



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/hm

4 April 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD for MAP 022-16(E) – MAP 131/132-14(R) JTR Related Changes

1. **SYNOPSIS:** Updates JTR references to reflect MAP 131 and 132-14 changes which replaced 'home' with primary residence for travel and transportation allowances when Reserve Component (RC) members are called to active duty. The effective date is 1 April 2016, which is the JTR implementation date for MAP 131 and 132-14 approved changes.
2. These changes are scheduled to appear in the JTR, dated 1 June 2016.
3. This determination is *effective on 1 April 2016*.
4. Action Officer: Mr. Henry Mitchell (henry.mitchell4.civ@mail.mil).

//signed//

JOEL T. RIDENOUR

Acting Chief, Strategic Planning and Policy Division

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

JTR REVISIONS:

5000:

A. *****

B. PCS Travel Covered.

1-2. *****

*3. Call to Active Duty. Travel from primary residence, home or PLEAD to the first PDS upon:

- a. Appointment/re-appointment (including reinstatement) to regular Service from civilian life or from an RC;
- b. An RC member called/ordered to active duty (including duty for training) for 20 or more weeks at one station;
- c. Recall to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or
- d. Enlistment/induction into the Service (regular or during emergency).

4-7. *****

5434:

A.-B. *****

C. TLE Not Authorized. A member is not authorized TLE:

1-6. *****

*7. When a Selected Reserve member is authorized limited PCS allowances from primary residence to duty station IAW par. 7400.

D-H. *****

5444:

DLA is *not* authorized ICW a PCS:

1-6. *****

*7. For a Selected Reserve member authorized limited PCS allowances from primary residence to duty station IAW par. 7400.

7400:

7400 SELECTED RESERVE LIMITED PCS ALLOWANCES

*A. General. A member is authorized travel and transportation allowances in par. 7400-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's primary residence if the member:

1. Was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned);
 - a. During the preceding three years,
 - b. Between 1 October 2012 and 31 December 2018, and
 - c. While assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, *and*
2. Is qualified in a skill designated as critically short by the Secretary Concerned or filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. *****

C. Travel and Transportation Allowances

1. General. A member may be provided travel and transportation allowances under this paragraph only once.

*2. Authorized Allowances. A member is authorized *only* the following PCS travel and transportation allowances between the member's primary residence and duty station.

- a. Member. PCS travel and/or transportation allowances IAW Ch 5, Part A are authorized.
- b. Dependents. A member is authorized PCS travel and transportation allowances IAW Ch 5, Part A for dependents.
- c. HHG. PCS HHG transportation, including SIT, is authorized IAW Ch 5, Part A.

3. Allowances Not Authorized

- *a. POV Transportation. POV transportation is not authorized for a Selected Reserve member authorized limited PCS allowances from primary residence to duty station.
- b. DLA. DLA is not authorized.
- c. TLE. TLE is not authorized.

D. *****

APP A1:

EFFECTIVE DATE OF PCS ORDER

A. **Members Only** *****

1. The last day of active duty for a member separating/retiring. See below for an RC member separating.
- *2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, primary residence, PLEAD, last TDY station, safe haven location or

designated place, whichever applies, to arrive at the new PDS, primary residence, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

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

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

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

B. **Employees Only.** *****

EFFECTIVE DATE OF SEPARATION (Employees Only). *****

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)

A-B. *****

PERMANENT CHANGE OF STATION (PCS)

A. *****

B. **Members Only.** For a member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or Gov't convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship/mobile unit or of the PDS of a shore based unit;

*3. Change from primary residence, home or PLEAD to the first PDS upon:

- a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
- b. Call to active duty for 20 or more weeks or call to active duty for training (see par. 2240 for exceptions) for 20 or more weeks;
- c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. Enlistment/induction into the Service (regular or during emergency); and
- *e. Change from the last PDS to home or primary residence upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). *****

APP O:

T4045:

*A. General. Par. T4045 applies to an RC member on active/inactive duty under an order that provides for return to primary residence. See par. 7650 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. 2240), 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 primary residence and the location at which the member normally performs "drill" (e.g., 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 (see par. 2800) of the member's assigned unit or primary residence.

*1. Travel from Primary Residence to Assigned Unit or Alternate Site in Local Commuting Area. There is no authority 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 primary residence and an alternate site, the member is paid mileage for the distance that exceeds the distance from primary residence to the assigned unit.

*2. Travel from Primary Residence/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 Primary Residence/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authority 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 primary residence to assigned unit.

*C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between primary residence and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize roundtrip 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 primary residence 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 (see par. 2800) of the assigned unit or primary residence. If required to occupy transient Gov't housing, reimbursement for actual lodging cost is authorized;

7. A Standby RC member voluntarily performing without pay.

E. Per Diem. When an RC member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;

*2. Deploy, to be one of personnel traveling together under an order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4030 applies for transportation, and par. T4040-C applies for per diem for periods under 20 weeks.;

3. ADT (other than schoolhouse) for fewer than 140 days or active duty for other than training for 180 or fewer days, transportation is determined under par. T4030, and per diem under business travel rules in par. T4040-A;

4. Active duty for other than training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, transportation is determined under par. T4030, and per diem under the business 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 primary residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A and T4040-D.

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. 2800, but not less than 150 miles one way, by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. 2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. T4045-G2.

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 because 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 (37 USC §478a(c))**.

*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, the Other Mileage Rate (see par. 2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

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.

NOTE 1: Tax paid on lodging in CONUS or in a non-foreign OCONUS area is a reimbursable expense (App G) in addition to lodging reimbursement. The locality per diem rate lodging ceiling (in CONUS and in a non-foreign OCONUS area does not include lodging tax.

NOTE 2: Tax paid on lodging at a foreign area is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The locality per diem lodging ceiling (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>) in a foreign OCONUS area includes lodging tax.

H. Summary of Allowances for An RC Member

1. Table 1 - Active Duty with Pay

ACTIVE DUTY WITH PAY		
1		
Situation 2	Transportation 3, 4	Per Diem
Annual Training (AT) 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	Not authorized if Gov’t Qtrs & dining facility/mess available.

ACTIVE DUTY WITH PAY		
1		
Situation 2	Transportation 3, 4	Per Diem
	reimbursement under par. T4030.	
Member commutes or AO determines member can commute.	*See par. T4030-E applies for one roundtrip only provided the place of active duty is outside primary residence town/city limits.	*Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside primary residence town/city limits.
ADT for fewer than 140 days/active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	*Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise, Ch 5 applies.	*Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise, Ch 5 applies.

2. Table 2 - Active Duty without Pay

ACTIVE DUTY WITHOUT PAY		
Situation 2	Transportation 3, 4	Per Diem
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for an RC Standby Reserve member.	Not authorized except occasional meals and/or Qtrs may be authorized/ approved (par. T4040-C) for travel days only 8 .

FOOTNOTES
(Tables 1 and 2)

*1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to primary residence 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, see par. 7665).

2/ Except as noted in par. 2240.

*3/ No travel and transportation allowances are authorized if place of duty and primary residence are in the corporate limits of the same city or town.

*4/ An RC member may not be paid for commuting from primary residence to duty - only one roundtrip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when Gov't Qtrs and dining facility/mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Gov't Qtrs for purposes of this table.

7/ An RC member on ADT not otherwise authorized per diem who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ An RC member on ADT not otherwise authorized per diem who occupies transient Gov't Qtrs may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty Training with or without Pay

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1, 2, 3		
Situation	Transportation	Per Diem
*Travel from primary residence to Assigned Unit or alternate site in local commuting area of the member's assigned unit or primary residence. 4	*May be authorized reimbursement under par. T4040-F. When the member travels between primary residence and an alternate site, the member is paid mileage for the distance that exceeds the distance from primary residence to the assigned unit.	Not authorized.
*Travel from primary residence/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 primary residence/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 primary residence/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 primary residence to assigned unit.	Not authorized.
RC Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		

**FOOTNOTES
(Table 3)**

1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

*2/ TDY station is alternate site outside the local commuting area (see par. 2800) of the member's assigned unit or primary residence 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/ See 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.