

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 169

Alexandria, VA

1 January 2001

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 January 2001 unless otherwise indicated.

J. P. MCLAURIN
Deputy Assistant Secretary of
the Army (MPP)

ROBERT C. OLSEN, JR
RADM, USCG
Director of Personnel Management

BONNIE MOREHOUSE
Deputy Assistant Secretary
of the Navy (MPWR)

EVELYN J. FIELDS
RADM, NOAA
Director, NOAA Corps

MARY LOU KEENER
Deputy Assistant Secretary
of the Air Force (FM&P)

R. MICHAEL DAVIDSON
RADM, USPHS
Assistant Surgeon General

This change includes all material written in MAP Items 59-98; 64-00(E); 66-00(E); 67-00(E); 79-00(E) and 80-00(E). Insert the attached pages and remove the corresponding pages. Remove page U(M)-8-1. This cover page replaces the Change 168 cover page.

BRIEF OF REVISION

These are the major changes made by Change 169:

U3120. Removes a charter transportation requirement that is no longer needed.

U3145; Appendices A, E and O. Revises the definition and associated acronym for the term "Commercial Travel Office."

U4225-C; U4520; Appendix A; Appendix O. Authorizes reimbursement to uniformed members for the cost of laundry, dry cleaning and pressing of clothing within specific limitations (effective for TDY travel performed on or after 1 January 2001).

U4605-A; U5810-E. Corrects the paragraph reference in pars. U4605-A and U5810-E NOTE.

U5240-K3; U5370-K3. Clarifies that the authority to move dependents/HHG acquired after the effective date of PCS orders but before entering an IPCOT applies for accompanied to accompanied tours also.

U5241-D1. Clarifies that dependents may be furnished transportation to a member's HOR or other location authorized or approved.

U7140; U9302 (deleted). Removes the United Nations (UN) provisions on station allowances and UN subsistence.

U7175. Provides an increase for muster duty pay to \$152.65 (effective 1 January 2001).

U7200-A3a. Adds travel between the new OCONUS PDS and the COT leave location and return as travel between authorized locations.

Tables U5G-1 and U5G-2. Increases the DLA Rates for 1 January 2001. FY 2001 DoD Authorization Act increases rates of monthly basic pay for uniformed members by 3.7%.

Appendix E. Updates the reference source for the policy in Part I, subpar. A-13.

Appendix L. Moves EUCOM under Unified Commands in Appendix L.

Appendix M. Rewrites this appendix proposing new wording and reorganization intended to simplify and update the JFTR.

Appendix O, T4020. Removes current travel charge card policy and refers the reader to the DoDFMR, Vol. 9 for such policy and procedures.

JOINT FEDERAL TRAVEL REGULATIONS

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Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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2. DoD Members. DoD members are required to make all travel arrangements in accordance with:
 - a. DoD 4500.9-R (Defense Transportation Regulation (DTR), Part I);
 - b. DoDI 4500.42 (DoD policy regarding passenger transportation reservation and ticketing services); and
 - c. Service regulations.
3. Non-DoD Members. Non-DoD members are required to make travel arrangements in accordance with Service regulations.

B. Use of Travel Agent Not Under Government Contract (Non-Contract Travel Agent) or Direct Purchase from Common Carrier. A non-contract travel agent or common carrier direct purchase may be used under the conditions in subpar. 1, but use must be authorized/approved by the order-issuing official.

NOTE: When a non-contract CTO is used, the member must demonstrate that use of a contract CTO was attempted.

1. Authorized/Approved Conditions

- a. Unusual Circumstances. A non-contract travel agent may be used in unusual circumstances when there is no alternative.
- b. Foreign Country. A non-contract travel agent may be used in a foreign country if CTO services:
 - (1) are not reasonably available, and
 - (2) ticketing arrangements cannot be made through a branch office or general agent of an American-flag carrier.
- c. Group/Charter Travel. NOAA Corps and PHS members may use group/charter travel made through a non-contract travel agent in accordance with Service regulations. Payment may not exceed costs authorized under this Chapter (B-103315, August 1, 1978).
- d. Foreign Vessel/Aircraft Transportation. Travel at personal expense on foreign vessels/aircraft is allowed only when the conditions in par. U3125-C or U3130-F are met.

2. Payment Limitation. Reimbursement for transportation arranged through authorized/approved use of a non-contract travel agent or common carrier direct purchase, is limited to the amount the member would have paid if the arrangements had been made directly through the carrier(s).

*C. Travel Agency Use to Obtain Transportation on Ships or Aircraft of Foreign Registry. ***Reimbursement for transportation is not authorized for travel at personal expense on ships or aircraft of foreign registry unless the conditions in par. U3125-C or U3130-F are met.***

*D. Payment to Travel Agency. ***No payment may be made to a travel agency for transportation charges in excess of those properly chargeable had the requested service been obtained by the traveler directly from the carrier(s) involved.***

U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

B. Class of Service**1. General**. Government policy is that:

- a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;
- b. members should determine travel requirements in sufficient time to use coach-class accommodations;
- c. first-class accommodations may be used only as permitted in subpar. 3;
- d. premium-class other than first-class accommodations may be used only as permitted in subpar. 4;
- e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;
- f. less than minimum standards may be authorized as permitted in par. U3100; and
- g. *when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."*

2. Officials Who May Authorize/Approve Premium-Class Air Accommodations Use. The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.

- a. Department of Defense, see DoD 4500.9 (Transportation and Traffic Management);
- b. The Secretary of Health and Human Services;
- c. The Director, USNOAA Corps; and
- d. The Secretary or Deputy Secretary of Transportation.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
To: San Francisco, CA and
Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
To: Chicago, IL
From: Chicago, IL
To: San Francisco, CA and
Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at \$251.

NOTE: The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in such case is limited to the cost of travel by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

*Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

For more information on GSA's Airline City Pairs Program, call or e-mail

Mona-Lisa Dunn
(703) 305-4661
monalisa.dunn@gsa.gov

Marion Williams
(703) 305-6906
marion.williams@gsa.gov

Rick Figard
(703) 305-6962
john.figard@gsa.gov

Renita Nowlin
(703) 305-7640
renita.nowlin@gsa.gov

advance of the travel, the AEA for a specific travel assignment is stated in the travel order. AEA may be authorized/approved for the entire period of a trip including travel time or, when appropriate, per diem or AEA may be authorized/approved for different portions of trips. An example in the latter case occurs when there is a relatively long period of travel time or travel and assignment in several localities on a single itinerary. The period for which AEA is authorized/approved is indicated in the document issued by the Secretarial Process or the Director of the Defense Agency concerned or designated representatives. These authorizations/approvals cover individuals specifically _____ listed _____ in the request and alternate or additional personnel not specifically listed, but who actually performed the duty covered by the request.

E. Requests. *See Appendix L.*

F. Data To Be Included in Requests. Requests should contain any of the following data that is relevant to the trip:

1. specific reason for travel;
2. whether meetings with technical, professional, or scientific organizations are involved;
3. whether international conferences or meetings are involved;
4. identity of the senior member of the party, whether civilian or military, including grade, full name, SSN and branch of the Service;
5. names and titles of foreign governmental contacts, if any;
6. roster of other employees or members of the Uniformed Services who also are performing the travel or TDY involved including grade, full name, SSN and branch of Service;
7. proposed itinerary showing complete identification of places to be visited, the length of duty at each place, and the inclusive dates of travel;
8. information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, lodgings, restaurants, etc.;
9. any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem shall not suffice;

advance of the travel, the AEA for a specific travel assignment is stated in the travel order. AEA may be authorized/approved for the entire period of a trip including travel time or, when appropriate, per diem or AEA may be authorized/approved for different portions of trips. An example in the latter case occurs when there is a relatively long period of travel time or travel and assignment in several localities on a single itinerary. The period for which AEA is authorized/approved is indicated in the document issued by the Secretarial Process or the Director of the Defense Agency concerned or designated representatives. These authorizations/approvals cover individuals specifically listed in the request and alternate or additional personnel not specifically listed, but who actually performed the duty covered by the request.

E. Requests. *See Appendix L*.

F. Data To Be Included in Requests. Requests should contain any of the following data that is relevant to the trip:

1. specific reason for travel;
2. whether meetings with technical, professional, or scientific organizations are involved;
3. whether international conferences or meetings are involved;
4. identity of the senior member of the party, whether civilian or military, including grade, full name, SSN and branch of the Service;
5. names and titles of foreign governmental contacts, if any;
6. roster of other employees or members of the Uniformed Services who also are performing the travel or TDY involved including grade, full name, SSN and branch of Service;
7. proposed itinerary showing complete identification of places to be visited, the length of duty at each place, and the inclusive dates of travel;
8. information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, lodgings, restaurants, etc.;
9. any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem shall not suffice;
10. reasons normal accommodations within the prescribed per diem allowances do not suffice; and
11. name and phone number of individual who may be contacted concerning this request.

When any of the data in items 1 through 10 are not available, the request should so state. Each request for approval of AEA after travel has been performed is accompanied by a copy of DD Form 1351-3 (Statement of Actual Expenses) or a detailed statement showing dates, items, and amounts paid. Vouchers or receipts are not to be submitted with the request for AEA. Such documents are to be submitted to the disbursing/finance/travel office.

U4220 ITEMIZATION

For reimbursement on an AEA basis, a member must submit itemized expenses (see par. U4205) that indicate clearly the expenses applicable to each calendar day, excluding items claimed separately (such as taxicab fares and registration fees). When reimbursement for M&IE is on a per diem basis (as prescribed in par. U4210-B3), itemization of meals and incidental expenses is not required.

U4225 COMPUTATION RULES

A. General. When the actual expenses incurred during any 1 day are less than the daily amount authorized, the member is reimbursed only for the lesser amount. The daily amount authorized shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day are reviewed and allowed only to the extent determined to be reasonable by the order-issuing official. The maximum amount of reimbursement for actual expenses for each calendar day, or fraction thereof, is limited as indicated in subpars. B through D. In no case shall the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.

B. Meals Available Under Special Arrangements. When a member is participating in a special mission type function, such as deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, and TDY to remote areas, and meals are made available under a special arrangement between a Uniformed Service and any organization, institution, commercial concern, nonappropriated fund activity, agency of a local, state or foreign government, or U.S. Government agency, reimbursement of actual expenses incurred for meals is limited to the amount equaling the charge applicable to each meal made available under the special arrangements, not to exceed the charges for three meals per day.

Effective for TDY travel performed on or after 1 January 2001

C. Averaging Expenses. In determining the daily amount of expense items which do not accrue on a daily basis, such as laundry/dry-cleaning and pressing of clothing (*see NOTE*), and hotel maid tips, these expenses may be averaged over the number of days the member is entitled to AEA at the AEA location. Example: A member on an 8-day (Saturday-Saturday) TDY to an OCONUS location incurs a \$16 dry cleaning cost on Friday. The member may average the \$16 cost over the 8-day TDY and indicate that he paid \$2 per day.

(NOTE):

(a) Except as indicated in (b), the cost incurred during TDY travel (not after returning to 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 for personal laundry/dry-cleaning and pressing of clothing is not reimbursable when the traveler is entitled to a reduced per diem authorized under par. U4135. Proportional meal rate or Government meal rate is not a reduced per diem for this purpose.

(c) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for travel OCONUS and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for travel OCONUS.)

D. Special Rules for Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the member's status and location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging as provided in par. U4510.

2. Reimbursement for Day of Departure. The reimbursement method and daily maximum for the day of departure from the PDS is the same as that authorized for the first location where lodging is required.

3. Reimbursement for Day of Return. On the day of return to the PDS, the same method and daily maximum applicable to the previous calendar day shall apply. When return travel to the home or official station requires 2 or more days, see par. U4125-A3a for method of reimbursement.

U4230 COMPUTATION EXAMPLES

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

U4505 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official 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 authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The authorizing/order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U4520, item 9g.

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

A. General. A member is entitled to reimbursement for meals and/or quarters as provided in subpar. B when the order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority;
or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
2. par. U4102-D (within PDS limits only for members escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
6. par. U4102-J, K, and M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
8. par. U4125-A3e (Essential Unit Messing);

9. par. U5108-D (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
10. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS);
11. par. U7025 (travel incident to application processing);
12. par. U7125-D (bedpatient or inpatient); or
13. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in Appendix B or D for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.
2. Meals. If the order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as prescribed in subpars. U4125-A3b(1)(a)3 or (b)3 based on the per diem rate as prescribed in Appendices B or D for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

U4520 MISCELLANEOUS EXPENSES

Travelers are entitled to reimbursement for necessary travel and transportation related expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. taxes on lodging (except when MALT PLUS for POC travel is paid) in *the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands*, limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$50 per night, and the traveler elects to stay at a hotel that costs \$100 per night, the traveler may only be reimbursed the amount of taxes on \$50, which is the maximum authorized lodging amount) (*taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are part of per diem/AEA and are not separately reimbursable*);

NOTE: *Taxes for OCONUS lodging are part of per diem/AEA and are not separately reimbursable;*

Effective for TDY travel performed on or after 1 January 2001

6. (a) Except as indicated in (b), the cost incurred during TDY travel (not after returning to 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 (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);

(b) The cost for personal laundry/dry-cleaning and pressing of clothing is not reimbursable when the traveler is entitled to a reduced per diem authorized under par. U4135. Proportional meal rate or Government meal rate is not a reduced per diem for this purpose;

(c) The cost incurred during TDY/PCS travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for travel OCONUS and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for travel OCONUS.

7. fees for:

a. currency conversion; (***NOTE: Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984).)***);

b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does ***not*** include cashing checks/drafts ***for salary***); and

c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)).

8. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

9. CTO service and processing fees;

10. authorized/approved expenses for:

a. necessary stenographic or typing services, data processors or rental of typewriters a ICW reports/correspondence preparation;

b. clerical assistance;

c. services of guides, interpreters, packers, or vehicle drivers;

d. storage of property used on official business;

e. room rental at a hotel/other place used for official business;

f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);

g. official local and long distance phone calls (see par. U4505);

h. excess baggage transportation costs;

i. conference registration fees;

j. dual lodging costs (see par. U4125-A1i);

k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when

TDY is changed or canceled (***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***).

11. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
12. transportation-related tips for taxis, limousines, and courtesy transportation;
13. transportation costs to and from the transportation terminal (see par. U3320, and Chapter 3, Part E);
14. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fare to and from the terminal (see par. U3320);
15. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
16. the following transportation-related tips are reimbursable:
 - a. handling Government property at terminals and hotels;
 - b. customary tips for handling any baggage at transportation terminals; and
17. similar travel and transportation related expenses (i.e., Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.)

U4521 NOT USED

U4525 NOT USED

U4530 NOT USED

U4535 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, the per diem is computed under par. U4125-A3g(2).

U4536 NOT USED

U4537 NOT USED

U4538 NOT USED

U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

PART G TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY**U4600 GENERAL**

This Part prescribes dependent travel and transportation allowances when the member is assigned to indeterminate TDY.

***U4605 MEMBER ORDERED ON INDETERMINATE TDY**

A. General. When a member's TDY order does not provide for return to the PDS and:

1. the TDY is contemplated to be for 20 or more weeks at any one location, except as noted in par. U2146-B; or
2. the TDY order does not specify or imply any limit to the period of absence from the PDS;

dependent transportation at Government expense (but no per diem except under subpar. D) is authorized.

B. Transportation of Dependents to TDY Station or Other Location

1. When Both PDS and TDY Stations Are in CONUS or Both PDS and TDY Stations Are OCONUS. Dependent transportation at Government expense is authorized not to exceed the entitlement from the PDS to the TDY station.
2. When the PDS is in CONUS and the TDY Station is OCONUS, Dependent Transportation at Government Expense
 - a. may only be authorized to the TDY station or to a CONUS location by the Secretarial Process.
 - b. shall not be authorized/approved to the OCONUS station unless at least 12 months remain in the member's tour of duty at the OCONUS station on the date the dependents are scheduled to, or actually do, arrive at that station or on the date command sponsorship is granted, whichever is later.
3. When the PDS is OCONUS and the TDY Station is in CONUS. Dependent transportation at Government expense to the TDY station may be authorized by the Secretarial Process, not to exceed, the entitlement from the PDS to the TDY station.

C. Return of the Member to the PDS. When:

1. the member returns to the PDS on subsequent PCS orders, or
2. returns from indeterminate TDY,

after dependents have been moved at Government expense to the TDY station or to a CONUS location; the member is entitled to return dependent transportation from the TDY station or from the CONUS location to the PDS. Return transportation from CONUS to an OCONUS PDS shall not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependents are scheduled to, or actually do, arrive at that PDS or on the date command sponsorship is granted, whichever is later.

D. PCS Orders Received at TDY Station. When dependents are moved at Government expense to the TDY station and the member receives PCS orders at the TDY station, dependent travel and transportation allowances at Government expense (to include per diem) for travel performed to the new PDS shall not exceed the entitlement from the TDY station to the new PDS

b. that a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

3. Travel Requests. Travel may be requested by:

- a. the member,
- b. the member's spouse, or
- c. another dependent (if the member has no spouse, or the spouse is not available).

4. Travel Destination. The dependents' destination must be a designated place, except that dependents who are foreign-born may be returned to their native country.

5. Travel Reimbursement. Travel reimbursement may be paid to:

- a. the member, or
- b. the dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, February 21, 1979)).

6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:

- a. the court-martial is completed, or
- b. of administrative discharge.

K. Dependents' Travel Incident to In-Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Accompanied Tour

- a. Dependents may be moved at Government expense from a designated place to the current PDS if the dependents are command sponsored at the PDS prior to dependent travel to the PDS.
- b. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command sponsored prior to their travel to the PDS. Entitlement in this case is from the place the dependents are located to the current PDS, up to those for travel from member's old PDS to current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of U5222-C4 apply. A member may leave command-sponsored dependents at the old PDS (which then is a designated place) if authorized/approved through the Secretarial Process (may not be delegated below the headquarters that directs transportation policies or procedures for the Service concerned) and receive station allowances at the with dependent rate (par. U9301-B1). A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances.

*3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command sponsored prior to their travel to the PDS. Entitlement in this case is from the place the dependents are located to the current PDS, up to the cost from member's old PDS to current PDS.

U5241 TRAVEL OF DEPENDENTS WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This subparagraph applies to dependents of a member (without regard to command sponsorship (B-158661, December 22, 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), or who dies while entitled to basic pay (37 U.S.C. §406(f)).

B. Definitions

1. Dependent. See Appendix A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became 21 years of age while the member was serving at that PDS (see par. U5215-B).

2. Transportation. "Transportation," as used in this paragraph, includes transportation-in-kind or reimbursement therefor under pars. U5203-A, first itemization, item 2, and MALT under par. U5205-A.

C. Limitations

1. Destination. No travel may be authorized/approved under this subparagraph unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.

2. Time. Entitlement to dependents travel and transportation allowances ends if the dependents do not begin travel to their final home within 1 year from the date of the official status report, or within 1 year after the member dies while entitled to basic pay. However, travel at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). No travel and transportation allowances are authorized under this paragraph when travel is delayed until after receipt of official notice that the member has returned to an active status.

3. Per Diem. A dependent entitled to the transportation authorized in subpar. D pursuant to the death of a member entitled to basic pay (37 U.S.C. §406(f)), also is entitled to per diem under par. U5210. Per diem is not payable in connection with the other dependent transportation authorized in this paragraph.

D. When Authorized

*1. General. Dependents may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when dependents receive official notice that the member is:

- a. dead; or
- b. injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or
- c. absent for a period of more than 29 days in a missing status.

When dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the dependents may be transported to an interim location (within the limitation imposed in subpar. C1) to reside pending a decision on where to exercise the entitlement to a final move at Government expense. That final move must be exercised within the time limit established in subpar. C2.

2. Additional Moves

- a. Change in Status. Dependents moved under subpar. 1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in subpar. 1.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

2. Accompanied to Unaccompanied Tour. Par. U5222-C4 applies. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

*3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation if the dependents are command sponsored. Entitlement in this case is from the location of HHG to the current PDS, up to the cost from member's old PDS to current PDS.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

L. Consumable Goods Allowance Incident to Tour Extension or IPCOT. Transportation of consumable goods for a tour extension or an IPCOT at a PDS in an area listed in Appendix F may be authorized/approved through the Secretarial Process.

U5372 HHG TRANSPORTATION WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

(See par. U5241 for related dependent transportation.)

A. General. This paragraph prescribes the HHG transportation entitlement of a member on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), and of a member who dies while entitled to basic pay (37 U.S.C. §406(f)). For members who die after retirement or release from active duty, see par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this paragraph only if a reasonable relationship exists between the circumstances of the applicant and the destination to which transportation is requested.

2. Weight. The HHG weight limitations in par. U5310-B do not apply. The HHG weight of members of the Defense Services is subject to the 18,000 pounds (net) weight limitation imposed by 37 U.S.C. §406(b)(1)(D).

3. Time. The HHG transportation entitlement under this paragraph terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (see par.

U5012-I). If the estate of the decedent becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the date of the final court decree.

C. When Authorized

1. General. HHG transportation is authorized to a member's HOR or to the residence of the member's dependents (including the member's spouse in the case of a member married to a member), next of kin, or other person entitled to receive custody of the HHG when official notice is received that the member is:

- a. dead,
- b. injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or
- c. absent for a period of more than 29 days in a missing status.

Subject to subpar. B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person entitled to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the entitlement to a final HHG move. Within the time limit established in subpar. B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under subpar. B1. If the dependents take physical possession of the HHG at the interim location, they must agree to bear all costs in excess of the cost of transporting the HHG in one lot from the OCONUS origin to the final destination via that interim location. In determining the excess costs, the cost of authorized temporary storage in transit are part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Government expense for the dependents' use only if their final destination is at that same location.

2. Additional Moves

- a. Change in Status. HHG transported under subpar. 1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in subpar. 1.
- b. No Change in Status-Member Reported as Missing for More than 1 Year. HHG transported under subpar. 1 again may be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move. Also, if a mobile home was previously moved under par. U5545-A, HHG may be transported under this subparagraph.

D. Storage

1. General. When the identity of the person entitled to receive the HHG of a member referred to in subpar. A is not known or is subject to litigation or, if known, the person has not been located and notified to take custody of the HHG, the HHG may be stored or continued in storage until such time as proper disposition can be made.

2. Temporary Storage. Temporary storage of HHG turned over for transportation within the time limits stated in subpar. B may be authorized/approved under par. U5375. Temporary storage in excess of 180 days is at the expense of the person for whom transportation is being made.

3. Nontemporary Storage

- a. Upon Death. Upon request of the dependent, HHG of a member who dies while entitled to basic pay may be placed in NTS in accordance with par. U5380-L, table, item 17.
- b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized in accordance with par. U5380-L, table, item 18.

c. Change in Type of Status. If the member is declared dead while in a missing status, NTS is authorized in accordance with par. U5380-L, table, item 19.

E. Termination of Missing Status. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Government expense for the time limit stated in par. U5380-L, table, item 20. If the member is not returned to active duty, the entitlement to transportation of HHG placed in NTS under subpar. D3b is determined under pars. U5360, U5365 or provisions in this paragraph which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days in a Missing Status, and Spouse Is Also a Member. If a member on active duty is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse in connection with the spouse's next immediate PCS under the circumstances authorized in subpar. C. The 1-year time limit and the approval requirement for additional time in subpar. B3 do not apply. HHG transportation authorized in this subparagraph is in lieu of any other transportation authorized in subpar. C. For transportation purposes, the member's and spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the spouse. See subpar. D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of this subparagraph.

U5375 TEMPORARY STORAGE

A. General. Temporary storage is part of HHG transportation. This storage is cumulative and may accrue at any combination of origin, transit, and destination. This storage may be authorized in the nearest available storage facility. The period of actual storage governs, regardless of commercial billing practices. The entitlement to temporary storage of HHG not already under Government control begins on the date the HHG are released to a carrier, contractor, or the Government for transportation. Temporary storage is not authorized for:

1. intra-city HHG transportation as authorized in par. U5355-A; or
2. transportation of HHG on TDY, except as authorized in pars. U4770, U5345-C, and U5360-E.

Except as provided in subpars. D, F, and G, the member is liable for all costs of temporary storage when HHG placed therein under PCS orders are not transported under those orders.

B. Time Limits

1. First 90 Days of Storage. A member is entitled to 90 days' temporary storage for any authorized HHG transportation. If HHG are not removed from storage before expiration of the first 90 day period, storage charges accruing thereafter are the member's responsibility unless additional storage is authorized/approved under subpars. 2 and 3. If the Government amends, modifies, cancels or revokes the orders or issues further change-of-station orders while the HHG are in temporary storage, see subpars. F and G.

2. Second 90 Days of Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by an official designated by the Service. Requests for authorization/approval of such additional storage must be accompanied by a statement from the member of all the facts. Among the reasons that additional storage may be authorized/approved are:

- a. serious illness of the member,
- b. serious illness or death of a dependent,
- c. impending assignment to Government quarters,

- d. directed TDY after arrival at PDS,
- e. nonavailability of suitable civilian housing,
- f. awaiting completion of residence under construction, and
- g. acts of God.

3. Storage After First 180 Days

a. Additional Storage When Member on TDY or Deployed for More than 90 days or for an Indefinite Period While HHG are in Temporary Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the time limit in subpars. 1 and 2, additional storage may be authorized/approved by an official designated by the Service. This authority to extend the time limit for temporary storage applies only to those members on TDY or deployed for a period in excess of 90 days or for an indefinite period.

b. Additional Storage Under Circumstances Beyond Member's Control. Temporary storage beyond the 180-day time limitation prescribed in subpar. 2 may be authorized/approved through the Secretarial Process, when, for reasons deemed appropriate by the Service concerned which are beyond the member's control (for example, impending assignment to Government quarters), the member is unable to take possession of the HHG within the 180-day time limitation.

C. Temporary Storage for HHG Transported from NTS to Destination. Unless otherwise prohibited in these regulations, members whose HHG are in NTS are authorized temporary storage at any combination of origin (place of NTS), transit, or destination, in connection with transportation from NTS to destination. The time limits in subpar. B start on the day following termination of the NTS entitlement.

D. Temporary Storage Converted to NTS. Upon authorization/approval by the Service concerned, temporary storage at origin may be converted at the member's request to NTS, in whole or in part, if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. Unless otherwise provided in this Part, transportation of HHG converted from temporary storage to NTS is not authorized before further PCS orders are issued.

E. Withdrawal and Local Move of Partial Lots of HHG from Temporary Storage. A member is entitled to withdrawal and delivery of one partial lot of HHG from temporary storage, if authorized/approved by the official designated by the Service concerned. Withdrawal and delivery of a second partial lot may be authorized/approved when, for reasons beyond the member's control, unforeseen circumstances arise after the first withdrawal (such as a further extension of the projected quarters availability date) which would result in hardship to the member or dependents if additional HHG are not withdrawn. A member also is entitled to withdrawal and delivery of additional partial lots of HHG from temporary storage, but the member is liable for any cost in excess of what would have been incurred by the Government had withdrawal and delivery been made in one lot.

F. Further PCS Orders Received After The Member Arrives at a New PDS. A member, who receives further PCS orders after arrival at a new PDS, and whose HHG are in temporary storage at the time such orders are received, is entitled to continued temporary storage, regardless of the time limit prescribed in subpar. B, until the effective date of the new orders. Subsequent entitlement to storage is determined under the new PCS orders.

G. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended or Modified. A member, under PCS orders which are amended or modified before the member arrives at the new PDS, but after the HHG are released to a carrier, contractor or the Government for transportation or storage, is entitled to the type of storage authorized under the original orders until the effective date of the amended or modified order. Thereafter, the entitlement to storage is determined under the amended order.

2. Orders Canceled or Revoked. A member, under PCS orders which are canceled or revoked after the HHG are released to a carrier, contractor or the Government for transportation or storage, is entitled to the type of storage authorized under the original orders until the date of cancellation or revocation. Thereafter, the member is entitled to temporary storage in connection with return transportation or delivery of the HHG to an authorized place.

U5380 NONTEMPORARY STORAGE

A. General. NTS is all storage other than temporary or special storage. The entitlement to NTS includes any shipment, local move, packing, and crating necessary to place the HHG in the designated storage facility. The total weight of the HHG transported plus the weight of the HHG in storage at Government expense on the same PCS order should not exceed the weight allowance in par. U5310-B. However, if the weight of the HHG in NTS plus the weight of the HHG transported on the same orders exceeds the weight allowance, the Government may pay the costs associated with storing the excess weight if requested to do so by the member. Costs for storage of the excess weight must be collected from the member (see par. U1010-B8). NTS may be authorized by the official designated by the Service concerned in facilities determined to provide best value to the Government. Any costs to and from a selected storage facility is at Government expense.

B. Place of NTS

1. General. Except as otherwise provided in this paragraph, NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS order is issued. The official designated by the Service concerned determines which storage facility provides best value to the Government.

2. Return of HHG from OCONUS. When HHG are returned to CONUS from OCONUS for NTS the place of NTS is determined by the official designated by the Service concerned.

3. NTS Authorized While HHG Are in Transit. HHG, en route to a destination under a prior order at the time further orders are issued which entitle the member to NTS, may be placed in NTS upon arrival at the initial destination or diversion point.

C. NTS as an Alternative to Transportation. Notwithstanding any provision of this paragraph, a member is entitled to NTS as an alternative to transportation of any of the member's HHG when such storage is in the Government's best interest. However, NTS shall not be authorized as an alternative to the transportation under par. U5370-D1 incident to return of dependents under par. U5240-D2, item h. With this exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is entitled to NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process. The place of NTS is an authorized point of origin from which transportation may be made when a member later becomes entitled to HHG transportation.

D. NTS Converted to Temporary Storage. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the member's request to temporary storage, in whole or in part if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. However, any storage costs accruing for periods in excess of 180 days are the member's responsibility. Unless otherwise provided in par. U5375-B3, no additional storage of the HHG converted from NTS to temporary storage is authorized before further PCS orders are issued.

E. NTS of HHG Currently in Temporary Storage. When HHG are in temporary storage on the date further orders are issued under which NTS is authorized, the authorized period of NTS begins on the effective date of the latter orders. (See par. U5375-F or G1.)

F. Withdrawal of HHG from NTS as an Alternative to Continued Storage. A member, whose HHG were placed in NTS, is entitled to withdraw any or all of the HHG from storage in lieu of continued NTS. However, the HHG withdrawn must be for use by the member or dependents in establishing or augmenting a place of residence. Withdrawal, a local move, unpacking, and uncrating are at Government expense. No further transportation or storage of the withdrawn HHG is authorized before further PCS orders are issued, except as otherwise provided in this Part (45 Comp. Gen. 771 (1966)).

G. NTS Incident to Occupancy of Government or Government-Controlled Quarters and Incident to Vacating Local Economy Quarters

1. Incident to Occupancy of Government or Government-Controlled Quarters. The NTS provided for in subpars. a and b applies to all members assigned to quarters in CONUS; it may be applied to members assigned to OCONUS Government quarters if specifically authorized in Service regulations. Neither the weight allowance in par. U5310-B nor the 18,000 pound limit imposed by 37 U.S.C. §406(b)(1)(D) apply to this subparagraph. Necessary packing, crating, unpacking and uncrating is authorized incident to NTS under this subparagraph. For entitlement to a local move when a member is required to vacate quarters incident to separation from the Service or relief from active duty under honorable conditions, or incident to retirement from the Service, see pars. U5360-F and U5365-G, respectively. For a local move incident to assignment or termination of Government or Government-controlled quarters under other circumstances, see par. U5355-C.

a. Moving to and from Government Quarters. A member is entitled to NTS of HHG that cannot be accommodated in assigned quarters for moves directed by competent authority on the basis of a Service requirement, such as:

- (1) assignment to Government quarters to use idle housing facilities (subpar. L, table, item 21);
- (2) vacating Government quarters (i.e., orders, unfit for occupancy, some unusual Service operational requirement) (subpar. L, table, item 22); or
- (3) reassignment to Government quarters when the conditions in item b have been rectified or alleviated (subpar. L, table, item 21).

NTS incident to Government quarters assignment for the convenience or morale of the member is not authorized. If a member voluntarily vacates Government quarters for personal reasons or convenience, neither Government funded NTS of the HHG from the Government quarters, nor continued NTS of the HHG in NTS as excess to the Government quarters, is authorized. Charges for handling out delivery to the member's local residence, and unpacking HHG delivered from NTS are payable by the Government. NTS shall not be authorized under this subparagraph when termination of Government quarters assignment is incident to the advance return of dependents and HHG under pars. U5240-D2, item h and U5370-D8, respectively.

b. Moving from Government-Controlled Quarters. When a member occupying quarters under the jurisdiction of a Service (other than Government quarters) is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is entitled to NTS within the time limits prescribed in subpar. L, table, item 23. This includes a local move between the quarters and the NTS facility incident to vacating and reoccupying the quarters, or between the NTS facility and Government quarters if such quarters were occupied in lieu of reoccupying the vacated quarters. If vacating the quarters is for a temporary period, the member is entitled to a combination of a local move under par. U5355-C and NTS under this subparagraph.

2. Incident to Vacating Local Economy Quarters

a. Member Is Directed by Competent Authority to Vacate Local Economy Housing. A member is entitled to NTS, with no weight limitation based on grade when, in compliance with orders, the member vacates local economy quarters (52 Comp. Gen. 293 (1972)). For entitlement to a local move in such situations, see par. U5355-D1.

b. Member Vacates Local Economy Quarters Incident to Involuntary Tour Extension. A member is entitled to NTS, with no weight limitation based on grade, when a tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). NTS is authorized until the member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order. A local move from NTS to Government or economy

quarters, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour. For entitlement to a local move of HHG to other local economy quarters from which the member is to commute daily to the PDS, see par. U5355-D2.

H. NTS When Ordered on PCS to a Remote CONUS Area with a housing Shortage. A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

I. Successive Periods of Entitlement to NTS. A member, whose HHG are in NTS when further orders authorizing NTS are received, is entitled to continued storage until the termination of entitlement under the latter orders.

J. Orders Amended, Modified, Canceled or Revoked. For entitlement to NTS when orders are amended, modified, canceled or revoked, see par. U5375-G.

K. NTS Upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, or Involuntary Separation

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty and entitled to HHG transportation to the HOR or PLEAD under par. U5360 is entitled to NTS, unless specifically prohibited in par. U5360. The time limitation for such storage is in par. U5360-B1.

2. Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, or Involuntary Separation. A member, or a dependent in the event of the retiree's death, who is entitled to HHG transportation to a HOS, is entitled to NTS of any of the HHG for a period not to exceed 1 year from the date of termination of active duty. The authority and circumstances for extending the 1 year storage limit, in par. U5365-C apply.

L. Time Limits. The entitlement to NTS is based on the member's status as prescribed in the following table. The entitlement begins on the date orders are issued and continues as long as the situation exists. When termination of entitlement in one situation is followed by the beginning of another situation, the period of entitlement is continuous. For entitlement to temporary storage for periods after termination of entitlement to NTS, see par. U5375.

Situation	Termination of Entitlement
1. PCS with TDY en route (par. U5345-C).	1. Date of departure of member from last TDY station to proceed to the new PDS.
2. Assignment by PCS orders or when called/ordered to active duty to pursue a course of instruction of 20 weeks or more (par. U5345-D).	2. Date of departure of member from the last course of instruction following completion or termination of attendance thereat.
3. PCS CONUS PDS area to which HHG transportation is restricted (par. U5345-E).	3. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order or removal of Service restriction.
4. Transfer to a hospital for observation and/or treatment (par. U5345-F).	4. Date of termination of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.
5. Detachment from PDS to await orders, detail, assignment or separation (par. U5345-G).	5. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
6. Ordered to duty in a remote CONUS area with a housing shortage(subpar. G).	6. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order.

<p>7. PCS to PDS located at or in the vicinity of the place of storage (par. U5345-H) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable.</p>	<p>7. Ninety days after the member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (see par. U5345-H for storage in excess of 90 days).</p>
<p>8. PCS from CONUS to OCONUS PDS (pars. U5350-A and C).</p>	<p>8. Member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>9. Assignment to duty under any of the conditions listed in par. U5350-B.</p>	<p>9. Date of member's detachment in CONUS, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a vessel designated as operating OCONUS continuously for 1 year or more or assigned to staff duty in connection with such vessel (par. U5350-D).</p>	<p>10. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. U5350-F).</p>	<p>11. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>12. Involuntary tour extension (par. U5355-D2).</p>	<p>12. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.</p>
<p>13. Separation from the Service or relief from active duty (par. U5360).</p>	<p>13. As prescribed in par. U5360-B1.</p>
<p>14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary separation with readjustment or separation pay (par. U5365).</p>	<p>14. As prescribed in par. U5365-C.</p>
<p>15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. U5370-D3).</p>	<p>15. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. U5370-E).</p>	<p>16. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>17. Member dies while entitled to basic pay (par. U5372-D3a).</p>	<p>17. One year after date of death. If the member described in par. U5372-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse-member's next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse-member's date of death, whichever is longer.</p>
<p>18. Officially reported as absent for a period of more than 29 days in a missing status (par. U5372-D3b).</p>	<p>18. One year from date of official missing status report, unless further extended through the Secretarial Process (see par. U5012-I).</p>
<p>19. Member is declared dead while in a missing status (par. U5372-D3c).</p>	<p>19. One year after date of official notice of death.</p>
<p>20. Member is returned to active duty from a missing status (par. U5372-E).</p>	<p>20. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.</p>

21. HHG are stored as an alternative to transportation (subpar. C).	21. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
22. Assignment or reassignment of Government quarters (subpar. G1a).	22. Date member is ordered to relinquish Government quarters.
23. Assignment to Government quarters is terminated or member is required to vacate Government quarters temporarily (subpar. G1a).	23. Date member is subsequently assigned to Government quarters or to other quarters under the jurisdiction of a Service, is authorized to return to previously vacated or similar Government quarters, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
24. Required to temporarily vacate other quarters under the jurisdiction of the Service (subpar. G1b).	24. Date member is authorized to reoccupy these quarters, is assigned Government quarters, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
25. Installation of Government owned furniture and appliances which displace similar privately owned items in Government quarters or other quarters under Service jurisdiction (subpar. G).	25. Date member is ordered to relinquish the quarters.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time not to exceed member's authorized period of storage (61 Comp. Gen. 180 (1981)).
27. Ordered to an area to which transportation of personal baggage is not permitted.	27. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. U6010)	28. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order or when return of HHG to the member's residence at or in the vicinity of the OCONUS PDS is authorized.

U5385 ADVANCE OF FUNDS

Except for USPHS, advance payment of an operating allowance for self-procured transportation of HHGs is authorized depending on the type move the member elects. Advance payment is authorized:

- a. of a monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.
- b. of a monetary allowance, equal to the constructed expenses, NTE 100% of the Government's constructed cost arranged under par. U5320-D2a.
- c. of 60% of the monetary allowance under par. U5320-D2b.

- d. elects not to occupy such quarters or facility,

is entitled to DLA.

14. Both Spouses Below Grade E-6 Assigned to Sea Duty. The senior spouse of a dual military couple (both below grade E-6) is entitled to DLA if the spouses:

- a. *have no dependents*,
- b. are assigned simultaneously to permanent duty aboard ship(s),
- c. elect not to occupy assigned shipboard quarters, and
- d. occupy non-Government quarters ashore,

(B-252098.2, October 18, 1993).

C. Special Categories DLA Not Authorized. No DLA entitlement accrues in connection with a PCS:

1. from home or from PLEAD to first PDS;
2. from last PDS to home or to the PLEAD;
3. from last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. when the member does not relocate the household; or

for a member with dependents, in connection with PCS travel performed:

5. under the conditions outlined in par. U5203-B, items 1a, b, c, and d; 2a, b, c, e, and f; and 3b.

D. Relocation of Household Incident to Alert Notification. A member with dependents,

1. who relocates the household incident to official alert notification,
2. but before PCS orders are issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-H,

is entitled to the DLA only when the PCS has been completed.

E. Entitlement When Member Married to a Member Is Transferred to a New PDS. Table U5G-3 is for a member married to a member who, incident to a PCS, disestablishes a household at one PDS and establishes a household at a new PDS.

*Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2001		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,419.74	\$2,978.67
O-9	\$2,419.74	\$2,978.67
O-8	\$2,419.74	\$2,978.67
O-7	\$2,419.74	\$2,978.67
O-6	\$2,219.92	\$2,682.03
O-5	\$2,138.07	\$2,585.22
O-4	\$1,981.38	\$2,278.89
O-3	\$1,587.92	\$1,885.42
O-2	\$1,259.59	\$1,609.92
O-1	\$1,060.67	\$1,439.17
O-3E	\$1,714.68	\$2,026.27
O-2E	\$1,457.65	\$1,828.22
O-1E	\$1,253.43	\$1,689.14
W-5	\$2,013.07	\$2,199.67
W-4	\$1,787.73	\$2,016.59
W-3	\$1,502.55	\$1,847.59
W-2	\$1,334.42	\$1,699.72
W-1	\$1,116.99	\$1,469.97
E-9	\$1,468.22	\$1,935.61
E-8	\$1,347.61	\$1,784.22
E-7	\$1,151.33	\$1,656.59
E-6	\$1,042.17	\$1,530.71
E-5	\$961.21	\$1,376.66
E-4	\$836.21	\$1,376.66
E-3	\$820.36	\$1,376.66
E-2	\$666.32	\$1,376.66
E-1	\$594.16	\$1,376.66

*Table U5G-2

<u>SECONDARY</u> DLA RATES EFFECTIVE 1 JANUARY 2001		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$1,935.78	\$2,382.93
O-9	\$1,935.78	\$2,382.93
O-8	\$1,935.78	\$2,382.93
O-7	\$1,935.78	\$2,382.93
O-6	\$1,775.95	\$2,145.64
O-5	\$1,710.45	\$2,068.17
O-4	\$1,585.10	\$1,823.12
O-3	\$1,270.34	\$1,508.35
O-2	\$1,007.68	\$1,287.94
O-1	\$848.54	\$1,151.33
O-3E	\$1,371.74	\$1,621.02
O-2E	\$1,166.12	\$1,462.57
O-1E	\$1,002.75	\$1,351.31
W-5	\$1,610.45	\$1,759.74
W-4	\$1,430.19	\$1,613.27
W-3	\$1,202.03	\$1,478.07
W-2	\$1,067.53	\$1,359.77
W-1	\$893.60	\$1,175.98
E-9	\$1,174.57	\$1,548.49
E-8	\$1,078.10	\$1,427.36
E-7	\$921.05	\$1,325.27
E-6	\$833.75	\$1,224.56
E-5	\$768.97	\$1,101.34
E-4	\$668.97	\$1,101.34
E-3	\$656.30	\$1,101.34
E-2	\$533.07	\$1,101.34
E-1	\$475.32	\$1,101.34

NOTE: These rates are only payable when a second DLA is paid IAW par. U5630-B6.

ENTITLEMENT TO DLA WHEN A MEMBER MARRIED TO A MEMBER IS TRANSFERRED					
RULE	<u>If one member</u> A	<u>and the other member</u> B	<u>at the old PDS</u> <u>they occupied</u> C	<u>at the new PDS</u> <u>they occupied</u> D	<u>then DLA is payable</u> E
1	has no dependents	has no dependents	the same quarters	the same quarters ³	to either member at the "without dependent" rate, but not both ^{1,4}
2			separate quarters	separate quarters ^{2,3}	to both at the "without dependent" rate ⁴
3				the same quarters ³	
4				separate quarters ^{2,3}	
5		has dependents	the same quarters	the same quarters ³	to either the member who has no dependents at the "without dependent" rate or to the member who has dependents at the "with dependent" rate, but not to both members ¹
6				separate quarters ^{2,3}	
7			separate quarters	the same quarters ³	
8				separate quarters ^{2,3}	
9	has dependents	has dependents	the same quarters	the same quarters	to either member at the "with dependent" rate, but not to both ¹
10			separate quarters	separate quarters ²	to both members at the "with dependent" rate
11		the same quarters			
12		separate quarters ²			

1. The husband and wife may select the greater entitlement. However, when one member moves incident to a PCS at one time and establishes a household at the new PDS and, at a later date, the other member moves incident to a PCS and occupies the same residence as the spouse:
 - (a) both members would be entitled to a DLA at the "without dependent" rate under Rule 1,
 - (b) the member who has no dependents at the "without dependent" rate, and the member with dependents at the "with dependent" rate under Rule 5, and
 - (c) both members at the "with dependent" rate under Rule 9.
2. Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependents.
3. Except as indicated in par. U5610-B, and when a member in pay grade E-7 and above without dependents elects not to occupy available Government quarters, a member, who has no dependents and who is assigned to Government quarters at the new PDS (including a ship), is not entitled to DLA.
4. DLA is not payable to either member of a member married to member couple who occupy Government quarters, if neither member has a dependent.

Table U5G-3

the "new PDS" is the HOR or authorized HOS under U5130-A1 of the member.

C. POV Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port Via Storage Facility. When a member and/or dependent(s) delivers the POV from the old PDS to the designated storage facility, and then travels to the passenger POE, the member is authorized:

- a. MALT for one authorized traveler at the rate in Appendix A for the official distance from the old PDS to the designated storage facility; and
- b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger port of embarkation. The reimbursement for transportation from the designated storage facility to the passenger port of embarkation shall not exceed the cost for direct travel from the old PDS to the passenger port of embarkation.

In addition, members receive a flat per diem rate of \$50, and per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the old PDS to the designated passenger port of embarkation.

2. Delivery - Travel to Storage Facility Via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate (see Appendix A) for the official one-way distance from the passenger port to the designated storage facility. Reimbursement for travel back to the passenger POE is not authorized.

D. POV Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. When a member and/or dependent(s) travels from the passenger POD to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

1. MALT (see par. U5105-B1 and/or U5205-A1) for the official distance from the designated storage facility to the new PDS; and
2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger port of debarkation to the designated storage facility. The reimbursement for transportation from the passenger port of debarkation to the designated storage facility shall not exceed the cost for direct travel from the passenger port of debarkation to the new PDS.

In addition, members receive a flat per diem rate of \$50, and a per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the passenger port of debarkation to the new PDS (see par. U5160-F).

E. POV Delivery to Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. POV Delivery to a Designated Storage Facility in Connection with TDY En Route. A member who delivers a POV to a designated storage facility in connection with a foreign OCONUS PCS with TDY en route, is authorized:

- a. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the TDY station to the designated storage facility; and

- c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger port of embarkation. The reimbursement for transportation from the designated storage facility to the passenger port of embarkation shall not exceed the cost for travel from the TDY station to the passenger port of embarkation.

In addition, members receive a flat per diem for the allowable travel time (see par. U5160-F) from the TDY station to the passenger port of embarkation.

***NOTE:** *When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.*

2. POV Pick-up in Connection with TDY En Route. A member who picks up a POV from a designated storage facility in connection with PCS travel to an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger port of debarkation to the designated storage facility;
- b. a MALT for one authorized traveler at the rate in Appendix A for travel for the official distance from the designated storage facility to the TDY station; and
- c. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for items a and b shall not exceed the cost for travel from the passenger port of debarkation to the TDY station. In addition, members receive a flat per diem for the travel in items a and b for the allowable travel time (see par. U5160-F) from the passenger port of debarkation to the TDY station.

***NOTE:** *When a dependent(s) accompanies the member and/or picks up a POV from the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.*

U5815 STORAGE FACILITIES

A. Designated Storage Facilities. The Services, through the Secretarial Process, may designate storage facilities (see par. U5805).

B. Personally Procured POV Storage. An eligible member may be reimbursed for storing one POV at a commercial facility (see par. U5805). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility shall not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

U5820 FACTORS AFFECTING STORAGE OF POV

A. Orders Amended, Modified, Canceled or Revoked. A POV stored or shipped after receipt of PCS orders may be removed and shipped or transshipped to the proper destination, including the old or current PDS, at Government expense, if PCS orders are later amended, modified, canceled, or revoked. If less than 12 months remain on the OCONUS tour, the POV may not be removed from storage for shipment. The same exceptions in par. U5317 apply.

B. Storage Before Orders Issued. Storage of a POV is permitted before PCS orders are issued to an eligible member, provided the request is supported by a written statement:

**PART F3: MEMBERS ASSIGNED TDY AS
OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS**

***U7140 MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS**

Members assigned TDY as observers to UN peace-keeping organizations, who receive UN mission subsistence allowance (mission per diem), are entitled to per diem allowances under Chapter 4. The per diem amount, when added to the UN mission subsistence allowance, equals the per diem entitlement of a member assigned TDY to other than a UN peacekeeping organization in the same area. *In no event is the UN mission per diem allowance reduced.*

from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the orders).

c. Travel Upon Discharge. Upon discharge from the Financial Assistance Program, members are entitled to the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 U.S.C. §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is entitled to the PCS allowances in Chapter 5, Part B. The entitlement is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the orders.

F. Travel Allowances for Member Entitled to Medical and Dental Care. A member, entitled to medical or dental care under 10 U.S.C. §1074a for an illness, disease, or injury incurred or aggravated while:

1. on active duty for a period of 30 days or less;
2. on inactive duty training;
3. on funeral honors duty;
4. traveling directly to or from the place where the member performs or has performed the duty in items 1-3; or
5. remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is entitled to travel and transportation allowances in Chapter 3 and 4 for TDY for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no entitlement.

G. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for TDY under Chapters 3 and 4.

H. Station Allowances

1. General. A member of a reserve component, called (or ordered) from a residence OCONUS to active duty/active duty for training, is entitled to station allowances in Chapter 9 in the circumstances described in subpars. 2, 3 and 4. When a member is authorized station allowances at the with-dependent rate for the PLEAD, there are no command sponsorship requirements. The only requirement is that the member must reside permanently in the area concerned at the time called (or ordered) to active duty (55 Comp. Gen. 135 (1975)). See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH regulations for members of reserve components called (or ordered) to active duty from Alaska or Hawaii locations.

2. Called to Active Duty for 20 or More Weeks. Except as provided in subpar. 3, a member of the reserve component called (or ordered) to active duty from a location OCONUS for 20 or more weeks at one location is entitled to station allowances for the location from which called (or ordered) to active duty, beginning on the day the member is entitled to a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty orders. Entitlement to station allowances for the PDS location begins on the day the member reports at that location. A member called (or ordered) to active duty from a location in the CONUS for 20 weeks or more at one location is entitled to station allowances in the same manner as a regular member.

3. Called (or Ordered) to Active Duty for 20 or More Weeks But Not Authorized HHG Transportation. Except when transportation of HHG is authorized, a member of a reserve component called or ordered to active duty (other than for training), and a DoD retired member ordered to active duty under 10 U.S.C. §688(a), for 20 or more weeks at one location, away from the member's OCONUS principal place of residence (at the time called or ordered to active duty) shall be:

- a. considered to be assigned to duty at that residence, and
- b. be paid station allowances at the rate for that location.

Shipment of HHG under TDY orders in accordance with Chapter 4, Part H, does not affect this entitlement. Entitlement to station allowances begins on the day the member is entitled to a housing allowance. Per diem is payable as indicated in par. U7150-A4d.

4. Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of a reserve component called (or ordered) to active duty from an OCONUS location for less than 20 weeks is entitled to station allowances: 1) if the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation"); or 2) whenever there is no per diem entitlement. The member is entitled to station allowances at the rate prescribed for the location of the member's principal place of residence at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)).

U7155 RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for periodic physical examinations covered by par. U7250, retired members (including those on the TDRL and members in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, are entitled to travel and transportation allowances as provided in par. U7150 for members of the reserve components.

U7175 MUSTER DUTY ALLOWANCE FOR READY RESERVE

A member of the ready reserve (not a member of the National Guard or the Selected Reserve) is entitled to an allowance for muster duty if that duty is for at least 2 hours (37 U.S.C. §433). The amount of such allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the year preceding the calendar year in which the muster duty is performed. See par. 570106 of the DoD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DoD and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard:

***Effective 1 January 2001**
Muster Duty Pay is \$152.65

PART H: LEAVE TRAVEL AND TRANSPORTATION

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. **Entitlement.** Eligible members and their eligible dependents, if any, are entitled to the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. **NOTE: No cruise or tour packages.**

1. **Eligible Members.** An eligible member is one stationed OCONUS who is ordered to:
 - a. consecutive tour of duty at the same (old) PDS, or
 - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) one of the tours is unaccompanied, or
 - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).
2. **Eligible Dependents.** An eligible dependent is one who:
 - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
 - (1) the last day of the member's first tour at the old OCONUS PDS; or
 - (2) the effective date of the member's PCS to the new OCONUS PDS;
 - b. is command sponsored for both tours;
 - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. accompanies the member during both tours.
- *3. **Authorized Locations**
 - a. Travel between authorized locations is travel:
 - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
 - (2) from the old to the new OCONUS PDSs via an authorized destination; or
 - (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW subpar. B.
 - b. An authorized destination is the member's HOR or a place no farther distant. In addition, the Secretarial Process may authorize/approve any other destination.
 - c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.
 - d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in subpar. U5120-G.
 - e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see subpars. U5120-B or C (members) and U5218 (dependents).

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS. A member and/or dependents whose HOR is in CONUS and who must travel through CONUS to get to the new PDS may perform COT leave travel after PCS travel only if separate COT leave travel is authorized/approved in accordance with Service regulations.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Deferred COT leave travel must begin within a year after the member:

- a. begins the consecutive tour at the old OCONUS PDS, or
- b. reports to the new OCONUS PDS.

Exception to Time Limit for Contingency Operation: (Effective 1 November 1995) If unable to travel within a year because of duty in connection with a contingency operation, members and dependents may defer travel for an additional year after that duty ends.

C. Reimbursements

1. Member-Procured Transportation

a. ***A member, directed to use Government or Government-procured transportation for COT leave travel, who procures other transportation at personal expense, shall not be reimbursed.***

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see subpar. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is entitled to MALT PLUS under subpar. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:

- a. travel is to other than an authorized location, or
- b. a member elects:
 - (1) transportation under par. U7305, or
 - (2) either option available in lieu of transportation under par. U7305.

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

A. Entitlement. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) for DoD Services and/or Service regulations (see par. U1010-B9)) are entitled to transportation between authorized locations. They are entitled to commercial transportation to the international airport in CONUS closest to the location from which the member and/or dependents departed if

PART Q: TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS

U7550 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort. A member, employee, or other person who, in accordance with travel orders, accompanies a dependent between authorized locations, when travel of the dependent has been authorized by competent authority, and the dependent is incapable of traveling alone. An escort may be appointed by the member's commanding officer or order-issuing authority.

B. Attendant. A member, employee, or other person who, in accordance with travel orders, accompanies a dependent who is authorized to travel to or from a medical facility for required medical attention which is not available locally. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs. The duties of an attendant may include traveling with the patient and attending to the patient's needs at the destination medical facility. An attendant is appointed by competent medical authority.

U7551 GENERAL

This Part prescribes the travel and transportation allowances payable for escorts or attendants for dependents. This travel may be authorized under the following circumstances:

1. for a member, employee, or other person to escort a dependent(s) within the 1-year period after the member dies, is declared missing, is injured (see par. U5241) or is otherwise unable to accompany the dependent;
2. for member(s), employee(s), or other person(s) to travel as attendant(s) or escort(s) for dependent(s) accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. U5240-G) and the dependent(s) cannot travel alone;
3. for a sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS. In this case, round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized. Government transportation must be used on a space required basis as the directed mode when available. If not available, entitlement is as in par. U7552;
4. for a sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual or emergency circumstances in par. U5240. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination. Government transportation must be used on a space required basis as the directed mode when available. If not available, entitlement is as in par. U7552;
5. for member(s), employee(s), or other person(s) to escort dependent(s) authorized transportation from the member's PDS incident to an evacuation under par. U6004-B or G (OCONUS) or U6053-B (CONUS), and who is later authorized return transportation to the member's PDS under par. U6004-I (OCONUS) or U6053-H (CONUS). For escort travel entitlements in connection with dependent evacuation travel, see par. U6004-H (OCONUS) or U6053-G (CONUS);
6. for member(s) to accompany dependent(s) as attendant(s) or escort(s) when the dependent(s), requiring escort(s) or attendant(s) to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally;
7. for a member, employee, or other person to escort dependent(s) authorized transportation to attend a member's burial ceremony (see par. U5242); or

8. for a member, employee, or other person to accompany a dependent incapable of traveling alone as an attendant when the dependent is transferred to a STS facility in accordance with par. U7950.

Escort or attendant travel is authorized only when the order-issuing official determines that dependent travel is necessary and that dependents are incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstances. Orders for escort or attendant travel must cite this paragraph as authority. The travel and transportation allowances authorized by this paragraph may be paid in advance. For travel of attendants or escorts of members, see Part I.

U7552 MEMBERS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A member escort or attendant under this Part is entitled to TDY travel and transportation allowances.

U7553 CIVILIAN EMPLOYEES AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A U.S. Government civilian employee attendant or escort under par. U7551, items 1, 2, 5, 7, or 8 is entitled to the allowances in regulations issued by the employee's agency or department for TDY. Entitlements of DoD civilian employee attendants or escorts under par. U7551, items 1, 2, 5, 7, or 8 are in the Joint Travel Regulations, Volume 2, par. C6151 or C6150.

U7554 OTHER PERSONS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A person other than a member or U.S. Government civilian employee, designated to travel as an escort or attendant for dependents, should be issued invitational travel orders or be included in the same travel authorization (identified as an escort or attendant) issued to the dependent. This individual is entitled to the same transportation and travel allowances as a civilian employee.

U7555 ADVANCE OF FUNDS FOR ESCORTS AND ATTENDANTS FOR DEPENDENTS

The travel and transportation allowances authorized for an escort and attendant for a dependent may be paid in advance.

- U9301** **Members Ordered PCS to a Dependent Restricted or Unaccompanied Tour**
 - A. General
 - B. Reassignment from CONUS or from Overseas from Other Than a Dependent Restricted or Unaccompanied Tour to a Dependent Restricted or Unaccompanied Tour
 - C. Reassignment from a Dependent Restricted or Unaccompanied Tour to Another Dependent Restricted or Unaccompanied Tour
 - D. Member's PDS Declared a Dependent Restricted Tour Area
 - E. Entry Permission Withdrawn While Dependents en Route
 - F. Subsequent Reassignment to Unrestricted Area
 - G. Payment of Allowances to Member at Dependent Restricted Tour or Unaccompanied Tour Station

- U9302** **Not Used**

- U9303** **Station Allowances Entitlement When Both Husband and Wife are Members**
 - A. When Separate Households are Maintained
 - B. Cost-of-Living Allowance When Joint Household Maintained

- U9304** **Station Allowances Incident to Evacuation of Member's PDS**
 - A. Members With Dependents
 - B. Members Without Dependents

- U9305** **Vouchers and Supporting Documents**

they arrive there and terminating on the day before the day the dependents depart therefrom, or as otherwise prescribed in subpar. G. Payment is supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to Unrestricted Area. Upon subsequent PCS to a PDS to which transportation of dependents is authorized (par. U5222-D4), entitlement to station allowances under this paragraph terminates as provided in pars.U9101-B and U9151-B.

G. Payment of Allowances to Member at Dependent Restricted Tour or Unaccompanied Tour Station. During the period a member is entitled to station allowances under this paragraph, the member also is entitled to station allowances, if any, prescribed for a member without dependents at the new PDS.

***U9302 NOT USED**

U9303 STATION ALLOWANCES ENTITLEMENT WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually entitled to station allowances in their own right as a member with or without dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the overseas PDS. For COLA entitlement for member married to member E-5 and below serving on sea duty, see par. U9100-E1a(10). In no case shall a spouse who also is a member on active duty be a dependent for entitlement purposes in this Part.

B. Cost-of-Living Allowance When Joint Household Maintained. When both husband and wife are members and a joint household is maintained at or in the vicinity of their OCONUS PDS(s), only one member is entitled to COLA at the with-dependent rate based on the presence of a dependent(s), while the other member is entitled to COLA at the without-dependent rate, except when both members are receiving BAH at the with-dependent rate and one or both BAHs are based on a dependent parent residing with the member(s). *In no case shall a spouse who also is a member on active duty be considered a dependent for entitlement purposes.*

U9304 STATION ALLOWANCES INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members With Dependents

1. Overseas Housing Allowance. A member, whose dependents are evacuated and who was entitled to OHA at the with dependents rate on the date of such evacuation, is entitled to continue to be paid such allowances while the member's PDS remains unchanged, provided the following conditions exist:

- a. early return of the dependents to the vicinity of the member's PDS is anticipated;
- b. the member continues to maintain family-type quarters at personal expense during the absence of the dependents; and
- c. the period for which such payment is made does not exceed 6 months.

Commanding officers shall review each case on its own merits; they shall encourage members to terminate their family-type quarters when it becomes apparent that dependents shall not return.

2. Cost-of-Living Allowance. COLA at the with dependents rate is terminated effective on the date the dependents depart incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for the purpose of COLA.

3. Station Allowances at Designated Place. A member is entitled to station allowances as indicated below at the with dependents rate for the location of the designated place beginning the day after per diem terminates when:

- a. command-sponsored dependents are evacuated from OCONUS or dependents are evacuated from CONUS, and they
- b. reside at an authorized/approved designated place
 - (1) outside the United States (OHA and COLA), or
 - (2) in Alaska or Hawaii (COLA only).

See subpar. U9101-B and U9151-B for COLA/OHA termination.

B. Members Without Dependents

1. Overseas Housing Allowances. A member without dependents, who was entitled to OHA at the PDS on the date an evacuation is ordered or authorized and who continues to maintain commercial bachelor quarters, shall continue to be entitled to such allowances even though the member temporarily may be required to occupy Government quarters for all or any portion of the period involved. When the commanding officer believes the member shall not be permitted to return to the commercial housing in the foreseeable future, the commander shall encourage the member to terminate the commercial housing at the earliest practical date and shall terminate OHA concurrent with the termination of the commercial housing.
2. Cost-of-Living Allowance and TLA. COLA and TLA for members without dependents shall be paid during the period of an evacuation based on the conditions and circumstances prescribed in Part B2 and par. U9200.

U9305 VOUCHERS AND SUPPORTING DOCUMENTS

Regulations governing the preparation of vouchers and supporting documents are as prescribed by the Service concerned.

3. usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: *Unaccompanied baggage in connection with permanent duty and COT/IPCOT travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.*

NOTE 2: *In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

BLANKET TRAVEL ORDER. (Also called *Repeat Travel Order, Unlimited Open Travel Order, or Limited Open Travel Order.*) An order issued to a traveler who regularly and frequently makes trips away from the PDS within certain geographical limits for a specific time period in performance of regularly assigned duties. (Also see *Travel Orders.*) (**NOTE:** *Blanket travel orders are not used in DTS.*)

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. (**NOTE:** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400.)*)

CERTIFICATED AIR CARRIER. See *U.S. Flag Air Carrier.*

CIRCUITOUS TRAVEL. Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved.

COMMAND, UNIFIED. A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, and established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has approved and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. (**NOTE:** *The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.*)

COMMAND SPONSORED DEPENDENT. See *DEPENDENT, COMMAND SPONSORED.*

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

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

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404.

CONSECUTIVE OVERSEAS TOUR (COT). (Also see *IN PLACE CONSECUTIVE OVERSEAS TOUR.*) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

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

CONTINGENCY OPERATION. A military operation that:

1. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

***(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)

The DoD standard source for worldwide distance information based on city to city distance (*not* zip code to zip code) replacing *all* other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://www.dtod-mtmc.belvoir.army.mil>.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

DEPENDENT. Defined by 37 U.S.C. §401.

NOTE: Exception. For entitlement purposes under JFTR:

1. a member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation *ONLY* for purposes of travel between the port of overhaul, inactivation or construction, and the homeport as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;
2. a child is treated as a dependent of either a mother and father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);
3. a member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 U.S.C. §204.

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-G1), any of the following individuals: (See exception **NOTES** above.)

1. a member's spouse;

2. a member's unmarried child under 21 years of age (including an infant born after the effective date of PCS orders when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family);
3. a member's unmarried stepchild under 21 years of age (including an illegitimate child of the member's spouse, B-177061/B-177129, December 13, 1974) (***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood***);
4. a member's unmarried adopted child under 21 years of age (including a child placed in the home of the member by a placement agency for the purpose of adoption);
5. a member's unmarried illegitimate child under 21 years of age if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations;
6. a member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. a member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; (***NOTE: Children under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations***);
8. for transportation authorized in JFTR, par. U5215-B, a member's unmarried child who traveled at Government expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, otherwise would cease to be a dependent of the member, while the member is serving at an OCONUS PDS;
9. a member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age who:
 - a. is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary concerned; or
 - b. became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;
10. for return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. (See JFTR, par. U5240-E.);
11. for a dependency determination made on or after 1 July 1994, an unmarried person who:
 - a. is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and
 - (1) has not attained the age of 21, or
 - (2) has not attained the age of 23 years and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or

- (3) is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and
- b. is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary concerned; and
 - c. resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary concerned may by regulation prescribe; and
 - d. is not a dependent of a member under any other paragraph.

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. (**NOTE:** *The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.*)

DEPENDENT, COMMAND SPONSORED. (*Also see DEPENDENT*) Dependent(s) residing with a member at an OCONUS location where an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who meet the following conditions:

1. is eligible to travel to the member's PDS incident to the PCS orders (Except for acquired dependents and children born after the effective date of PCS orders.),
2. is authorized by the appropriate authority to be at the member's PDS, and
3. the member is entitled to station allowances at the with-dependents rate on behalf of the dependent(s) as a result of their residence in the vicinity of the member's PDS. See DODD 1315.7 (Military Personnel Assignments) for DoD Services and/or Service regulations for dependent command sponsorship criteria (see par. U1010-B13).

DEPENDENT RESTRICTED TOUR. An established tour at an OCONUS PDS that does not permit command sponsored dependents. Also referred to as unaccompanied hardship OCONUS tour or remote tour.

DESIGNATED PLACE. Except as used in JFTR, Chapter 6 (Evacuation Allowances):

1. a place in the United States, Commonwealths of Puerto Rico, and the Northern Mariana Islands, Guam, or any territory or possession of the United States;
2. the OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable (**NOTE:** *Limited to the native country of foreign born dependents for DoD Services and Coast Guard*);
3. the OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, D1 or F3;
4. the OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of JFTR, par. U5222-F3, while a member serves a dependent restricted or unaccompanied tour.

NOTE 1: *To receive entitlements associated with designated place moves, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at Government expense.*

NOTE 2: *For definition of "designated place" as used in JFTR, Chapter 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.*

and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

2. Meals. Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

3. Incidental Expenses. Incidental expenses include:

a. fees and tips to bellhops, maids, porters, and baggage persons in hotels, stewards or stewardesses and others on vessels, and hotel servants in foreign countries (see par. U4520 for reimbursement of fees and tips incurred at transportation terminals);

Effective for TDY travel performed on or after 1 January 2001:

b. personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below*);

c. .cost of telegrams and telephone calls necessary to reserve lodging accommodations;

d. mailing costs associated with filing travel vouchers and payment of Government travel charge card billings;

e. local transportation (i.e., bus, subway) expenses between places of lodging or duty and places where meals are taken if suitable meals cannot be obtained at the TDY site (*NOTE: If, in the opinion of the order-issuing authority, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for the cost of travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 4, Part F,*);

f. taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands -see NOTE 1 above*) and service charges on any of the expenses in items 1 through 3e.

g. in addition to the expenses in items 1 through 3g, any othe necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account.

Effective for TDY travel performed on or after 1 January 2001:

(NOTE 2:

(a) Except as indicated in (b), 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 for personal laundry/dry-cleaning and pressing of clothing is not reimbursable when the traveler is entitled to a reduced per diem authorized under par. U4135. Proportional meal rate or Government meal rate is not a reduced per diem for this purpose.

(c) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for travel OCONUS and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for travel OCONUS.)

PER DIEM, REDUCED. See REDUCED PER DIEM.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

- 1 (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. a change in the homeport of a vessel or mobile unit;
3. change from home or from the PLEAD to the first PDS upon:
 - a. appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;
 - c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. enlistment or induction into the Service (regular or during emergency); and
 - e. change from the last PDS to home upon:
 - (1) discharge, resignation, or separation from the Service under honorable conditions;
 - (2) release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) retirement; and
 - (5) temporary disability retirement.

PERMANENT DUTY STATION (PDS). *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of member's unaccompanied baggage located on board the ship). The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, and geographically-based station allowances.

NOTE 1: *The geographic limits of the PDS are:*

a. For members -- The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed on a ship or in an incorporated city or town, the official station limits are the reservation, station, or established area, or, in the case of large reservations, an established subdivision thereof having definite boundaries, within which the designated post of duty is located.

b. For invitational travelers --

- (1) the corporate limits of the city or town in which the home or principal place of business is located, or*

(2) if not in an incorporated city or town, the reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries in which the home or principal place of business is located.

NOTE 2: *When a member is ordered to attend a course (or courses) of instruction at a school or installation the scheduled duration of which is 140 or more days (20 or more weeks), the location of the school or installation is the PDS regardless of the terms of the orders involved, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.*

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

1. the home of a member at the time of:

APPENDIX A

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
*CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GBL	Government Bill of Lading
GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations

LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-In Housing Allowance
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Nontemporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPGBL	Personal Property Government Bill of Lading
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
RDD	Required Delivery Date
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSB	Special Separation Benefit
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations
U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration

APPENDIX E**PART I: INVITATION TO TRAVEL****A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE**

Invitational travel is the term applied to authorize travel of individuals:

1. not employed by the Government,
2. employed (under 5 U.S.C. §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or
3. serving without pay or at \$1 a year

when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. C4562-D for interview travel and by item 13 of this paragraph for spouse invitational travel. Invitational travel may be authorized by use of an ITO when:

1. it is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;
2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
3. an individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; (ITOs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));
4. an individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);
5. an individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
6. an individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;
7. an individual is authorized pre-employment interview travel under par. C6200;
8. individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;
9. a witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;
10. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832;

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

12. when an individual is an attendant for:

- a. a disabled employee on official travel (56 Comp. Gen. 661 (1977)), or
- b. an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and the employee is incapable of traveling alone;

*13. travel is for a family member in accordance with the following:

- a. The authorizing/order-issuing official determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.
 - b. Travel is allowed on a mission noninterference basis only, and must be supported with ITOs that ordinarily authorize reimbursement of only transportation costs.
 - c. The authorizing/order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.
 - d. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.
 - e. Authorizing/order-issuing officials for all other travel under this item are:
 - (1) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;
 - (2) The Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
 - (3) The Commanders of Unified and Specified Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***);
 - (4) The Secretaries of the Military Departments, or their designees, for requests from their staffs;
 - (5) The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

An ITO issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: *“This order authorizes the dependent to accompany the sponsor to attend an official function. It does not entitle the dependent to per diem or other expense allowances. If the dependent does not want to bear these expenses, this order is canceled”*;

14. a determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and unified commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or

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

B. RESTRICTIONS

Invitational travel shall not be authorized for:

1. nonappropriated fund officials or employees traveling on nonappropriated fund business;
2. contractor employees (except as provided in par. D);
3. transportation of dependents and/or HHG or other property of individuals for whom ITOs are issued;
4. a. Federal Government employees; or
b. Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY orders unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, September 29, 1986)). An employee/member may be included on an ITO issued to a patient when traveling as a non-medical attendant.

C. ALLOWANCE EXPENSES

1. General. An ITO provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in Chapter 2 as appropriate to mission requirements.
3. Witness at a Military Court-Martial. A person not in the Government employ, when called as a witness before a military court-martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832; see par. A-10), is entitled to travel and transportation allowances under Service administrative regulations.
4. Participants in Annual National Matches Sponsored Under 10 U.S.C. §4312. Title 10, U.S.C. §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITOs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITO issued to each competitor.
5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony,

an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided:

- a. the travel and transportation is authorized by the head of the DoD component concerned or designee; and,
- b. the individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. See JTR par. C7005 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 U.S.C. §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. When a POC is the authorized mode, actual expenses and not a mileage allowance may be paid. Reimbursement for POC actual expenses are limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in par. C4709 may be authorized/approved.

D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES

Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at <http://www.arnet.gov/far/pdf/frame.html>. ITOs may not be used to authorize travel and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city pair airfares or any travel-related items restricted to Government employees. See par. E below for availability of contract fares and prices to Government contractors. *Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. E-8.*

E. AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS

Individual contracts or agreements between GSA and the vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. *Contract city pair fares must not be provided to or used by Government contractors.*

1. Contractor(s) means:

- a. Contractors working under a cost reimbursement contract; and

b. Contractors working for the Government at specific sites under special arrangements with the contracting agency, and that are wholly Federally funded (e.g., Government-owned, contractor operated, federally funded research and development, or management and operating contracts).

2. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DoD 4500.9-R), Part I, Chapter 103. *As of October 1, 1998, under GSA's contracts for air passenger transportation services, contractors are not eligible to use GSA's contract city pair fares. ITOs must not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.* For more information contact:

Services Acquisition Center (FCXB)
Federal Supply Service
General Services Administration
Washington, DC 20406
(703) 305-7261

3. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8).

4. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount-lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8). For more information contact:

GSA Travel and Transportation (9FBT-1)
450 Golden Gate Avenue, 4th Floor W
San Francisco, CA 94102
(415) 522-4671

5. DoD Car Rental Practices. DoD's Military Traffic Management Command (MTMC) negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (see par. 8). For more information contact:

Military Traffic Management Command
ATTN: MTOP-AQ
Hoffman Building II, Room 10N35
200 Stovall Street
Alexandria, VA 22332-5000
(703) 428-3270/1, DSN 328
Complaints/Discrepancies/Claims (703) 428-3008

or see the MTMC website at <http://dcsop.mtmc.army.mil/travel/car/default.htm>.

6. Vendor requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Paragraph 8 illustrates a standard letter of identification to request eligible Government contractors use of travel and/or transportation discounts negotiated by the Government, where available.

*7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-

6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's (Contracted) Commercial Travel Offices (CTOs) have this information.

All DoD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin
Service Acquisition Center
Service Contracts Division (FCXB)
Crystal Mall #4, Room 506
Washington, DC 20406
(703) 305-7640

8. Contractor Letter of Identification. DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a Government contract number (CONTRACT NUMBER) with this agency. During the period of the contract (GIVE DATES), **AND ONLY IF THE VENDOR PERMITS**, the named bearer is eligible and authorized to use available travel discount rates in accordance with Government contracts and/or agreements. **Government Contract City Pair fares are not available to Contractors.**

SIGNATURE, Title and telephone number of Contracting Officer

APPENDIX E

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

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

INVITATIONAL TRAVEL ORDER

Name _____ TRAVEL ORDER NUMBER _____

Address _____

DATE APPROVED _____

You are invited to proceed from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

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

- The order-issuing agent has arranged Transportation.
 - Transportation tickets are included with this order.
 - Transportation tickets shall be provided at a later date

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

*You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

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

- (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and
- (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

You are authorized to travel by privately-owned conveyance (POC) as advantageous to the Government. Reimbursement shall be at the rate of **\$0.325** cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

You shall be paid a per diem allowance to cover your expenses for lodging (with taxes at locations in CONUS separately), meals, and incidentals. While traveling and performing the mission you shall be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses, not to exceed the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, then only the maximum per diem rate shall be paid. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

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

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

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

Actual Subsistence Expense Allowance (AEA) Authorized:

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

(NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.)

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order to: _____

The travel authorized herein has been determined to be in the public interest, and is chargeable to:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
 To: San Francisco, CA and
 Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
 To: Chicago, IL
 From: Chicago, IL
 To: San Francisco, CA and
 Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at \$251.

NOTE: *The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in such case is limited to the cost of travel by a direct route on an uninterrupted basis.*

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

*Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

For more information on GSA's Airline City Pairs Program, call or e-mail

Mona-Lisa Dunn
(703) 305-4661
monalisa.dunn@gsa.gov

Marion Williams
(703) 305-6906
marion.williams@gsa.gov

Rick Figard
(703) 305-6962
john.figard@gsa.gov

Renita Nowlin
(703) 305-7640
renita.nowlin@gsa.gov

- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents;
- c. HQ USAF. Order-issuing officials;
- d. Air Force Reserve Members:
 - (1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
 - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
 - (3) For reserve units – Wing commander or equivalent, *who may delegate no further than the group commander level.*
6. Coast Guard (Military Personnel): Order-issuing officials.
7. National Oceanic and Atmospheric Administration Corps: Order-issuing official.
8. Public Health Service: Director, Division of Commissioned Personnel, PSC, ATTN: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
9. Unified Commands:
 - a. United States Central Command (CENTCOM), ATTN: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;
 - b. Commander in Chief, U.S. Pacific Command (PACOM), ATTN: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;
 - c. United States Space Command (USSPACECOM), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - e. Commander in Chief, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN 836-5487, Commercial (757) 836-5487;
 - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
 - g. United States Transportation Command (USTRANSCOM), ATTN: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
 - h. United States Southern Command (USSOUTHCOM), ATTN: SCCM, 3511 Northwest 91st Ave., Miami, FL 33172;
 - *i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.
10. Special Operation Commands:
 - a. Commander, Naval Special Warfare Command, ATTN: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

- b. Commander, Air Force Special Operations Command, ATTN: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, ATTN: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; ATTN: Comptroller (SORR-RC); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL/SORR-RC//. Telephone: DSN 299-5469, Commercial (813) 828-5469.

11. Schools:

- a. Uniformed Services University of the Health Sciences, ATTN: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
- b. Department of Defense, National Defense University, ATTN: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;
- c. TO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR): Executive/Executive Assistant to the Supreme Allied Commander Europe, ATTN: SHG, APO AE 09705.

B. Requests for an AEA not to exceed the 300 Percent Ceiling. Except under the circumstances in par. C, requests for an AEA not to exceed the 300 percent ceiling established in the JFTR, par. U4210-B3 or the JTR, par. C4602-B3 are submitted to the appropriate office listed below or as otherwise designated by the Service concerned and should arrive at least 10 days before travel begins. The order-issuing/authorizing official, or the official who levies the requirement for the TDY assignment if different from the order-issuing or authorizing official, determines if an AEA is warranted.

1. Army: A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority shall not be further delegated.***

2. Air Force:

- a. MAJCOM/FMs, FOA and DRU FMs or equivalents;
- b. 11th Wing/FM for HQ USAF personnel;
- c. Air Force Reserve Members:
 - (1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
 - (2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2nd Street, Robins AFB, GA 31098-1635.

This authority shall not be further delegated.

3. Navy:

- a. Military Personnel: See par. A3 above for authorization/approval authority;
- b. Civilian Personnel: Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), Civilian Personnel Programs (DP2/lg), 3801 Nebraska Avenue, NW, Washington, DC 20393-5451.

4. Special Operation Commands:

- a. Commander, Naval Special Warfare Command, ATTN: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;
- b. Commander, Air Force Special Operations Command, ATTN: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, ATTN: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; ATTN: Chief of Staff (SOCS) ; 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL/SOCS/. Telephone: DSN 299-5122, Commercial (813) 828-5122.

*5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Unified Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe: See par. A1, A4, A6-A9, and A11-A13 above for authorization/approval authority.

C. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Employees. The following officials may authorize/approve AEAs up to 300 percent ceiling, as they deem appropriate for the travel involved, for their own personal travel and for any accompanying uniformed service members and DoD civilian employees whenever they consider it necessary and proper under this Part. The provisions of par. C4603 are not applicable to the cases covered by this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
 The Assistant to the Secretary of Defense (Legislative Affairs)
 The Assistant to the Secretary of Defense (Atomic Energy)
 The General Counsel of the Department of Defense
 The Defense Advisor, U.S. Mission to NATO
 Directors of Defense Agencies
 President, Uniformed Services University of the Health Sciences
 Director Operational Test & Evaluation
 DoD Inspector General
 Director, Defense Research & Engineering
 Commander/Deputy Commanders of Air Force Major Commands

APPENDIX M

**STATION ALLOWANCE AND TRAVEL PER DIEM REPORTING PROCEDURES
AND
COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR
RESPONSIBILITIES**

PART I: REPORTING PROCEDURES

- A. Purpose
- B. Required Allowance Reports
- C. Overseas Housing Allowance (OHA) Reports
- D. Cost-of-Living (COLA) Reports
- E. Travel Per Diem Reports

PART II: CURRENCY ADJUSTMENTS

- A. Currency Adjustments
- B. Collecting Daily Exchange Rates
- C. Tracking Daily Exchange Rates
- D. Currency Adjustment Effective Dates

**PART III: COMMAND, SENIOR OFFICER, AND COUNTRY ALLOWANCE COORDINATOR
RESPONSIBILITIES**

- A. Overseas Command/Commander Responsibilities
- B. Senior Officer Responsibilities
- C. Country Allowance Coordinator Responsibilities
- D. Country Allowance Coordinator Training

PART IV: LIVING PATTERN DATA COLLECTION INSTRUMENT CONTROL SHEET

PART V: SAMPLE APPOINTMENT LETTER

PART VI: TABLES OF ALLOWANCE REPORTING LOCATIONS/SCHEDULES AND TABLE OF RESPONSIBLE COMMAND/SENIOR OFFICER

- A. Cost-of-Living (COLA) Surveys - Required Reporting Locations/Schedule
- B. Travel Per Diem Reports - Required Reporting Locations/Schedule
- C. Country Allowance Reports - Required Reporting Locations/Responsible Command/Senior Officer

APPENDIX M*PART I: REPORTING PROCEDURES**

A. Purpose. Reports and data required by this Appendix provide actual cost data needed to establish or adjust the overseas housing allowances (OHA), overseas cost-of-living allowances (COLA), and non-foreign area travel per diem allowances (i.e., Alaska, Hawaii, Guam, and other U.S. territories and possessions).

B. Required Allowance Reports. Required allowance data reports include:

1. Overseas Housing Allowance (OHA). OHA is a combination of:

a. utility/recurring maintenance allowance, and

b. move-in housing allowance, (MIHA) (see Appendix N for additional MIHA information,

(1) MIHA/miscellaneous,

(2) MIHA/rent,

(3) MIHA/security, and

c. rental data reports.

2. Cost-of Living (COLA). COLA indexes are determined using data provided via:

a. Living Pattern Data Collection Instrument (LPDCI) (individual surveys - where goods/services are purchased),

b. Retail Price Data Collection Instrument (RPDCI) (market basket surveys – how much is paid for goods/services), and

c. Hotel and Restaurant Data Collection Form (hotel and restaurant costs).

3. Travel per diem.

C. Overseas Housing Allowance (OHA) Reports. The following reports are used in determining OHA allowances:

1. Utility/Recurring Maintenance Allowance. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC), in conjunction with a private contractor, conducts an annual utility survey. The survey is entitled the 'Overseas Housing Allowance Utility Expenses Survey'. Actual utility cost data is collected and used to adjust utility/recurring maintenance allowances. ***To ensure that proper utility allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all utility expenses for later survey completion and cost reporting.***

2. MIHA/Miscellaneous. In addition to the utility data collected by survey in subpar. 1, once every three years PDTATAC collects data to determine the cost of initially outfitting dwellings. The survey is entitled the 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. Actual cost data for move-in expenses is included and used to adjust MIHA allowances. ***To ensure that proper MIHA allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.***

3. Rental Data Reports. Rental data for members in privately leased quarters is based on data provided by the uniformed member and is reported to PDTATAC by the Defense Manpower Data Center (DMDC West).

a. Established Duty Locations. Members report their rental costs to their finance centers by completing DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report).

(1) Rental data for each location is reviewed at least twice a year.

(2) Rental ceilings are set based on what currently assigned members are paying.

b. New Duty Locations. When a member is assigned to a PDS for which no rental data is available, the Country Allowance Coordinator (see Part III, of this Appendix for more information about the Country Allowance Coordinator's responsibilities) must provide the following information to PDTATAC:

(1) member's name,

(2) member's grade,

(3) member's SSN,

(4) number of dependents,

(5) if the dwelling member is renting is a house or apartment,

(6) number of bedrooms and baths,

(7) total square footage of dwelling,

(8) commuting distance to PDS (in both time and miles),

(9) amount of monthly rent (in the currency used to pay the rent), and

(10) if any utilities are included in the rent.

D. Cost-of-Living (COLA) Reports. The following forms and handbooks are used in conducting COLA surveys:

1. Retail Price Data Collection Instrument (RPDCI). The RPDCI data is collected annually and reports actual prices for a market basket of goods and services at the OCONUS location; and

2. Living Pattern Data Collection Instrument (LPDCI). The LPDCI is required at least once every three years to determine where service members shop and how they allocate their purchases between local market and U.S. Government shopping facilities.

3. The Retail Price Data Collection Instrument Handbook. The Retail Price Data Collection Instrument Handbook contains *step-by-step instructions and guidance for completing the COLA surveys*. For copies of the required reports and the handbook see the PDTATAC web site at: <http://www.dtic.mil/perdiem/allwfrms.html>.

4. Hotel and Restaurant Data Collection Form. The Hotel and Restaurant Data Collection Form is an adjunct (the last three pages) to the RPDCI. The data is collected annually and reports prices for the most used lodging and restaurant facilities. The price data collected annually is used to develop the 'Food Away' category. The 'Food Away' category is used in determining the appropriate COLA allowance for OCONUS locations.

5. The Hotel and Restaurant Data Collection Form Handbook. The Hotel and Restaurant Data Collection Handbook contains *step-by-step instructions and guidance for completing the Hotel and Restaurant Data Collection Form*. For a copy of the required report and the handbook see the PDTATAC web site at: <http://www.dtic.mil/perdiem/allwfrms.html>.

6. Required COLA Reporting Localities. PDTATAC and the Department of State (DoS) share COLA reports. The DoS Standardized Regulations (DSSR) require COLA reports from selected overseas cities. DoS makes the reports available to PDTATAC and then PDTATAC determines the COLA for the uniformed members. However, additional locality reports are required by PDTATAC and are listed in column one, Table A, Part VI, of this Appendix. Column two indicates the required month for completing the RPDCI (yearly) survey and column three indicates the year (every three years) for completing the required LPDCI.

a. Countries with large numbers of duty stations need only submit a sample of COLA data collection reports. These reports determine COLA indexes for other localities with similar living costs.

b. For locations where DoS is responsible for report submission, the senior uniformed officer in the area is responsible for maintaining liaison with DoS and cooperation in report preparation. If the DoS reported prices or the reported sources of supply and services are not representative for uniformed members, the senior officer has two options:

(1) request that the reporting agency include separate RPDCI pages or a statement showing the points of difference, or

(2) prepare and submit separate RPDCI pages or a statement showing the points of difference.

c. See Table A, Part VI, of this Appendix for a list of required reporting locations and their reporting schedule.

7. Voluntary RPDCI Reports. Preparation of RPDCI reports requires significant resources; therefore voluntary reports should only be submitted:

a. after the Commander confirms the necessity of the report with the Country Allowance Coordinator,

b. when costs are considered substantially different from the costs in other areas of the country for which reports are already required, and/or

c. the value of the U. S. dollar has changed by more than 15% against the unit of local currency.

8. Out-of-Cycle RPDCI Reports. Out-of-cycle reports should only be considered when unusual changes have occurred since the submission of the last Retail Price Data Collection Instrument report, i.e.:

a. when prices change materially, and/or

b. sources of supply or services change materially.

For localities where DOS is responsible for report submission and is unable or unwilling to prepare an out-of-cycle report, the report should be prepared and submitted at the direction of the senior officer of the uniformed services at that location.

9. Out-of-Cycle LPDCI. Out-of-cycle reports should only be considered when unusual changes have occurred since the submission of the previous LPDCI, i.e.:

a. the first RPDCI is conducted for the duty station,

- b. the value of the dollar (in terms of the local currency) has increased/decreased more than 15 percent since the last survey,
- c. a commissary or exchange facility opens/closes/expands at or near the duty station, and/or
- d. local market outlets open/close or become more/less accessible.

10. Survey Coordinator. The survey coordinator should have experience in sampling and survey techniques. Due to training requirements it is preferable to have the same individual coordinate the survey(s) for more than one year when possible. The survey coordinator must:

- a. be able to conduct a random sampling in years that the LPCDI is due, and
- b. maintain formal COLA survey files,
 - (1) files must contain copies of at least two prior year RPDCI for reference purposes,
 - (2) instruction materials, and
 - (3) feedback information from the Country Allowance Coordinator and PDTATAC.

11. Conducting the RPDCI. ***FOR SPECIFIC, DETAILED, STEP-BY-STEP INSTRUCTIONS ON COLLECTING THE PRICE DATA, PLEASE SEE THE RETAIL PRICE DATA COLLECTION INSTRUMENT HANDBOOK*** located on the PDTATAC web site at: <http://www.dtic.mil/perdiem/allwfrms.html>. Reports must be submitted annually for locations identified in Part IV, this appendix. ***If the LPDCI and RPDCI are due at the same time, the LPDCI must precede the RPDCI.***

- a. When multiple surveys are required, the Country Allowance Coordinator should ensure that all reporting locations prepare the surveys during the same time period (usually the first 10 days of the month the reports are due).
- b. Reported prices are those appropriate for families of three to four persons in middle-income pay grades (E-5, E-6, and O-2 for service members, or pay grade GS-11 for civilians). When possible, family members in this category should be involved in price collection.
- c. Price collection should not be delegated to a local national.
- d. Prices collected from local market outlets are reported in local currency unless U.S. currency is normally used.
- e. A separate report should be submitted for local market outlets for U.S. Government facilities (commissaries, exchanges, concessions, etc.). When preparing a report for a commissary/exchange, request the manager's help for customer purchasing preferences. When prices for U. S. Government facilities are reported in U. S. dollars but tied to the fluctuation of the local currency, clearly annotate that information on the survey.
- f. Collect prices from the same outlets used in the previous retail price data collection survey report (unless a new living pattern data collection was conducted). If different outlets are used provide an explanation, (e.g., major department store opened or closed).

- g. Review the reports for price omissions. Price omissions delay processing and may jeopardize calculation of an appropriate index.
- h. Compare the current report to the previous report. Where current prices or weights differ substantially from the previous report, explanations or comments should be provided. If errors are discovered in the **previous** report, they must be reported to permit valid comparisons between reports.
- i. Forward completed RPDCI surveys to the Country Allowance Coordinator. The Country Allowance Coordinator forwards the reports to PDTATAC. Note any significant problems in a forwarding letter.

12. **Conducting the LPDCI.** Before an LPDCI is conducted, the Country Allowance Coordinator must contact PDTATAC. PDTATAC will determine the desired sample size for each location based on data provided by DMDC West and the unique population characteristics of the area. **FOR SPECIFIC, DETAILED, STEP-BY-STEP INSTRUCTIONS ON COLLECTING THE LIVING PATTERN DATA, PLEASE SEE THE RETAIL PRICE DATA COLLECTION INSTRUMENT HANDBOOK.** For a copy of this handbook see the PDTATAC web site: <http://www.dtic.mil/perdiem/allwfrms.html>. For required reporting locations see Table A, of this Appendix. LPDCI reports must be submitted at least once every three years and must precede the RPDCI survey.

- a. Members surveyed should complete a LPDCI. If the member has a family, patterns for the entire family should be recorded. The LPDCI must identify the local market establishments where the family typically shop and how the family typically allocates their purchases between local market and U.S. Government shopping facilities.
- b. LPDCIs should be distributed approximately 3 months prior to the required completion of the RPDCI survey so that follow-ups can be conducted and data can be summarized prior to collection of prices.
- c. The survey should be limited to members who have been at the duty station for six months or more, if possible.
- d. Members entitled to 47 percent of the prescribed COLA (JFTR, par. U9154) should be excluded from the survey.
- e. The survey coordinator completes the LPDCI Control Sheet provided in Part IV, of this appendix. The control sheet should be returned to the Country Allowance Coordinator at the conclusion of all survey activities.
- f. The survey coordinator must emphasize the importance of the LPDCI to those selected to participate in the survey. The questionnaire should be completed with the assistance of all shoppers in the household. To ensure statistical reliability, it is important that at least 67 percent of the LPDCIs be returned. The survey coordinator should:
 - (1) conduct vigorous follow-ups in an effort to exceed the 67 percent goal,
 - (2) review questionnaires for completeness and logical responses, and
 - (3) resolve or discard incomplete/illogical responses.
- g. All LPDCI responses should be summarized onto a 'master' LPDCI. Information from the 'master' LPDCI should be used to complete:
 - (1) page 39 (Relative Importance of Various Sources of Supply), and
 - (2) page 40 (Relative Use of Commodities and Services) of the RPDCI.

Information provided on Pages 39 and 40 documents the 'most frequently used' outlets to be priced. (***NOTE: Refer to the Retail Price Data Collection Instrument Handbook for additional instructions for selecting outlets.***)

h. PDTATAC uses the reported percentage of purchases and determines weighted prices paid for each of the goods and services in the Retail Price Data Collection Instrument. Therefore, all reported categories should total 100 percent. When the 'other' is specified, please explain. If no commissary or exchange is available at the PDS but members purchase from a commissary/exchange facilities, indicate the location of the facilities.

i. At the conclusion of the LPDCI, the survey coordinator should return the following materials to the Country Allowance Coordinator:

- (1) the completed RPDCI,
- (2) the individual LPDCIs completed by service members and their families – sorted by duty station, then further sorted by pay grade,
- (3) the 'master' LPDCI attached to the LPDCI Control Sheet.

j. The survey coordinator should retain file copies of the:

- (1) 'master' LPDCI, and
- (2) LPDCI Control Sheet.

13. Significant Unique Expenses. In some areas, members must purchase items of significant expense (approximately \$200 per item) that CONUS-based members ordinarily do not purchase or for which the cost is insignificant in CONUS. Unique expenses must be incurred by the majority of members assigned, must individually be of a significant amount, and must, in fact, be paid by members at the overseas PDS. These expenses should be reported/submitted by the Senior Officer to the Country Allowance Coordinator. The Country Allowance Coordinator should provide the information to PDTATAC. Do ***not*** report these unique expense items on the RPDCI.

14. Forwarding COLA Reports. All reports must be forwarded in sufficient time to reach PDTATAC (at the address below) no later than the last day of the month indicated in Table A, Part VI, of this Appendix, i.e., if the RPDCI month is October the report should reach PDTATAC by 31 October. If unable to meet that date, an explanation must be furnished prior to the due date. Forward completed reports to:

Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch COLA Section
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

E. Travel Per Diem Reports. PDTATAC has responsibility for setting per diem travel allowances for the non-foreign OCONUS areas. The same hotel and restaurant information required for the COLA survey is also required for the travel per diem reports.

1. The Hotel and Restaurant Data Collection Form. The Hotel and Restaurant Data Collection Form is used to provide price data for the most used lodging and restaurant facilities in the non-foreign areas. The annual report is used to review and determine appropriate per diem allowance rates for these localities.

2. The Hotel and Restaurant Data Collection Form Handbook. The Hotel and Restaurant Data Collection Form Handbook contains *step-by-step instructions and guidance for completing the Hotel and Restaurant Data Collection Form*. For a copy of the required report and the handbook see the PDTATAC web site at: <http://www.dtic.mil/perdiem/allwfrms.html>.
3. Required Travel Per Diem Reporting Locations. Hotel and Restaurant Data Collection Forms should be submitted annually for the OCONUS non-foreign area locations listed in Table B, Part VI, of this Appendix.
4. Travel Per Diem Reporting Instructions. Reporting officials should ensure that the reports submitted for Alaska, Hawaii, Puerto Rico, and territories and possessions of the United States include lodging and meal costs experienced by all Government travelers, not just uniformed personnel. Facilities reported should be those used by both Federal civilian employees and uniformed personnel. Lodging costs reported should include discounts available to civilian personnel and/or uniformed personnel. When non-commercial lodging and meal facilities are available, reports should also contain the following information:
 - a. name of facility,
 - b. operating agency, and
 - c. amount of meal charges for uniformed personnel, for Department of Defense civilian employees, and for other U.S. Government civilian employees.
5. Requesting a Travel Per Diem Rate Change. When the travel expenses in the area appear to be significantly different than the prescribed per diem rate, the local commander and/or the senior officer should forward to PDTATAC:
 - a. a request for a review/change in the per diem rate, and
 - b. a Hotel and Restaurant Data Collection Form submitted through the Country Allowance Coordinator.
6. Forwarding Travel Per Diem Reports. All reports must be forwarded in sufficient time to reach PDTATAC (at the address below) no later than the last day of the month indicated in column two of Table B, Part VI, of this Appendix, i.e., if the '**Month Annual Travel Report Due**' is October the report should reach PDTATAC by 31 October. If unable to meet that date, an explanation must be furnished prior to the due date. Forward completed reports to:

Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch Travel Section
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

APPENDIX M

PART II: CURRENCY ADJUSTMENTS

A. Currency Adjustments. Overseas allowances are paid to the member in U.S. dollars; however, some rents, utilities, move-in items, and many goods and services are paid in the local currency. *Purchases made in U.S. dollars are not adjusted for currency fluctuation*. This necessitates periodic adjustment of allowances to ensure that members maintain their purchasing power in the local currency used.

1. Reviewing and Adjusting Exchange Rates. PDTATAC reviews and adjusts (when necessary) exchange rates for countries where members are assigned. Based solely on the currency fluctuations, adjustments are made:

- a. twice monthly,
- b. to Overseas Housing Allowances (OHA), and/or
- c. to Cost-of-Living Allowances (COLA).

2. Determining 'New' Exchange Rates. The new exchange rate selected by PDTATAC ensures that neither the member nor the Government makes or loses money. The goal is for both the member and the Government to 'break even'. PDTATAC uses a tracking and adjustment currency model that:

- a. compares the daily difference between the current allowance exchange rate and the trading rate members receive for their U.S. dollars,
- b. compares the weekly difference between the current allowance exchange rate and the trading rate members receive for their U.S. dollars,
- c. accumulates both positive and negative exchange rate differences,
- d. makes a new exchange rate selection when the weekly differences reach a five- percent limit,
- e. ensures that the selected rate buys back the accumulated difference (either negative or positive) in a stable economy over an eight-week period.

3. Rapid Dollar Depreciation/Appreciation. Rapid dollar depreciation/appreciation causes sometimes large and/or frequent changes in the dollar amount of members' paychecks. To restrain large changes PDTATAC uses a 'look-ahead' module. The 'look-ahead' module:

- a. reviews the current accumulator,
- b. projects the accumulator forward to the next review period,
- c. selects a new exchange rate if the projected accumulator reaches the five percent limit,
- d. ensures that the selected rate buys back the accumulated difference (either negative or positive) in a stable economy over an eight week period, and

- e. minimizes the financial (amount of paycheck fluctuation) impact to member by buying back the accumulator early.

- B. Collecting Daily Exchange Rates. PDTATAC collects daily exchange rates from overseas locations and:
 - 1. overseas commands (in countries where a significant number of members is assigned),
 - 2. the Wall Street Journal, or
 - 3. the USOFFICE RSC Charleston.

- C. Tracking Daily Exchange Rates. PDTATAC tracks daily exchanges rates provided directly by:
 - 1. tracks the allowance exchange rate to the actual trading rate available to members,
 - 2. adjusts the allowance exchange rate when the accumulated difference between the two rates reach a threshold of five percent.

- D. Currency Adjustment Effective Dates. Currency adjustments are effective the 1st and 16th of each month; however, processing time requires that the exchange rate review take place on or before the 8th of the month (for the 16th adjustment) or the 22nd of the month (for 1st adjustment).

APPENDIX M

PART III: COMMAND, SENIOR OFFICER, AND COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES

A. Overseas Command/Commander Responsibilities. For overseas housing the Commander should explore every means possible that helps members obtain adequate, reasonably priced local economy housing. Additionally, the Commander should:

1. require new arriving members to register with the local housing office(r),
2. emphasize the need for new members to keep the housing office(r) informed of their progress in locating housing,
3. provide the incoming member a copy of the OHA briefing sheet (see Appendix K, Part I),
4. advise the incoming member of the responsibility to aggressively seek adequate, reasonably priced housing,
5. follow-up on the member's progress in obtaining housing,
6. advise the member of what constitutes an illegal rental contract (e.g., a lease that stipulates rent in an amount less than that agreed, which could permit landlord to avoid local taxes), and
7. inform the member of the member's obligation to avoid illegal rental contracts.

B. Senior Officer Responsibilities. The senior officer of the Uniformed Services in each country has responsibility for the quality and timeliness of all allowance and travel per diem reports for that country. As used in this Appendix, the term 'country' also applies to Hawaii, Alaska and territories and/or possessions of the United States. See Table C, Part VI, of this Appendix, for a list of required reporting locations and the responsible command/senior officer. The senior officer should:

1. formally appoint a Country Allowance Coordinator. The senior officer should provide to PDTATAC the allowance coordinator's:
 - a. e-mail address,
 - b. commercial telephone number,
 - c. DSN telephone number (with prefix),
 - d. commercial FAX telephone number, and
 - e. DSN FAX telephone number (with prefix), if available.
2. provide to PDTATAC a copy of the Country Allowance Coordinator's appointment letter. A sample is provided in Part V of this Appendix. Forward a copy of the appointment letter to:

Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

3. ensure that the appointed Country Allowance Coordinator:
 - a. is a good leader and motivator with sufficient authority - in many cases the allowance coordinator depends on individuals at other duty stations to collect data,
 - b. is a good communicator - allowance coordinators sometimes train other individuals to conduct surveys,
 - c. is experienced in conducting surveys (if at all possible), and
 - d. will be on the job for more than one survey cycle.
4. solicit the support of other commanders to designate local survey coordinators to work with the Country Allowance Coordinator in preparation of timely, high-quality reports.
5. ensure that the required reports are properly prepared and forwarded to PDTATAC by the due date. If parts of the report are delayed, completed parts will be forwarded with a cover letter. The cover letter should indicate a timeframe for forwarding the delayed reports.
6. report economic changes or other factors that substantially alter the cost of living in the country. Supporting data should be provided.
7. ensure that commanders do not establish policies that direct uniformed members to rent either above or below published rental allowance ceilings.
8. ensure that the commander advise uniformed members that, based on exchange rate fluctuations and PDTATAC reviews of cost data, station and travel per diem allowances are subject to decreases as well as increases.

C. Country Allowance Coordinator Responsibilities. The Country Allowance Coordinator responsibilities include:

1. OHA Utility and Utility/MIHA Survey. The Country Allowance Coordinator receives from a PDTATAC contractor a list of the members included in the utility or utility/MIHA survey. The allowance coordinator should review the list, make corrections where necessary, and return the corrected list to the contractor. For the utility or utility/MIHA survey the allowance coordinator also should:
 - a. widely advertise the upcoming survey,
 - b. stress the importance of the member completing and returning the survey, and
 - c. issue supplementary utility survey instructions that help the member complete the questionnaire.
2. COLA Surveys (RPDCI, LPDCI, and Hotel and Restaurant Data Collection Form). For COLA surveys the Country Allowance Coordinator should:
 - a. maintain a list of all duty stations for the country as well as the individual PoC and office responsible for annual COLA survey preparation,
 - b. maintain at least two prior COLA reports,
 - c. keep forms and instructional materials needed for local survey coordinators,

- d. ensure that local survey coordinators are trained in price and data collection and maintain appropriate training records,
- e. ensure that local survey coordinators do not distribute excessive numbers of LPDCIs when conducting surveys.

3. Completed Station Allowance Reports. When surveys are complete the Country Allowance Coordinator should consolidate and forward the reports to PDTATAC with a cover letter. Forward the reports and letter to the address in Part I, par. D15, of this Appendix. The letter should be signed by the senior officer, or designee, and should include the following information, where applicable:

- a. duty station changes (new, deleted, name changes);
- b. any recommendations for revising the current locality listings in the Per Diem, COLA, and/or OHA lists on the PDTATAC Website (<http://www.dtic.mil/perdiem>); recommendations to consolidate or separate localities should include justification; and
- c. for COLA surveys, the LPDCI Control Sheet completed for all areas for which a living pattern survey was conducted.

4. Currency Rates of Exchange. For localities reporting daily exchange rate information the Country Allowance Coordinator ensures that currency reports are provided as required.

D. Country Allowance Coordinator Training. PDTATAC periodically conducts an in-depth two-day training session for OCONUS Country Allowance Coordinators. The adequacy of allowances is often a reflection of the Country Allowance Coordinator's knowledge and the support given to the PoC by the local command structure. The training enhances this effort by providing a working knowledge of the allowances, survey techniques, and results in more accurate and complete data reporting. The senior officer should plan for new Country Allowance Coordinators to attend a minimum of one session. This is especially helpful just prior to conducting the country's cost surveys.

1. Training Location. All training sessions are held at:

Per Diem Travel and Transportation Allowance Committee
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, Virginia

2. Training and/or Scheduling Information. For training and/or scheduling information send e-mail message to: POC.Training@perdiem.osd.mil.

APPENDIX M

PART IV: LIVING PATTERN DATA COLLECTION INSTRUMENT (LPDCI) CONTROL SHEET

***NOTE:** When conducting an LPDCI, use this control sheet to track the number of questionnaires distributed and returned for your survey group. See JFTR, Appendix M, for instructions in conducting the survey.*

Country: _____

Locality/Station: _____

Survey began (dd/mm/yyyy): _____ Survey completed (dd/mm/yyyy): _____

Survey Coordinator (Name and Pay Grade) _____

Number of eligible members: _____

Number of LPDCIs distributed and returned:

<u>Member's Pay Grade</u>	<u>Number LPDCIs Distributed</u>	<u>Number LPDCIs Returned</u>
06-O10		
O-5		
O-4/W-4/W-5/O-3E		
O-3/W-3/O-2E		
O-2/W-2/O-1E/W-1		
O-1		
E-9		
E-8		
E-7		
E-6		
E-5		
E-4		
E-3		
E-2		
E-1		
Total LPDCIs		

Signature of Survey Coordinator

Date (dd/mm/yyyy)

APPENDIX M

PART V: SAMPLE APPOINTMENT LETTER FOR COUNTRY ALLOWANCE COORDINATOR

From: (Senior Officer)

To: (Designated Country Allowance Coordinator)

Subject: Appointment as Country Allowance Coordinator for (Location/Locations)

1. You are hereby designated as the Country Allowance Coordinator and PoC for allowances (OHA, COLA, and/or per diem). You are directed to carry out your duties utilizing guidelines contained in Joint Federal Travel Regulations, Volume 1 (JFTR), Appendix M.
2. The Country Allowance Coordinator works directly with the Per Diem, Travel and Transportation Allowance Committee (PDTATAC), Alexandria, VA, for OCONUS housing, cost-of-living and travel per diem allowance issues.
3. As the Country Allowance Coordinator you are responsible for coordinating the price collection data for all surveys required by JFTR, Appendix M and submitting the results to the PDTATAC.

Signature and Signature Block
Of Senior Officer

cc: Director
Per Diem, Travel and Transportation Allowance Committee
ATTN: E&S Branch
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

APPENDIX M

PART VI: TABLES OF REPORTING LOCATIONS/SCHEDULES AND RESPONSIBLE COMMAND/SENIOR OFFICER

A. Cost-of-Living (COLA) Surveys - Required Reporting Locations/Schedule

<p>Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Data Collection Instrument (RPDCI)</p>	<p>RPDCI Month</p>	<p>LPDCI Year</p>
Alaska:		
Anchorage	October	2001
Cordova	October	2001
Fairbanks	October	2001
Juneau	October	2001
Kodiak	October	2001
Kotzebue	October	2001
Wasilla	October	2001
American Samoa	June	2002
Australia:		
Woomera	Nov	2001
Bahrain	August	2002
Belgium:		
Hainaut Prov (incl Chievres/SHAPE)	March	2001
Province of Limburg (Kleine Brogel)	March	2002
Canada:		
Halifax/Dartmouth/Shearwater	November	2000
North Bay	November	2000
Denmark:		
Karup (incl Baltap and Viborg)	April	2002
Germany:		
Bremen (incl Bremerhaven and Nordholtz)	November	2001
Garmisch (B)	November	2001
Geilenkirchen (NRW)	November	2001
Heidelberg (BW)	November	2001

<p align="center">Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Data Collection Instrument (RPDCI)</p>	<p align="center">RPDCI Month</p>	<p align="center">LPDCI Year</p>
Ramstein (RP)	November	2001
Schweinfurt (B)	November	2001
Stuttgart (BW)	November	2001
Vilseck/Graffenwohr (B)	November	2001
Gibraltar	November	2001
Greece:		
Araxos	April	2001
Souda Bay	April	2001
Guam	March	2002
Hawaii:		
Hawaii (Other)	March	2001
Kauai	March	2001
Maui	March	2001
Oahu	March	2001
Iceland:		
Keflavik	October	2000
Italy:	March	2002
Aviano	March	2002
Gaeta	March	2002
Ghedi	March	2002
La Maddalena	March	2002
Latina	March	2002
Livorno (incl Camp Darby)	March	2002
Naples	March	2002
Sigonella	March	2002
Verona	March	2002
Vicenza (incl Longare)	March	2002
Japan:		
Atsugi (KA)	February	2001
Camp Zama (KA)	February	2001
Iwakuni (YA)	February	2001
Misawa (AO)	February	2001

Okinawa (OK)	February	2001
Sasebo (NA)	February	2001
Yokosuka (KA)	February	2001
Yokota (KA)	February	2001
Korea:		
Camp Humphreys (formerly Pyongtaek)	June	2003
Chinhae	June	2003
Osan AB	June	2003
Pusan	June	2003
Seoul (K-16Fld/C.Mercer/SiteTango)	June	2003
Taegu/Waegwan (incl Camps Carroll, Henry, & Walker)	June	2003
Micronesia, Fed States of:		
Yap	February	2002
Mongolia	January	2002
Netherlands:		
Province of Limburg	February	2001
Rotterdam	February	2001
Volkel	February	2001
Northern Mariana Islands:		
<u>Saipan</u>	February	2002
Portugal:		
Azores	November	2002
Puerto Rico:		
Aguadilla (incl CG AS Borinquen)	July	2003
Ft. Buchanan	July	2003
Roosevelt Roads	July	2003
Singapore	April	2002
Spain:		
Moron AB	February	2003
Rota	February	2003

<p align="center">Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Data Collection Instrument (RPDCI)</p>	<p align="center">RPDCI Month</p>	<p align="center">LPDCI Year</p>
United Kingdom:		
Croughton (including Barford St. John, Bicester, and Upper Heyford)(E)	May	2001
Fairford (E)	May	2001
Harrogate/Menwith Hill (E)	May	2001
High Wycombe/Daws Hill (E)	May	2001
Lakenheath/Mildenhall (E)	May	2001
St. Mawgan (E)	May	2001
Virgin Islands:		
St. Croix	June	2001

B. Travel Per Diem Reports - Required Reporting Locations/Schedule

<p align="center">Travel Per Diem Reports -Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection</p>	<p align="center">Month Annual Travel Report Due</p>
Alaska:	
Anchorage (incl Naval Reserve Station)	October
Bethel	October
Cordova	October
Delta Junction (Ft. Greely)	October
Denali National Park	October
Dutch Harbor-Unalaska	October
Fairbanks	October
Glennallen	October
Healy	October
Homer	October
Juneau	October
Kenai-Soldotna	October
Kennicott	October
Ketchikan	October
Klawock	October
Kodiak	October
Kotzebue	October
Nome	October
Petersburg	October
Seward	October
Sitka-Mt. Edgecombe	October
Tok	October
Umiat	October
Valdez	October
Wasilla	October
American Samoa	June
Guam	March

<p style="text-align: center;">Travel Per Diem Reports -Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection</p>	<p style="text-align: center;">Month Annual Travel Report Due</p>
Hawaii:	
Isle of Hawaii: Hilo	March
Isle of Hawaii: Other	March
Isle of Kauai	March
Isle of Maui	March
Isle of Oahu	March
Johnston Atoll	March
Midway Islands	March
Northern Mariana Islands:	
Rota	March
Saipan	March
Other	March
Puerto Rico:	
Aguadilla	July
Ft. Buchanan (incl GSA Svc Ctr)	July
Mayaguez	July
Ponce	July
Roosevelt Rds (incl Naval Reserve Station)	July
San Juan (incl Naval Reserve Station)	July
Virgin Islands:	
St. John	June
St. Thomas	June
Wake Island	May

C. Country Allowance Reports - Required Reporting Locations/Responsible Command/Senior Officer

Required Reporting Location	<u>Country Allowance Reports</u> Responsible Command/Senior Officer
Alaska	COMALCOM (Responsibility for all reports delegated to 11th Air Force, Alaska)
American Samoa	Coast Guard Liaison Office, Pago Pago
Antigua and Barbuda	U.S. Naval Support Facility, Antigua
Argentina	USMILGP, Buenos Aires
Australia	USCINCPACREP, Australia
Austria	USDAO, Vienna
Bahamas	American Embassy, Bahamas
Bahrain	Administrative Support Unit, Bahrain
Barbados	USDAO, Bridgetown
Belgium	NSSG US SHAPE (responsibility for housing reports delegated to NSSG US SHAPE AERSH-FO)
Belize	USMLO, Belize City
Bolivia	USDAO, La Paz
Brazil	USMLO, Brasilia
Canada	USDAO, Ottawa (responsibility for reports for Argentina delegated to NAVFAC Argentina; responsibility for housing reports for British Columbia delegated to NAVUSEAWARENGTSTA, Keyport) delegated
Chile	USDAO, Santiago
Columbia	USMILGP, Bogota
Costa Rica	USMILGP, San Jose
Denmark	USODC, Copenhagen
Dominica	USMLO, Bridgetown
Dominican Republic	USMAAG, Santo Domingo
Ecuador	COMUSMILGP, Quito
Egypt	OMC, Cairo (responsibility for housing reports delegated to U.S. Naval Medical Research Unit, Cairo)
El Salvador	USMILGP, San Salvador
Fiji	USCINCPACREP, Suva
France	USDAO, Paris
Germany	CINCUSAREUR
Gibraltar	CINCUSNAVEUR London (N25)
Greece	ODC, Athens (responsibility for all reports delegated to CO, 7276 ABG, Iraklion AS)

Required Reporting Location	<u>Country Allowance Reports</u> Responsible Command/Senior Officer
Guam	USCINCPACREP, Guam
Guatemala	USMILGP, Guatemala City
Hawaii	USCINCPAC, Honolulu
Honduras	USMILGP, Tegucigalpa
Hong Kong	USDLO, HK
Iceland	Iceland Defense Forces, Keflavik
India	USDAO, New Delhi
Ireland	USDAO, Dublin
Israel	USDAO, Tel Aviv
Italy	CINCSOUTH, Naples (responsibility for all reports delegated to U.S. Naval Support Activity, Naples)
Jamaica	USDAO, Kingston
Japan	COMUSFORJAPAN
Johnston Atoll	USCINCPAC, Honolulu
Jordan	Military Assistance Program (MAP), Amman
Kenya	U.S. Liaison Office, Nairobi
Korea	COMUSFORKOREA
Luxembourg	USODC BELLUX OL, Luxembourg
Malaysia	USDAO, Kuala Lumpur
Marshall Islands	USCINCPACREP Marshall Islands
Mexico	USDAO, Mexico City
Micronesia, Fed. States of	USCINCPACREP, Guam
Midway Islands	CO, U.S. Naval Station, Midway Islands
Morocco	U.S. Liaison Office, Rabat
Netherlands	AFCENT SUPACT (US), Brunssum (responsibility for housing reports for the Hague delegated to USODC, The Hague)
New Zealand	USDAO, Wellington (responsibility for housing reports for Christchurch delegated to NAVSUPFORANTARTICA DET Christchurch)
Northern Mariana Islands	USCINCPACREP, Guam
Norway	USODC, Oslo
Palau, Republic of	CINCPACREP, Guam
Panama	USMILGP, Panama City
Panama Canal Area	USCINCSO, Quarry Heights
Paraguay	USODC, Asuncion
Peru	USMAAG, Lima
Philippines	CINCPACREP, Philippines (responsibility for housing reports for Manila delegated to NAMRU Two, Manila; responsibility for housing reports for Clark AB delegated to 3 TFW/AC)

Required Reporting Location	<u>Country Allowance Reports</u> Responsible Command/Senior Officer
Portugal	U.S. National Support Unit, Lisbon
Puerto Rico	Commander, Fleet Air Caribbean (responsibility for all reports delegated to CO, U.S. Naval Station Roosevelt Roads)
Singapore	USCINCPACREP, Singapore
Spain	USODC, Madrid
Sweden	USDAO, Stockholm
Switzerland	USDAO, Bern (responsibility for housing reports for Geneva delegated to USMISSION, Geneva)
Thailand	JUSMAGTHAI, Bangkok
Turkey	TUSLOG, Ankara
United Kingdom	CINCUSNAVEUR, London
Uruguay	USODC, Montevideo
Venezuela	USMILGP, Caracas
Virgin Islands, U.S.	Senior Army Advisor
Wake Island	Det 4 15 ABW (travel data only)

APPENDIX O

Temporary Duty (TDY) Travel Entitlements

T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4501. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions shall not be supplemented.

***T4010 REIMBURSEMENT RATE**

Rates for private vehicle mileage reimbursement are listed in JFTR/JTR, Appendix A and par. C4651-B2. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in JFTR/JTR, Appendices B and D; or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

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, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), and Government and commercial lodging through the CTO or in-house travel arranger. Government transportation is arranged through the transportation office (TO), unless the CTO provides this service. The CTO provides round-the-clock service by a toll free telephone number, and estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.
4. Travelers should only make their own arrangements in unusual circumstances where they cannot communicate with their CTO in time to accomplish the mission. In this situation, travelers should deal directly with transportation companies, hotels, and rental vehicle companies, asking for the Government discount. ***If the traveler uses a travel agency that is not under Government contract, reimbursement is not authorized.***

Travelers who purchase transportation services with cash (that is, other than through the CTO or with the Government travel card) must forward the ticket coupon, and/or the receipt for the cost of transporting excess baggage, with the Trip Record for reimbursement. Travelers are to travel by coach class, unless a medical condition or mission timing requires premium class. Transportation should be purchased only from American transportation companies, even if their fares are higher than foreign companies. A traveler who uses premium class or a foreign transportation company must convince the AO of the mission justification for reimbursement. Travelers should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, or to get alternate arrangements.

5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.

*6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.

8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8(series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.

9. Frequent traveler benefits received for transportation paid for by the Government belong to the Government and cannot be used for personal travel. They can be used for official travel and for upgrades (but not to first class air) if the AO authorizes the upgrade.

10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government 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, reimbursement is not authorized to uniformed personnel, and a civilian employee may only receive transportation reimbursement up to the cost of the directed transportation mode.***

B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined.

Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in subpar. c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

*3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry, incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

(NOTE 1: Applicable to civilian employees:

(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/AEA authorized/approved for travel OCONUS.)

(NOTE 2: Applicable to uniformed members:

(a) Except as indicated in (b), 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 for personal laundry/dry-cleaning and pressing of clothing is not reimbursable when the traveler is entitled to a reduced per diem authorized under JFTR, par. U4135. Proportional meal rate or Government meal rate is not a reduced per diem for this purpose.

(c) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for travel OCONUS and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for travel OCONUS.)

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel, except that for training, the training location commander, not the AO, decides if use of Government quarters is directed (par. T4040-A1b) and if one of the two M&IE rates based on Government mess availability is appropriate.

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate 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 mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense 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 Vessels. Other reimbursable expenses (par. T4040-E and F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. 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' orders direct 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 orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall 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 most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of members 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 CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but

business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. TDY Aboard Vessels

- a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are 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 vessel.
- b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.