

# DoD Travel Allowance Guidance

## B01 INTRODUCTION

In accordance with the Joint Travel Regulations (JTR), the Department of Defense (DoD) may reimburse a traveler for reasonable expenses incurred during necessary and authorized temporary duty (TDY) travel for official business. The purpose of this document is to identify travel and transportation allowances payable to Service members, civilian employees, and invitational travelers.

## B02 AUTHORIZATION

The traveler, Authorizing Official (AO), and Certifying Officer are responsible for controlling the costs of travel. It is expected that good judgment will be exercised and costs will be kept at a minimum when first authorizing the use of Government funds and using them. When travel is an inherent component to conduct business activities, travelers are expected to travel only when necessary and in accordance with this guidance and the JTR. Noncompliance with this guidance may result in delayed or denied reimbursement and disciplinary action.

## B03 REQUESTING TRAVEL

### B0301. Arranging Travel

A. Policy. A travel authorization or order must be completed by the AO in advance of all trips that require an overnight stay. (JTR, pars. 010206 and 030501)

B. Travel Management Company. The DoD travel system must be used to arrange commercial travel reservations. (JTR, par. 010205) The travel system sends the requirements to the travel management company. If the travel system is not available, then travelers must make commercial travel arrangements directly with the DoD-contracted travel management company. (JTR, pars. 010201, 020203, and 020206)

C. Voucher. The approved travel authorization or order must be linked to the traveler's settlement voucher.

D. Foreign Travel. Travelers must check the [Foreign Clearance Guide](#) for site-specific foreign travel requirements. (JTR, Table 2-24)

### B0302. Selecting Air Transportation

A. Policy. Airfare must be arranged as early as possible and in a manner that results in the lowest cost to the Government. The DoD travel system will display the recommended options available to the traveler and suggest the lowest airfare considering mission parameters, whether the trip is likely to be changed or canceled, the availability of a General Services Administration City Pair Program airfare, whether or not the airline is a U.S. flag carrier, and if the airline is on the DoD-approved airline list. (JTR, par. 020206)

B. Exceptions.

1. In accordance with the Fly America Act, the DoD is not authorized to pay for, or

reimburse a traveler for, airfare on a foreign airline if a flight on a U.S. airline is available, even if the foreign airline's flight is less expensive. (JTR, par. 020206-I)

2. Upgrading to a class that is not economy or coach must be authorized or approved by the appropriate General Officer or Senior Executive for a valid mission related requirement or special need. (JTR, pars. 020206-J and K)

C. Nonreimbursable Fees. Typically, a traveler is not authorized to be reimbursed for early boarding, seat upgrades, or preferred seating fees. (JTR, Table 2-4 lines 5 and 6 and par. 020207-A)

D. Taking Leave with Official Travel. A traveler taking leave is not authorized to use City Pair Program airfares to and from a leave location unless leave travel is Government funded. (JTR, Tables 3-20 and 4-1 and pars. 020206-L and 033301-A)

E. Canceling and Changing Reservations. The traveler must use the DoD travel system to cancel or change an airline reservation. If the DoD travel system is not available, then the traveler must contact the travel management company directly. The traveler should immediately change or cancel the reservation as soon as travel plans change.

F. Canceling and Changing Tickets. If the airline has issued a ticket, then the traveler must use the DoD travel system to cancel or change an airline ticket. If the DoD travel system is not available, then the traveler must contact the travel management company directly. Depending on the type of ticket that has been issued, residual values, change and cancellation fees, and non-refundable restrictions may require additional oversight and management. If a trip is canceled after the reservation is ticketed, then the traveler must advise the travel management company of the cancellation before the scheduled departure. The traveler is responsible for all costs that are incurred for canceling or changing tickets for personal reasons unless the change is for a mission-related reason or an emergency beyond the traveler's control. (JTR, par. 020206-A)

### **B0303. Selecting Ground Transportation**

A. Policy. The most cost-effective means of transportation must be used. A traveler must first check on the availability of a Government vehicle. (JTR, par. 020208)

B. Rental Vehicle. If a Government vehicle is not available, then a rental vehicle may be authorized or approved. All reservations for a rental vehicle must be made using the DoD travel system. If the DoD travel system is not available, then the traveler must contact the travel management company. If a rental vehicle is reserved through a different booking channel or agency, then reimbursement is limited to the negotiated rate that the DoD would have paid. Before requesting a rental vehicle, the traveler should investigate the use of alternative transportation or shared rides, such as an airport shuttle, public transportation, or a taxi. The traveler is responsible for ensuring that the proper rate is being charged at the time of rental and does not include fees for insurance unless required by law in foreign countries. (JTR, par. 020209)

1. A compact vehicle is the standard size for official travel, however the AO may authorize or approve a larger vehicle for a valid reason, such as, to accommodate a traveler's special needs, oversized Government equipment, or multiple travelers sharing a car.

2. GPS system, parking, fuel, transponder, ferry, and toll expenses may be authorized or approved. (JTR, par. 020209)

C. Privately Owned Vehicle. A traveler is authorized to use their privately owned vehicle. The TDY mileage rate is paid for the distance from the traveler's home or office to the destination as determined by the Defense Table of Official Distances or other approved commercial mileage program. If use of a privately owned vehicle exceeds what the DoD would have paid for transportation, payment for mileage is limited to what the DoD would have paid for transportation. If a Government vehicle is authorized but not used when available, the other mileage rate is authorized to be paid. However, if a Government vehicle is authorized and other travelers use the Government vehicle, then the traveler that elected to drive a privately owned vehicle is not authorized to be paid for mileage. (JTR, pars. 020208 and 020210, and Table 2-9)

1. Reimbursement for parking a privately owned vehicle at the terminal is limited to the cost of two one-way taxi fares. Travel from the traveler's home to work on the day of departure is not reimbursable unless the temporary duty requires an overnight stay. (JTR, Table 2-13)

2. Parking, toll, and ferry expenses may be authorized or approved. (JTR, par. 020210-H)

#### **B0304. Traveler Does not Use Authorized Transportation**

Policy. If a traveler does not use the authorized transportation mode for personal reasons, then the traveler is reimbursed up to the cost of the authorized transportation ticket plus the travel management company fee. The traveler is paid per diem based on what the DoD would have paid the traveler for using the authorized transportation mode, regardless of the transportation mode actually used. (JTR, par. 020210)

#### **B0305. Taking Leave in Conjunction with Official Travel**

A. Policy. A traveler may combine personal travel with official travel if there is no additional cost to the DoD. A Service member is not in a travel status while on an administrative absence or leave. A civilian employee is not in a travel status while on an excused absence or administrative leave. Personnel directives dictate when and how leave is charged. (JTR, Section 0333)

B. Cost Comparison. A traveler's mileage payment is limited to the constructed round-trip cost of the transportation ticket, plus the travel management company fee, and per diem en route between official duty locations.

C. Per Diem for Partial Workday. A civilian employee may only be paid per diem if leave is taken for a partial workday. Per diem is also paid for nonworkdays if a civilian employee does not take leave for the whole workday before and the workday after the nonworkdays. (JTR, par. 033301)

#### **B0306. Accommodating Medical or Special Needs**

A. Policy. A traveler with a medical or special need, may be authorized more costly travel accommodations or other miscellaneous reimbursement that may be required, such as baggage check-in fee at curbside or baggage handling tips. The medical condition or special need must be supported by a written certification from a medical authority. All travel options, such as economy plus, coach elite seating, bulkhead seating, or purchasing two coach seats should be considered before recommending premium-class travel. (JTR, par. 020206-K)

B. Attendant or Escort. A traveler may be authorized an attendant or escort if required.

C. Premium-Class Authority. Only the appropriate General Officer or Senior Executive listed in

Table 2-5 in the JTR may authorize or approve premium-class travel. Refer to Table 2-4 in the JTR for criteria to authorize or approve premium-class accommodations for an attendant.

### **B0307. Allowable Time for Traveling**

A. Policy. A traveler is paid per diem when traveling based on the allowable travel time, which considers the authorized transportation, the transportation mode used, and the official distance. All time that is not official travel time must be accounted for in accordance with the appropriate Service or Agency regulations. (JTR, par. 020302)

1. If the authorized transportation is by air, a maximum of 1 day of travel time is reimbursable for travel in the continental United States (CONUS) and within areas outside the CONUS (OCONUS). For bus or train transportation, allowable travel time is the actual time needed to travel over the direct route, including necessary delays.

2. If the authorized transportation is a Government automobile, rental vehicle, or privately owned vehicle and is considered advantageous to the Government, 1 day of travel for every 400 official miles is allowed.

B. Exception. If the traveler uses less time than the allowable travel time, per diem is paid for the actual time used. Additional travel time may be authorized or approved if the actual time exceeds the authorized time for reasons beyond a traveler's control. (JTR, par. 020302)

### **B0308. Per Diem**

A. Policy. A traveler may be paid a per diem allowance. Per diem is a daily allowance based on the TDY or authorized overnight location.

B. Per Diem Components. A location's per diem rate has three parts: lodging, meals, and incidental expenses.

C. Crossing the International Date Line. If the traveler crosses the International Date Line while traveling from west to east, the traveler gains 1 day of per diem. If the traveler crosses the International Date Line while traveling from east to west, the traveler loses 1 day of per diem. (JTR, par. 020314)

### **B0309. Selecting Lodging**

A. Policy. All lodging reservations must be made through the DoD travel system or the travel management company. If required, and available Government quarters cannot be reserved through the DoD travel system, the traveler must directly contact the facility. The traveler must use lodging that is within the established per diem rate or they may request additional reimbursement if the costs exceed the per diem rate.

B. Lodging Taxes. Lodging taxes are reimbursed differently depending on whether the TDY is in a CONUS, nonforeign location OCONUS, or is in a foreign location OCONUS. (JTR, par. 020303, Table 2-15)

1. If a traveler incurs lodging expenses in a CONUS or nonforeign location OCONUS, then the daily room costs and lodging taxes are separately reimbursed. The daily room costs should not exceed the per diem rate. The lodging taxes are reimbursed as a miscellaneous reimbursable expense and are calculated on the actual cost of the room or the lodging portion of the locality per diem rate, whichever is

less.

2. If a traveler incurs lodging in a foreign location OCONUS, then the daily room costs should be totaled with the lodging taxes. The daily room costs plus the lodging tax should not exceed the locality per diem rate.

C. Actual Expense Allowance. If the traveler is required to exceed the lodging per diem rate, then an actual expense allowance for lodging may be authorized up to 300% of the per diem rate, less meals and incidentals. If only actual expense allowance for lodging is authorized, then the meal and incidental portion of the per diem rate is paid without itemization. If a Service member is traveling OCONUS and the lodging costs will exceed 300%, then the AO may request an exemption in advance of the travel by contacting the PDTATAC, Chief at the address on the first page of the JTR. There is no authorization for a civilian employee to exceed the 300% limitation. (JTR, par. 020307)

D. Integrated Lodging Program Pilot. A traveler must use the DoD's preferred hotels and privatized lodging if available. Other hotels may be considered if:

1. A DoD preferred hotel or privatized lodging is available and the traveler stays in another hotel for personal reasons, then the traveler is responsible for paying all costs that exceed the Integrated Lodging Program Pilot lodging rate and taxes. (JTR, par. 020303)

2. A DoD preferred hotel or privatized lodging is not available, then the traveler should stay in a [FEMA-certified hotel](#) as mandated by the Hotel and Motel Fire Safety Act of 1990.

3. The location of the DoD preferred hotel or privatized lodging will not allow for mission accomplishment.

4. The predesignated hotel is specified for a group of travelers.

E. Lodging at a U.S. Installation. A Service member ordered to a U.S. installation must use adequate and available Government quarters. If a civilian employee is ordered to a U.S. installation that is part of the Integrated Lodging Program Pilot, then the civilian employee must use available Government quarters. If the traveler stays at another lodging facility for personal reasons, the traveler is responsible for paying all costs that exceed the cost of Government quarters. (JTR, par. 020303)

1. A Service member or civilian employee ordered to an Integrated Lodging Program Pilot site where adequate Government quarters are not available, must use other lodging available under the Government Lodging Program.

2. If Government quarters are not available, then the traveler must provide a nonavailability confirmation number or statement of nonavailability and the AO must authorize or approve reimbursement for commercial lodging.

3. Exceptions to using the Government quarters are:

a. The AO determines the use of the Government quarters would adversely affect the mission.

b. The traveler is an officer in a pay grade of O-7 through O-10 or is a Senior Executive Service employee and personally determines the availability of Government quarters for themselves.

F. Hotel Cancellations. Hotel cancellations must be made in accordance with the hotel's

cancellation policy to avoid “No Show” charges. “No Show” charges and early departure fees incurred due to a traveler’s negligence may not be reimbursed. (JTR, par. 020303)

### **B03010. Paying Meals and Incidental Expenses**

A. Policy. The traveler is paid per diem for meals and incidental expenses.

1. Meals are paid at the per diem rates established by the following Agencies:

- a. General Services Administration for locations in the CONUS.
- b. DoD for non-foreign locations OCONUS.
- c. Department of State for foreign locations.

2. Incidental expenses are a portion of a per diem rate. For travel in the CONUS, the incidental expenses are \$5, regardless of the location. “Incidental expenses” are not the same as “miscellaneous reimbursable expenses.”

3. For travel OCONUS, the incidental expense rates vary according to the location, and are included in the per diem rate. If a traveler is OCONUS at a U.S. installation, and is lodged on the installation in Government quarters, then the incidental expense allowance is \$3.50 per day. This does not include en route travel days. If the AO determines that the \$3.50 is inadequate, the locality incidental expense rate may be authorized. If staying off of a U.S. installation, the AO may reduce the locality incidental expense rate to \$3.50 if the reduced rate is adequate. The locality rate or reduced rate must be specified in the travel order. (JTR, par. 020304)

B. Not Paid. If travel is 12 hours or less, then the meal and incidental expense rate is not paid. (JTR, par. 020309)

C. Reduced Rate.

1. If travel is over 12 but fewer than 24 hours and lodging is required, then 75% of the meal and incidental rate is paid for the day of departure from and day of return to the permanent duty station. If lodging is not required, then 75% of the highest meal and incidental rate is authorized for each calendar day in a travel status. (JTR, par. 020309)

2. If travel is greater than 24 hours and lodging is required, then the meal and incidental rate for the day of departure is based on the first TDY or overnight lodging location and 75% of the meal and incidental rate is paid. On the day of return to the permanent duty station, the meal and incidental rate is based on the last TDY or overnight lodging location and 75% of the meal and incidental rate is paid. (JTR, par. 020310)

D. Exceptions.

1. If per diem is paid for travel fewer than 24 hours, it may be subject to income taxes for civilian employees.

2. An actual expense allowance for meals and incidental expenses of up to 300% of the locality per diem rate may be authorized if the per diem rate is insufficient. There is no authority to pay an actual expense allowance for only meals and incidental expenses; if an actual expense allowance for

meals and incidental expenses is authorized, then an actual expense allowance must be authorized for lodging, meals, and incidentals and all expenses must be itemized. Reimbursement is limited to the actual expenses incurred up to the actual expense allowance amount. (JTR, par. 020307-F)

3. The proportional meal rate is paid if directed on the travel authorization or order when one or two deductible meals are provided at no cost to the traveler or available in a Government dining facility. The traveler must be lodged in adequate Government quarters on a United States installation. The proportional meal rate does not apply during en route travel. (JTR, Table 2-17)

4. The standard Government meal rate is paid when the Service member is on a TDY to a U.S. installation where quarters are available, the Government meal rate is directed in the authorization or order, and all three meals are available in a Government dining facility. The traveler must provide a nonavailability confirmation number or statement of nonavailability if the Government dining facility is unavailable. (JTR, Table 2-17)

5. Meals provided to the traveler and described in JTR, Table 2-18 are deductible. If one or two meals are provided, then the proportional meal rate is paid. If all three meals are provided, then only the incidental expenses portion of the locality per diem rate is paid. If a deductible meal cannot be consumed, then the AO may authorize or approve the locality meal rate or proportional meal rate. (JTR, par. 020304-C)

6. If essential unit messing has been established for an organizational unit, operational element, operational deployment, or detachment, the Government provides the meals. Essential unit messing cannot be applied to an individual traveler. Essential unit messing begins at 0001 on the first full day after arrival and ends at 2400 on the last full essential unit messing day. (JTR, par. 020315-E)

a. A Service member on a TDY to a location where essential unit messing has been established is only paid the incidental expense portion of the locality per diem rate.

b. A civilian employee in a training status, at a location where essential unit messing has been established, may receive the discounted Government meal rate in addition to the incidental expense.

7. A Service member is not authorized per diem for field duty. If a civilian employee provides noncombatant support or accompanies a military unit on field duty, then per diem is not authorized. Field duty begins at 0001 on the day after arrival at the TDY location, and ends at 2400 on the day before departure from the TDY location. (JTR, par. 020315)

a. If a civilian employee is charged the discounted Government meal rate for meals while supporting field duty, then he or she is reimbursed the actual cost incurred.

b. If lodging is not available, the senior commander in charge (or designee) may authorize lodging reimbursement. For an enlisted Service member, if meals are not available without charge, then the same officials may authorize the applicable meal rate. That official may authorize occasional meals or lodging when necessary.

8. If the mission requires personnel to travel together as a group, then the AO may direct limited or no reimbursement on the travel order. In this situation, the Government provides transportation at no cost to the traveler. If en route travel arrangements include lodging and meals at no cost to the traveler, then the AO may direct that no per diem is authorized. This policy applies to the en route portions of the TDY, and begins when the travelers depart from the permanent duty station and ends at 2400 on the day that the travelers arrive at the TDY location. The prohibition on per diem begins again at 0001 on the day the travelers depart the TDY location and ends when the travelers return to the permanent

duty station. (JTR, par. 020315-C)

a. If necessary, the AO may authorize occasional meals and lodging while en route.

b. If a civilian employee pays the food cost and operating expenses (surcharge), then the AO may authorize or approve reimbursement only for the food cost.

9. Occasional meals or occasional lodging may be authorized or approved if a traveler must either purchase meals or obtain lodging when per diem is not authorized. (JTR, par. 020305)

a. The traveler is reimbursed for the actual meal and lodging costs that were incurred, limited to the lodging portion of the locality per diem rate.

b. In special or unusual circumstances, the AO may authorize either an actual expense allowance for lodging or a dual-lodging reimbursement. Incidental expenses are not authorized. If the traveler is TDY to more than one location on a single day, the proportional meal rate limit is based on the highest locality meal rate.

10. If a Service member is hospitalized, then per diem is not authorized. However, per diem is authorized when he or she is in an outpatient status away from the permanent duty station and for travel days to, from, and between hospitals. (JTR, par. 020315-A)

11. If a Service member is assigned to a rehabilitation center or activity for training or treatment and both Government quarters and a dining facility are available, then per diem is not authorized. (JTR, par. 033001)

### **B03011. Paying Per Diem When Traveling by Ship**

A. Policy. Typically, lodging and meals are provided without charge when traveling by ship. If lodging and meals are provided, then the traveler is not authorized to be paid the lodging, meal, or incidental portions of per diem. A traveler is not authorized to be paid per diem beginning at 0001 on the day after arrival through 2400 on the day before departure. (JTR, par. 020315)

B. Paying Per Diem While Traveling to or Departing from the Ship's Port. A traveler is authorized to be paid per diem on days of arrival and departure and the per diem rate is based on the ship's port. If the port's location is the traveler's permanent duty station, then per diem is not authorized on the days of arrival or departure from the ship, and meals are provided with or without charge. (JTR, par. 020315-F)

C. Paying Per Diem While Traveling on a Car Ferry. If lodging on the car ferry is not required, the per diem for meals and incidentals while on the ferry is based on the traveler's location at 2400 on the day departing the ferry. If lodging on the ferry is required, meals and incidental expenses for the day of arrival on the ferry through the day before departure is the highest CONUS per diem rate. Required accommodations are reimbursed if not included in the ferry transportation costs. On the departure day from the ferry, the per diem rate is based on the traveler's location at 2400 on that day. (JTR, par. 020315-J)

D. Exceptions.

1. A Service member TDY aboard a Government ship is provided meals with or without charge and is ineligible for per diem.



2. If a civilian employee is charged for meals on a Government ship, then the Government meal rate is paid for each meal, unless the AO authorizes a different special rate. (JTR, par. 020315-F)

3. If a traveler is TDY on a commercial ship and is charged for meals, then the actual costs of the meals are reimbursed up to the meal portion of the per diem previously set by the AO. If the AO establishes a per diem rate for travel of 24 hours or more, the per diem begins at 0001 the day after arrival and ends at 2400 on the day before the status ends. A traveler is not authorized reimbursement for meals if they are provided without charge or included as part of the accommodation. (JTR, par. 020315-H)

### **B03012. Returning to the Permanent Duty Station During Long-Term TDY**

A. Policy. If a traveler is assigned on a long-term TDY for 31 or more continuous days, other than for a deployment, then the traveler may return to the permanent duty station's location on non-duty days or during nonduty hours. No per diem is paid at the permanent duty station's location. Returns are either authorized or voluntary. (JTR, par. 020312)

B. Authorized Return. An authorized return must be specified in the travel authorization or order. A traveler's allowance is for the costs of round-trip transportation and per diem between the TDY location and the permanent duty station's location. If the AO authorizes or approves retained lodging, the lodging costs are a reimbursable expense and limited to the lodging portion of the locality per diem rate. (JTR, par. 020312)

C. Voluntary Return. A traveler may voluntarily return to the permanent duty station or residence. Reimbursement is limited to the cost of what the Government would have paid had the traveler remained at the TDY location. Lodging taxes are not included in the constructed cost if the lodging is in the CONUS or a nonforeign location OCONUS. Exceptions apply if authorized to retain lodging at the TDY location during voluntary returns. (JTR, par. 020312)

### **B03013. Invitational Travel**

A. Policy. An invitational travel authorization is issued to an individual who is not a Service member or Government employee. If an invitational travel authorization is issued, then an individual is invited to travel at the Government's expense and the AO must ensure prudent use of Government funds. (JTR, par. 030501-A)

B. Allowances. An individual traveling on an invitational travel authorization is authorized standard travel and transportation allowances, as specified in the JTR, Chapter 2. (JTR, par. 030501-B)

C. Exception. Under certain circumstances, if a Service member or civilian employee is TDY and it is in the Government's interest for a spouse to accompany the traveler, then the spouse may only be authorized transportation expenses. (JTR, par. 030501-B)

### **B03014. Miscellaneous Reimbursable Expenses**

A. Policy. See Table 2-24 in the JTR for miscellaneous expenses that may or may not be authorized.

B. Medical. If a traveler is required to travel to a country where the [Defense Health Agency](#) requires immunizations or other preventative treatments, then the DoD may reimburse for the amount not covered by the traveler's health insurance provider only if a Federal dispensary is not available. If a

traveler on TDY experiences a medical emergency, then transportation to the nearest medical facility where health care is available may be reimbursed. (JTR, Section 0334)

### **B03015. Government Travel Charge Card**

Policy. All travelers issued a Government Travel Charge Card are required to use the card for all official travel and transportation expenses. (JTR, par. 010204)

## **B04 TRAVELING IN THE LOCAL AREA**

### **B0401. Establishing the Local Commuting Area**

Policy. The DoD installation, base, or senior commanders must establish a local commuting area in writing. Typically, per diem allowances are not authorized to be paid in the local commuting area. (JTR, section 0206)

### **B0402. Traveling Within the Local Commuting Area**

A. Policy. The AO may authorize or approve transportation reimbursement within the local commuting area. Transportation reimbursement is only authorized or approved if local travel expenses exceed the costs ordinarily incurred when the traveler commutes to the permanent duty station. (JTR, par. 020603)

B. Commercial Transportation Reimbursement. Taxi fares, public transit, GPS system, parking, fuel, transponder, ferry, toll, and rental vehicle expenses may be authorized or approved if necessary expenses exceed ordinary costs. (JTR, par. 020603-B)

C. Traveling By a Privately Owned Vehicle in the Local Area. If a privately owned vehicle is authorized or approved, then a traveler may be reimbursed for the actual costs of parking, ferry, and toll expenses. If a privately owned vehicle is authorized or approved, then a traveler is paid the TDY mileage rate based on the vehicle's odometer reading. (JTR, par. 020603-B)

1. If a traveler ordinarily travels by a privately owned vehicle to and from the residence and the permanent duty station, and travel is authorized or approved between the residence or the permanent duty station and one or more alternate work sites within the local area, then mileage is paid for the distance that exceeds the normal commuting distance.

2. If a traveler does not ordinarily travel by a privately owned vehicle to and from the residence and the permanent duty station and travel is authorized or approved between the residence or the permanent duty station and one or more alternate work sites within the local area, then mileage is paid for the distance driven, less the traveler's ordinary transportation costs.

3. If a privately owned vehicle and public transportation are authorized or approved for travel between the residence and one or more alternate work sites within the local area, then a traveler is paid the TDY mileage rate for travel to and from the public transportation terminal that exceeds the commuting distance to the permanent duty station and is reimbursed parking fees and the costs of using public transit.

D. Traveling By a Privately Owned Vehicle to a Transportation Terminal in the Local Area When Starting and Ending a TDY. If a traveler drives a privately owned vehicle from the residence or permanent duty station to a transportation terminal, then TDY mileage rate is paid based on the vehicle's

odometer reading. Parking expenses at the terminal are limited to two one-way taxi fares. (JTR, Table 2-13 and par. 020213)

E. Service Member Traveling in the Local Area for Medical Reasons. If a Service member is ordered to travel on official business to a medical facility in the local area to obtain a physical examination, medical diagnosis, or medical treatment, then the Service member must be reimbursed for transportation or paid the TDY mileage rate for driving a privately owned vehicle. If a Service member voluntarily travels to a medical facility to obtain a medical diagnosis or treatment, then the Service member is not on official travel and is not authorized reimbursement or allowances for transportation. (JTR, par. 020603-B)

F. Exceptions. In certain situations, per diem may be authorized within the local commuting area. If overnight lodging is required and the travel period is more than 12 consecutive hours, then the AO may authorize per diem at the locality per diem rate. (JTR, pars. 020601 and 020602, and Table 2-27)

1. If travel is outside the permanent duty station's city, town, or county limits, but within the local commuting area, then per diem may be authorized if overnight lodging is required.

2. During certain emergency situations, if travel is within the permanent duty station's city, town, or county limits, per diem may be authorized if overnight lodging is required.

## **B05 GOVERNMENT-FUNDED LEAVE**

### **B0501. Allowances for Government-Funded Leave**

A. Policy. The circumstances of why travel is required and a traveler's permanent duty station or TDY location will determine if a traveler is eligible for leave travel that is funded by the Government. If a traveler is eligible, and the AO authorizes or approves the leave, then round-trip transportation will be provided or round-trip transportation and some expenses will be reimbursed. There are four types of Government-funded leave:

1. Emergency Leave for Service members and dependents.
2. Emergency Visitation Travel for DoD civilian employees and dependents.
3. Funded Environmental and Morale Leave for Service members, DoD civilian employees, and dependents.
4. Rest and Recuperation Leave for Service members and DoD civilian employees. (JTR, Section 0401)

B. Transportation When Taking Leave. If available, travelers must use Government transportation for Government-funded leave and if not used, reimbursement is not authorized. If Government transportation is not available, then reimbursement for commercial transportation is authorized. The AO determines the authorized transportation mode if Government transportation is not available. If a traveler drives a privately owned vehicle, then the Other Mileage Rate is paid and is limited to the policy-constructed airfare. (JTR, par. 040101-A)

C. Reimbursable Expenses. If a traveler is authorized reimbursement for commercial air, rail, or bus, then travel management company fees, charge, if any, for first checked baggage, arrival and

departure taxes, currency conversion expenses for authorized transportation costs, and ground transportation expenses between interim airports are reimbursable. (JTR, par. 040101-B)

D. Non-reimbursable Expenses. Per diem or meal tickets, excess accompanied baggage, unaccompanied baggage, and terminal parking fees are not reimbursable. Except for Funded Environmental and Morale Leave, transportation is not authorized to be reimbursed from the permanent duty station, residence, or TDY location to the airport and return. (JTR, par. 040101-B)

E. Exceptions.

1. For Government funded leave, an eligible traveler may use City Pair Program airfares between authorized locations. If a traveler elects to travel to a more expensive alternate destination, then the City Pair Program airfares cannot be used. (JTR, Table 4-1)

2. If Funded Environmental and Morale Leave is authorized, transportation from the permanent duty station, residence, or TDY location to the airport and return is a reimbursable expense. (JTR, Table 4-2)

## **B06 RESERVE COMPONENT MEMBER TRAVEL**

### **B0601. Active Duty with Pay**

A. Policy. A Reserve Component member on active duty with pay participating in annual training, active duty for training, or active duty for other than training may be authorized the standard travel and transportation allowances specified in Chapter 2 of JTR. TDY assignments are limited to 180 days at one location or 139 or fewer days for a course of instruction. (JTR, section 303, par. 032301)

B. Allowances.

1. If a Reserve Component member is participating in annual training and both lodging and meals are provided at no cost, then per diem is not authorized. If either lodging or meals are not provided, then the traveler is authorized standard travel and transportation allowances, as specified in JTR Chapter 2.

2. If a Reserve Component member's residence or "place entered active duty" is outside of the local commuting area, and he or she does not commute daily to the TDY location, then the Reserve Component member is authorized the standard travel and transportation allowances specified in Chapter 2 of the JTR. (JTR, par. 030302 and Table 3-7)

3. If a Reserve Component member's residence or "place entered active duty" is within the local commuting area, or he or she commutes daily, then the Reserve Component member is not authorized the standard travel and transportation allowances specified in Chapter 2 of the JTR. The Reserve Component member is authorized TDY mileage for one round-trip between his or her residence and duty location. (JTR, Table 3-1 and Table 3-6)

### **B0602. Paying Mileage for Qualifying Physical Examination During Active Duty without Pay**

A. Policy. If a Reserve Component member is performing active duty without pay and is ordered to attend a qualifying physical examination, then the traveler may be authorized to be paid TDY mileage for travel between the duty station and the examination. (JTR, par. 030303)

B. Exception. A Reserve Component member on active duty without pay is not authorized per diem at the permanent duty station, but may be authorized or approved occasional meals or occasional lodging (JTR, par. 020305)

### **B0603. Inactive Duty With or Without Pay**

A. Policy. Typically, a Reserve Component member on inactive duty with or without pay is not authorized the standard travel and transportation allowances specified in Chapter 2 of the JTR. (JTR, par. 032303-A)

B. Exceptions.

1. If a Reserve Component member is directed to travel in and around the duty area, drill site, or city or town on official business, then the Reserve Component member may be authorized local travel allowances.

2. If a Reserve Component member is directed to travel between the residence and an alternate duty or work site in the local commuting area, then TDY mileage is authorized only for the distance that exceeds the distance between the residence and the assigned location.

3. If a Reserve Component member is directed to travel from the residence to a TDY location outside the local commuting area, then the Reserve Component member is authorized the standard travel and transportation allowances, limited to the cost from the assigned unit to the TDY location specified in Chapter 2 of the JTR. (JTR, Table 3-8)

4. If a Reserve Component member occupies transient Government housing while performing inactive duty training with or without pay, then the Reserve Component member may be reimbursed for lodging service charges or may be provided lodging in-kind.

### **B0604. Selected Reserves of the Ready Reserves**

A. Policy. If a Reserve Component member in the Selected Reserves of the Individual Ready Reserve is performing inactive duty training that is 150 or more miles outside of the local commuting area, then the Secretary concerned may authorize allowances limited to a total of \$500 for each round-trip. The allowances are:

1. Transportation costs, including transportation between home and the terminal and between the terminal and the training location are reimbursable. If a privately owned vehicle is used, then the Other Mileage Rate is paid for the distance to and from the Inactive Duty Training location including parking, tolls, and ferry expenses. (JTR, par. 032304-B)

2. Actual lodging and meal costs, up to the maximum locality per diem rate, may be reimbursed. The actual costs of meals may include tips and taxes. Reimbursement of alcoholic beverages is not authorized. (JTR, par. 032304-B)

B. Higher Reimbursement Amount. The Secretary concerned may authorize a higher reimbursement in any of the following:

1. The Reserve Component member must reside in the same state as the training location, but outside of an urbanized area with a population of 50,000 or more as determined by the U.S. Census

Bureau.

2. The Reserve Component member must commute to a training location using an aircraft or boat due to limited or nonexistent vehicular routes to the training location or other geographical challenges.

3. The Reserve Component member is required to commute from a permanent residence 75 miles or more from the training location. (JTR, par. 032304-B)

## **B07 DEATH DURING TDY**

### **B0701. Death of a Traveler**

A. Policy. If a Service member dies, then the designated casualty assistance office must be immediately notified. If a DoD traveler dies while on TDY, then the commander, commander's designee, or supervisor must follow component regulations to inform the deceased traveler's next of kin, or legal representative of the allowances available. (JTR, Section 0320)

B. Component Responsibilities. The Component must render all reasonable assistance in arranging for the preparation and transportation of the traveler's remains, the return of any personal property from the TDY location to the permanent duty station, the finalization of any expenses related to the TDY, and assisting any beneficiary in completing and filing a final travel claim for the travel involved.

C. Allowances. Per diem allowances accrue through the date of death. Reimbursement for transportation, mileage, or a monetary allowance in lieu of transportation accrues from the permanent duty station, old station, or last TDY location, as appropriate, to the place of death, limited to the official distance specified in the Defense Table of Official Distances.

## **B08 RECEIPTS**

### **B0801. Retaining Receipts**

A. Policy. Receipts are required when:

1. A lodging expense is incurred.
2. A reimbursable travel expense of \$75 or more is incurred, even if the amount was charged to a Government Travel Charge Card.
3. There is reasonable doubt about the validity of a claimed expense.

B. Requirement for Receipts. All receipts must be itemized and imprinted with the name of the establishment and must show the date and amount of the expense.

C. Lost or Missing Receipts. If a vendor does not provide a receipt or if a receipt is lost, then the Certifying Officer may accept a missing receipt statement in accordance with the DoD Financial Management Regulation, Volume 9.

## **B09 TRAVEL VOUCHERS**

## **B0901. Submitting Travel Vouchers**

### A. Policy.

1. All travel authorizations must have a travel voucher submitted through the DoD's travel system within 5 working days of return from travel.

2. The voucher must be approved for payment by a Certifying Officer.

3. Travel vouchers may not be used for reimbursing personal or mission-related expenses.

### B. Requirements. The following items must be included with the travel voucher:

1. A copy of the associated travel authorization or order.

2. The complete itinerary invoice provided by the travel management company.

3. Original or electronic itemized receipts.

C. Payment Methods. All travel expenses charged to a Government Travel Charge Card must be split-disbursed directly to the card vendor. Any additional funds due to the traveler must be paid using an Electronic Funds Transfer.

## **B10 ETHICAL CONDUCT AND CONFLICT OF INTEREST**

Policy. For guidance on ethical conduct and conflicts of interest, refer to DoD 5500.07-R, "Joint Ethics Regulation."