



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE  
A DIVISION OF THE DEFENSE TRAVEL MANAGEMENT OFFICE (DTMO)**

4601 North Fairfax Drive, Suite 800

Arlington, Virginia 22203-1546

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/hm

1 June 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 43-09(I) – Separate Dependent PDT Departure Allowances

1. SYNOPSIS: Clarifies that separate eligible dependent(s) PDT allowances, specifically HHT, are authorized and effective when the employee's travel authorization/order is issued IAW Agency/Service regulations.
2. These changes are scheduled to appear in JTR change number 526 dated 1 August 2009.
3. This determination is *effective on 1 June 2009*.

*//approved//*

**W. B. Tirrell, Sr.**

Chief, Travel and Transportation Branch

Attachment:

Rev 3

**Civilian E-Mail Distribution:**

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

## JTR REVISIONS:

### Par. C1050-C revised:

#### C. PCS

1. Authorization/Order. ([FTR §§302-2.102, 2.103, 2.104](#)) When GOV'T-funded PCS is authorized:

\*a. A written travel authorization/order must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station, Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's travel authorization/order is issued IAW Agency/Service regulations (par. C5100-A).

b. An appointee/employee should not incur PCS expenses (in anticipation of a PCS) until the written authorization/order has been received,

c. The travel authorization/order must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C5080-B for procedural requirements applicable to new appointees.

2. \*\*\*\*\*

#### D. \*\*\*\*\*.

### Par. C5100-A revised:

#### A. General

1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW PCSs world-wide.

\*2. Dependent travel and transportation allowances are based on the employee's travel authorization and are subject to the conditions and restrictions in Ch 5, Part C. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's travel authorization/order is signed IAW Agency/Service regulations (par. C5608).

3. Except as in Ch 6, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS.

4. There is no authority for any additional travel and transportation allowances for a dependent who accompanies an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

#### B. \*\*\*\*\*

### Par. C5600 revised:

#### A HHT:

1. The AO has the discretion to allow a HHT. *The AO, not the employee, determines if a HHT is necessary.*

2. May only be authorized on a case-by-case basis when an employee has accepted a permanent transfer, and

the circumstances indicate the need for a HHT.

3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.
4. May be authorized only for an employee and/or spouse. Separate dependent HHT to the new PDS is authorized and effective when the employee's travel authorization/order is issued IAW Agency/Service regulations (par. C5606).
5. May be authorized for an attendant or escort within this Part when Ch 6, Part L or APP E, Part I, par. A21 apply ([59 Comp. Gen. 461 \(1980\)](#)).

If the HHT is allowed, it should serve to lower the GOV'T's overall relocation costs by reducing the time for which the employee is later reimbursed for temporary lodging occupancy.

**Par. C5606-A revised:**

A. Separate HHT round trips by the employee and spouse may be allowed; however, the GOV'T's overall cost is limited to the cost of one round trip for the employee and spouse traveling together. *The GOV'T overall cost for comparison and computation purposes include per diem allowances, transportation costs, miscellaneous reimbursable expenses, and the HHT trip duration including travel time is limited to 10 days. Separate spouse HHT does not increase the 10 day limitation regardless of the circumstances (par. C5618). AEA is not authorized for HHT (par. C5624-B).*

1. For example, if the GOV'T's overall cost of one HHT round trip for the employee and spouse between the old/new PDSs is \$800.00; and the employee/spouse each performed separate HHT round trip for a combined total of \$1,200.00 – the GOV'T overall reimbursement for both HHT trips is limited to \$800.00. The excess HHT trip cost of \$400.00 is borne by the employee.
2. HHT(F) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. C5624-B). HHT(F) is irrevocable once the employee signed the service agreement.