The dependent's safety is at risk; ***and***

   d. Dependent relocation is advisable.

2. Dependent(s) relocation must be in the best interest of the:

   a. Member or member's dependent(s), ***and***

   b. U.S. GOV'T.

B. Definitions

1. Dependent Child. For the purposes of par. U5920, the following is a member's dependent:

   a. Dependent/acquired dependent as defined in APP A; and

   b. A member's unmarried child who was transported to the member's PDS at GOV'T expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be the member's dependent while the member was serving at that station.

2. Dependent-abuse Offense. A dependent-abuse offense is conducted by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. ***HHG/POV transportation may be authorized only if the member's written agreement, or an order of a court of competent jurisdiction, gives HHG/POV possession to the member's spouse/dependent.***

D. Authority

1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependent(s), baggage, and HHG; transportation may be authorized for the member's dependent(s), baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependent(s) is a foreign national to the dependent's native country.

2. Transportation-in-kind, transportation reimbursement, or 'MALT-Plus', is authorized for the dependent(s).

3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the member's dependent's personal use.

4. Transportation of HHG in NTS to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, ***except DLA***, are paid directly to the dependent instead of to the member.

PART J: FUNDED REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATION (SR&R) ABSENCE TRANSPORTATION

U7300 FUNDED REST AND RECUPERATION (R&R) LEAVE TRANSPORTATION

A. Policy

1. DoDI 1327.06, subsec. 1.j.(9) (***http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf***) establishes the DoD policy for designating locations eligible for funded R&R transportation.

2. Under DoDI 1327.06, upon traveler request, the applicable Combatant Commander or the designated representative, who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in the DoD's best interest.

3. All restrictions outlined in DoDI 1327.06 apply to the USCENTCOM R&R Leave program, unless otherwise directed in this regulation.

4. Non-DoD Services should consult Service written material.

B. General

1. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R.***

2. Accommodations. TDY travel and transportation accommodations regulations apply to R&R travel.

3. Arranging Official Travel. Par. U3120

4. Commercial Aircraft Use. Par. U3125

5. Legal Authority for this Part. 10 USC §1599B; and 22 USC §4081(6) and (8).

C. Eligibility

1. General. A traveler is eligible for R&R leave transportation if assigned to a designated location outside the U.S.

2. Authorized Leave Transportation. The number of R&R leave transportations authorized is:

a. Standard Tour: One per 12-month period.

b. Contingency Tour:

(1) One per contingency tour, except as indicated below in item 5.

(2) A contingency tour is ICW and directly tied to a CONTINGENCY OPERATION (APP A1).

(3) R&R is for a traveler who is serving a tour length under a TDY order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in APP U.

c. Extended Tour: Two per 18-month or longer period.

3. R&R Travel Combined with other Authorized Travel

a. Authorization. The Combatant Commander may authorize R&R travel with other authorized travel if the combination of travel is in the GOV'T's best interest.

b. Not Authorized. R&R may ***not*** be combined with TDY travel away from the contingency tour area.

4. 60 Consecutive Day Requirement

a. R&R may be taken after 60 consecutive days, in the APP U location, are completed.

b. The Combatant Commander may waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.

5. Voluntary Extension

*a. A DoD member who volunteers for a 12-month extension in the Operation Enduring Freedom or Operation New Dawn (formerly Iraqi Freedom) Area of Operations, subsequent to a 12-month or longer rotation is permitted transportation for an additional R&R leave period IAW OSD amendment to policy memo dated 19 December 2007.

b. Transportation for the R&R leave period is authorized only between the first deployed period termination and the voluntary extension start.

6. Non-DoD Services. Non-DoD Services should consult Service written material.

D. R & R Locations/Destinations. APP U lists authorized R&R locations/destinations.

1. R&R Location. A location must meet the requirements of DoDI 1327.06 and be designated by one of the authorities listed in par. U7300. ***Do not send designation requests to PDTATAC.***

2. R&R Destination. The authorized R&R destination, determined IAW DoDI 1327.06, is listed in APP U.

3. Alternate Destination

a. A traveler may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination.

b. Travel to and from the alternate destination is official travel, so available contract city-pair airfares may be available for use.

c. ***If the traveler travels to a more expensive alternate destination, city-pair airfares are not authorized to/from the alternate destination.***

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

a. Example 1

EXAMPLE 1	
The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
There is no city-pair airfare between OCONUS Location A and OCONUS Location B. The round trip POLICY-CONSTRUCTED AIRFARE (APP A) between OCONUS Location A and OCONUS Location B (incorporating some city-pair airfare connections) is:	$1,200
CONUS Location C is the authorized CONUS destination. The round trip city-pair airfare between OCONUS Location A and CONUS Location C is:	$1,000

The traveler desires to utilize R&R to CONUS Location D. Round trip city-pair airfare between OCONUS Location A and CONUS Location D is:	$1,400
Round trip POLICY-CONSTRUCTED AIRFARE between OCONUS Location A and CONUS Location D is:	$1,600
Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city-pair airfare may be used to CONUS Location D.	
Since round trip transportation for OCONUS Location B is more expensive than round trip transportation for CONUS Location C, the round trip transportation for OCONUS Location B is used for cost comparison.	
The traveler's financial responsibility is $1,600 of which $1,200 is reimbursable.	

b. Example 2

EXAMPLE 2	
The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
Round trip city-pair airfare between OCONUS Location A and OCONUS Location B is:	$980
CONUS Location C is the authorized CONUS destination. The round trip city-pair airfare between OCONUS Location A and CONUS Location C is:	$1,400
The traveler desires to utilize R&R to CONUS Location D. The round trip city-pair airfare between OCONUS Location A and CONUS Location D is:	$1,200
Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C, the traveler is authorized the city-pair airfare to CONUS Location D ($1,200) ***NTE the $1,400 cost to CONUS Location C.***	

5. Location Designation/Re-designation

a. Designating Authorities. The following are designating authorities for R&R locations/destinations:

(1) DoD Services: PDUSD (P&R);

(2) NOAA: Director, NOAA Corps;

(3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services;

(4) U.S. Coast Guard: Commandant (CG-122), U.S. Coast Guard.

b. Designation/Re-designation Requests. DoD Services must send designation requests through Combatant Command channels to PDUSD (P&R) IAW DoDI 1327.06.

E. Transportation

1. Limitations. R&R transportation is only for uniformed members and civilian employees. For civilian employee R&R travel see JTR, par. C7750.

2. Restrictions

a. A traveler taking an R&R trip may use:

(1) Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or

(2) Commercial air transportation if space-required military air transportation is not reasonably available, and

(3) May not use cruise or tour packages to and/or from the authorized destination.

b. Each Commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling.

3. Procurement. Commercial air transportation must be IAW par. U3120.

4. Reimbursement. Reimbursement must not exceed the GOV'T-procured transportation cost between a traveler's PDS and the authorized destination as determined in par. U7300-D2.

5. Time Limitation

a. Standard Tour: The traveler must have served more than 90 days in the R&R location prior to taking the 1st R&R leave.

b. Contingency Tour: The traveler must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each Combatant Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***

c. Extended Tour: Traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave.

PART 2: MIHA SECURITY LOCATIONS

Table I: Locations *Currently* Designated As of 16 June 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		
Florennes	16 Apr 2004	
SHAPE	1 May 2000	
Belize	16 Oct 1994	
Bolivia	16 May 2010	
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	**2**
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	
Fiji	1 Jul 2001	
Georgia	16 May 2010	
Ghana	16 Jan 2007	
Greece		
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		

Table I: Locations *Currently* Designated As of 16 June 2010		
Location (Country and/or Country/City)	**Date Established**	**Footnote**
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	
Ireland		
Dublin	16 May 2010	
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**
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	
Nicaragua	16 Jan 2007	
Nigeria	16 May 2010	
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	
Russia	1 Dec 1998	
Senegal	16 May 2010	
Sierra Leone	16 May 2010	

Table I: Locations *Currently* Designated As of 16 June 2010		
Location (Country and/or Country/City)	**Date Established**	**Footnote**
South Africa	1 Feb 2000	
Sri Lanka	1 May 2010	
Sudan	16 Jan 2007	
Suriname	16 May 2010	
Syria	16 May 2010	
Trinidad and Tobago	16 Aug 1998	
Turkey	1 Sep 1990	
Ukraine		
Kiev	1 May 1996	
Uruguay	16 May 1998	
Uzbekistan	16 May 2010	
Venezuela	16 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
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

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. Active duty for training 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 PDTATAC (***http://www.defensetravel.dod.mil/perdiem/pdrates.html***).

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/TMC 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/TMC. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO/TMC should the CTO/TMC not be used. A traveler:

a. Who does not use a CTO/TMC 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 premium-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 premium-class. When premium-class TDY transportation is authorized/approved because the mission timing is "so urgent it cannot be postponed,"

premium-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 premium-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/TMC was not possible.

5. Each traveler is advised, in advance, of the allowances, arrangements, probable expenses, and an estimate of what should be reimbursed.

6. A traveler should use a GTCC. The policies and procedures for the GTCC program (including central billing and unit cards) are found in the 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 flight, compensation for the denied seat belongs to the GOV'T (59 Comp. Gen. 203 (1980)).

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/TMC Use

1. Mandatory Policy

a. It is DoD ***mandatory policy*** that each traveler uses an available CTO/TMC to arrange official travel, including transportation and rental cars. ***A command must not permit a CTO/TMC to issue premium-class tickets purchased at GOV'T expense to a traveler without prior proper authorization.***

b. ***A command must not permit a CTO/TMC to issue a YCA airfare purchased at GOV'T expense to a traveler when a _CA airfare is available and the AO determines that a _CA airfare meets mission needs. NOTE: This does not establish the _CA as the basis for POLICY-CONSTRUCTED AIRFARE – that remains the YCA airfare.***

2. Service Regulations. DoD COMPONENT/Service regulations addresses CTO/TMC 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/TMC use (par. T4005).

b. Action for reimbursement to the GOV'T when a traveler and/or AO allows a CTO/TMC to issue a YCA airfare when there is a _CA airfare available that meets mission needs. (CBCA 1511-TRAV, 7 May 2009.)

c. Disciplinary action for ***willful*** violations and may be in the form of counseling (oral/written), or non-judicial action (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/TMC, 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/TMC Available. When a CTO/TMC 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/TMC.

2. CTO/TMC ***Not*** Available. When the AO certifies that a CTO/TMC was/is not available to arrange the required official transportation, reimbursement is for the authorized/approved transportation actual cost NTE the POLICY-CONSTRUCTED AIRFARE (APP A1) that meets mission requirements. ***NOTE: CTO/TMC service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO/TMC 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/TMC transportation, frequently includes a transaction fee for arranging the transportation. A CTO/TMC transaction fee incurred by a member/employee is reimbursable under APP G. When an available CTO/TMC 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/TMC 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/TMC 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/TMC 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/TMC per TRANSCOM policy, when the CTO/TMC 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/TMC, requires justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC). ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***

4. Mandatory rental car insurance coverage required in foreign countries.

*5. 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.

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

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 CTOs/TMCs) at the U.S. INSTALLATION to which assigned TDY. The AO may direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; ***however, when adequate GOV'T QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY and 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)). 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). The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' 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.

c. Civilian Employee

(1) ***A DoD civilian 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.*** IAW the requirement to exercise prudence when incurring expenses, a DoD civilian employee should check for GOV'T QTRS availability, and is encouraged to use those QTRS when TDY to a U.S. INSTALLATION. ***However, if GOV'T QTRS are available on that installation for an employee TDY to a U.S. INSTALLATION, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the***

GOV'T QTRS cost and other considerations. Reduced per diem rates can be established only before travel begins.

(2) The head of a DoD COMPONENT (APP A1) concerned may authorize zero per diem or a per diem rate (http://www.defensetravel.dod.mil/perdiem/pdrates.html) 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. 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. 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-A3 for an explanation concerning separate reimbursement for laundry/dry-cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the TDY site or stopover location maximum. If the CTO/TMC 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. 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/perdiem/pdrates.html) 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/perdiem/pdrates.html) 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.

e. Lodging with a Friend or Relative

(1) 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.

(2) 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.

f. 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/TMC should be used to make these arrangements unless the CTO/TMC does not provide this service.

(1) 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.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

(a) Mortgage interest;

(b) Property tax; and

(c) 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.

g. 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).

2. 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-A2c 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-A3). 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.

3. 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 and/or GOV'T dining facility/mess may not be directed for a civilian employee. Par. T4040-A1c***.

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-A1c 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-A2b (e.g., If a TDY traveler travels from one location in the 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/perdiem/pdrates.html.*** When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized as prescribed in pars. T4040-A2. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the TDY locality per diem rates at ***http://www.defensetravel.dod.mil/perdiem/pdrates.html***.

5. Contingency Operation Flat Rate Per Diem (***uniformed member only***). Par. U4105-I.

6. Joint Task Force Operations TDY Options

TABLE 1 DEPLOYMENT - JOINT OPERATIONS TDY OPTIONS			
Subsist Ashore			
TDY OPTION	**SUBSISTENCE**	**PER DIEM**	**REMARKS**
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/TMC, 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. 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. Active-duty-for-training (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 2010

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/perdiem/pdrates.html***).

NOTES:

1. The locality per diem lodging ceiling (http://www.defensetravel.dod.mil/perdiem/pdrates.html) 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.

2. The locality per diem lodging ceiling (http://www.defensetravel.dod.mil/perdiem/pdrates.html) 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/		
TABLE 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.
Active duty for training 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		
TABLE 2		
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 FOR 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 active duty for training 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 active duty for training 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/		
TABLE 3		
This Table is for informational purposes only. Allowances are prescribed in par. T4045.		
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.

FOOTNOTES FOR 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/TMC. The estimate also must reflect the per diem rate broken out by M&IE and lodging and should also include any known planned miscellaneous expenses. A traveler may ask the CTO/TMC to estimate the amount for using other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize/approve certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Authority for Travel. The AO authorizes the TDY, the arrangements, determines the fund cite, and obligates funds to pay for the trip, to include the payment of a travel advance or scheduled partial payment, if included. The resulting document is the Trip Record.

4. Travel Packet. The CTO/TMC updates the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for GOV'T transportation if the CTO/TMC does not provide this service.

5. Paying for Arranged Services and Obtaining Cash to Pay for Expenses while Traveling. The CTO/TMC typically uses the traveler's individual (IBA) or unit GTCC to charge or hold reservations. Airline and/or rail tickets in some cases may also be charged to a CBA. While on the trip, the traveler should charge expenses incident to official travel on the IBA or unit GTCC, whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the IBA to obtain cash advances or travelers checks. An advance is not an option on a unit travel card.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO/TMC toll-free number, if possible, to modify the itinerary. The CTO/TMC must update the traveler's Trip Record. Although the AO may approve the changes after the trip is complete, it is best if the traveler obtains the AO's authority in advance, and updates the Trip Record. The traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. The traveler must be able to produce receipts for lodging and individual official travel expenses of $75 or more.

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/TMC;

c. Is financially responsible to purchase a replacement ticket, when paper ticket is lost/stolen;

d. Must not be reimbursed for the purchase of a replacement ticket until the GOV'T has received a refund for the lost/stolen paper ticket;

e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first lost/stolen ticket is recovered, turned in for a refund, and the GOV'T is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket; and

f. Must return unused paper tickets to the CTO/TMC. Unused electronic tickets must immediately be reported to the CTO/TMC 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/TMC is central in helping to execute those responsibilities.

1. Use the cost estimate on the Trip Record to determine if the travel budget can support the travel. If the standard arrangements made ICW travel policies using GOV'T negotiated airline, lodging and rental car rates do not meet mission needs, the AO may authorize other travel options requested by the traveler, provided they conform to law, regulation, policy and contractual obligations. The AO authorizes the cost estimate.

2. Obtain information on policies relating to transportation and travel arrangements from the CTO/TMC and TO, command channels or Service headquarters to assist in future travel decisions.

3. Assure the traveler has access to a GTCC (the unit's or a CBA) if the traveler does not have a GTCC IBA. Refer inquiries about card usage to the local GTCC program coordinator or the TO.

4. Adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement IAW the 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.

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.

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.

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

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: 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/TMC. Transportation reimbursement is authorized for the cost of official travel between duty stations only. The traveler may arrange other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the GOV'T. For 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/TMC Lodging Arrangements. The AO should approve lodging arrangements arranged by the CTO/TMC 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/TMC to arrange a rental car when it is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless a larger 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.*** Par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO/TMC 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 active duty for training 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 active-duty-for-training 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, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), 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

Authorize. The giving of permission before an act.

Approve. The ratification or confirmation of an act already done.

Group movement. 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. ***NOTE: Personnel 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.***

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

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

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

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.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which is recorded all official travel authorizations, 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. This is also called an order.

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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
Bolivia	24	18		
Bosnia-Herzegovina				
Banja Luka	24	18	06-30-08	**15**
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	**10**
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	NA	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
***Cambodia** (except as indicated)	NA	12		
*Phnom Penh	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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
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		
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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
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	
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**

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
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		
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				

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
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		
Rosas	30	18		
Santiago	NA	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	***NOTE***
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.

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)*		**X** [1]			**X** [2]
Canada					
Newfoundland & Labrador					
Gander					**X**
Argentia		**X** [1]	**X** [2]		**X**

Location	36-Month Tour	24-Month Tour	18-Month Tour	15-Month Tour	12-Month Tour
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]		
Vera Cruz		X [1]	X [2 6]		
Midway Islands					X

Location	36-Month Tour	24-Month Tour	18-Month Tour	15-Month Tour	12-Month Tour
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.

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/perdiem/immediatechgs.html.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	*Combatant Command	Authorized Destination	Re-certification Due Date
Albania, Tirana	*EUCOM	Baltimore	**28 Feb 2010**
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 Feb 2010***
Australia			
Alice Springs	PACOM	Honolulu	31 Dec 2010
Learmouth (incl. Exmouth)	PACOM	Perth	31 Dec 2010
Azerbaijan, Baku	*EUCOM	Baltimore	**28 Feb 2010**
Bahrain, Manama	*CENTCOM	Baltimore	***31 Jul 2010***
Bangladesh, Dhaka	PACOM	Honolulu	31 Dec 2010
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 Feb 2010***
Burma (See Myanmar)			
Burundi, Bujumbura	*AFRICOM	Dulles	27 May 2012

Authorized FEML Location	*Combatant Command	Authorized Destination	Re-certification Due Date
Cambodia, Phnom Penh	PACOM	Honolulu	31 Dec 2010
Cameroon, Yaounde	*AFRICOM	Dulles	27 May 2012
Chad, N'djamena	*AFRICOM	Dulles	27 May 2012
Chile, Santiago	*SOUTHCOM	Miami	8 Nov 2011
China, Beijing	PACOM	Honolulu	31 Dec 2010
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 Feb 2010***
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	31 Dec 2010
Gabon, Libreville	*AFRICOM	Dulles	27 May 2012
Georgia, Tbilisi	*EUCOM	Baltimore	***28 Feb 2010***
Ghana, Accra	*AFRICOM	Dulles	27 May 2012
Greece			
Athens	*EUCOM	Baltimore	31 Oct 2011
Larissa	*EUCOM	Baltimore	***28 Feb 2010***
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**	31 Dec 2010
India, New Delhi	PACOM	Honolulu	31 Dec 2010
Indonesia, Jakarta	PACOM	Honolulu	31 Dec 2010
Israel, Tel Aviv	*EUCOM	Baltimore	***28 Feb 2010***
Ivory Coast (See Cote D'Ivoire)			
Jamaica, Kingston	*SOUTHCOM	Miami	8 Nov 2011

Authorized FEML Location	*Combatant Command	Authorized Destination	Re-certification Due Date
Jordan, Amman	CENTCOM	Baltimore	***31 Jul 2010***
Kazakhstan, Astana	CENTCOM	Baltimore	***31 Jul 2010***
Kenya, Nairobi	CENTCOM	Baltimore	***31 Jul 2010***
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	31 Dec 2010
Mali, Bamako	*AFRICOM	Dulles	27 May 2012
Mauritania, Nouakchott (eff 28 Apr 2005)	*AFRICOM	Dulles	27 May 2012
Mexico, Mexico City	NORTHCOM	San Antonio	***31 Aug 2008***
Moldova, Chisnau	*EUCOM	Baltimore	31 Oct 2011
Mongolia, Ulaanbaatar	PACOM	San Francisco	31 Dec 2010
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	31 Dec 2010
Namibia, Windhoek	*AFRICOM	Dulles	27 May 2012
Nepal, Katmandu	*PACOM	Honolulu	31 Dec 2010
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	31 Dec 2010
Poland, Warsaw	*EUCOM	Baltimore	***28 Feb 2010***
Qatar, Doha	CENTCOM	Baltimore	***31 Jul 2010***
Romania, Bucharest	*EUCOM	Baltimore	31 Oct 2011
Russia, Moscow	*EUCOM	Baltimore	31 Oct 2011

Authorized FEML Location	*Combatant Command	Authorized Destination	Re-certification Due Date
Rwanda, Kigali	*AFRICOM	Dulles	27 May 2012
Saudi Arabia			
Dhahran	CENTCOM	Baltimore	***31 Jul 2010***
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 Feb 2010***
Singapore	PACOM	Honolulu	31 Dec 2010
South Africa, Pretoria	*AFRICOM	Dulles	27 May 2012
Sri Lanka, Colombo	PACOM	Frankfurt	31 Dec 2010
Suriname, Paramaribo	*SOUTHCOM	Miami	8 Nov 2011
Syria, Damascus	CENTCOM	Baltimore	***31 Jul 2010***
Taiwan, Taipei	*PACOM	Sydney	31 Dec 2010
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	21 Jan 2011
Chiang Mai	PACOM	Honolulu	21 Jan 2011
Trinidad and Tobago, Port of Spain	*SOUTHCOM	Miami	8 Nov 2011
Tunisia, Tunis	*AFRICOM	Dulles	27 May 2012
Turkey, Ankara	*EUCOM	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	31 Dec 2010
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.

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	Footnote
Afghanistan	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Albania	EUCOM	Frankfurt, Germany	Baltimore, MD	
Bahrain	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Bosnia-Herzegovina	EUCOM	Frankfurt, Germany	Baltimore, MD	
Croatia	EUCOM	Frankfurt, Germany	Baltimore, MD	
Cuba (JTF–GITMO ***only***)	SOUTHCOM	Muniz ANGB, Puerto Rico	NAS Jacksonville NAS Norfolk	
Djibouti	AFRICOM	Airport closest to the leave point	Airport closest to the leave point	**2, 3**
Hungary	EUCOM	Frankfurt, Germany	Baltimore, MD	
Iraq	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Joint Task Force - South West Asia (JTF-SWA)	CENTCOM	Frankfurt, Germany	Baltimore, MD	**1**
Jordan	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Kuwait	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Kyrgyzstan	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Macedonia, The Former Republic of Yugoslavia	EUCOM	Frankfurt, Germany	Baltimore, MD	
Montenegro	EUCOM	Frankfurt, Germany	Baltimore, MD	
Oman	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Pakistan	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Qatar	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Saudi Arabia	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Serbia (includes Kosovo)	EUCOM	Frankfurt, Germany	Baltimore, MD	
Slovenia	EUCOM	Frankfurt, Germany	Baltimore, MD	
Somalia	AFRICOM	Airport closest to	Airport closest to	**3**

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Footnote
		the leave point	the leave point	
Syria	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	
Tajikistan	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
United Arab Emirates	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Uzbekistan	CENTCOM	Airport closest to the leave point	Airport closest to the leave point	**2**
Yemen	CENTCOM	Airport closest to the leave point	Airport closest to the 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/TMC 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.