

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 173

Alexandria, VA

1 May 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 May 2001 unless otherwise indicated.

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This change includes all material written in MAP Items 84-00(E); 90-00; 100-00; 102-00(E); 03-01(E); 04-01; 08-01(E); and 11-01(E). Insert the attached pages and remove the corresponding pages. Remove pages U5I-3 and U5I-5. This cover page replaces the Change 172 cover page.

BRIEF OF REVISION

These are the major changes made by Change 173:

U1010-B; U2300-B; U5020; U5725. Allows TLE Advance payment to be paid to the member for the average number of days (as determined by the Secretarial Process).

U2145; U6005; U6054; T4060. Explains that the 55% per diem rule for long-term TDY (except for training) is for 180 "consecutive" days of TDY. In addition, clarifies that the criterion for certain training courses which involve long term TDY of 30 days or more is also "consecutive."

U3145-B1. Clarifies that when a city-pair fare is unavailable, the least expensive 'unrestricted' fare should be used. Restricted fare create potential problems/cost for the traveler when/if the flight needs to be changed.

Table U5A-1. Explains that separating or retiring members stationed OCONUS may be paid TLA when they need to occupy temporary quarters at their old PDS prior to departure. TLA is not payable at an OCONUS HOR or HOS.

U5410. Clarifies POV transportation. Also enables shipment from a POV port/VPC between the old and new PDSs.

Chapter 5; Parts E & I. Combines Parts E and I in an effort to improve the flow of the JFTR by placing all POV entitlements in one section.

Appendix A. Indicates that per diem rates prescribed for foreign areas include an amount for lodging taxes in the maximum amount prescribed for lodging and not in the amount prescribed for incidental expenses. Lodging taxes for non-foreign areas are separately reimbursable and are not part of per diem.

U9104. Changes the reference regarding OHA continuation for survivors of a member who dies while on active duty.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

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 "How to Get the JFTR" in the Introduction. Single sheets are not available.

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## CHAPTER 1

### APPLICABILITY AND GENERAL INFORMATION

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#### U1000 NOT USED

The regulations in this Volume pertain to travel and transportation. They are issued under the authority of 10 U.S.C. §2631-2635 and Chapter 7, 37 U.S.C.

#### U1005 APPLICATION

This Volume contains basic *statutory regulations* concerning official travel and transportation of members of the Uniformed Services. *There may be circumstances when travel and transportation entitlements are prohibited and are so stated. However, just because a prohibition is not stated does not mean that an entitlement exists or can be authorized. All regular and reserve personnel, without regard to the Service to which they are assigned, are covered.*

#### U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. These regulations provide special allowances for DoD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the United States. These regulations also affect their dependents. *Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose. The allowances include:*

1. environmental and morale leave transportation,
2. travel and other expenses for dependent education,
3. home visitation between consecutive tours,
4. dependent travel in connection with TDY,
5. dependent visitation,
6. dependent care expenses connected with training of responsible dependents,
7. representational travel by dependents,
8. removal of dependents and HHG,
9. shipment of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, ATTN: DA, Washington, DC 20340-5339.

#### U1010 IMPLEMENTATION

A. Entitlement Regulations. *The regulations in this Volume require no further entitlement implementation.* When necessary, they may be supplemented by administrative regulations which shall not prescribe entitlements different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain entitlements. The listing below cites entitlements that do have implementing instructions provided by Service regulations. There may be additional implementing instructions that are not specifically cited below.

1. completion and submission of travel vouchers;
2. order endorsements related to foreign flag carriers (par. U3125-C4);
3. procedures for the issuance, use and care of meal tickets, and for the payment for meals procured with the tickets (see par. U5018-B);
- \*4. procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Parts B, C, D, F, G and H - see par. U5020)), may be made. (Also, see pars. U5165, U5250, U5560, U6013-A and B, U6060-A and B, U9116-B, and U9208);
5. appropriate separation activities (see pars. U5125-A3 and U5130-A3);
6. required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);
7. claims for self-procured HHG transportation (see pars. U5320-D);
- \*8. member financial responsibility (see pars. U5340-A2, U5380-A, U5415-C, U5445, U5474; and U5520);
9. personal emergency determination (see par. U7205-A);
10. transportation of the remains of deceased members and dependents (see Chapter 7, Part R);
11. currency loss/gain procedures for OHA (see par. U9116-B);
12. COLA payment while entitled to TLA (see par. U9207-E, Step 4a(2) and U9207-I, Example 4, after step 3);
13. command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT), and;
14. establishing childrens' dependency (see Appendix A definition of DEPENDENT).

**U1015 EXPENDITURE AUTHORITY**

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations.

**U1020 EFFECTIVE DATE OF REGULATION CHANGES**

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

**U1025 COMPTROLLER GENERAL (CG)/OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS**

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the CG/OSD GC. CG/OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

## CHAPTER 2 ADMINISTRATION AND GENERAL PROCEDURES

### PART A: TRAVEL POLICY

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<b>Paragraph</b>	<b>Contents</b>
<b>U2000</b>	<b>General</b>
<b>U2010</b>	<b>Member's Responsibility</b> A. Obligation to Exercise Prudence B. Promotional Material C. Lost or Delayed Accompanied Baggage
<b>U2015</b>	<b>Use of Government Travel Charge Cards</b>
<b>U2020</b>	<b>Defense Table of Official Distances (DTOD)</b> A. General B. TDY and PCS Travel C. Personally-Performed Moves

### PART B: TRAVEL ORDERS

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<b>Paragraph</b>	<b><u>Contents</u></b>
<b>U2100</b>	<b>General</b>
<b>U2115</b>	<b>Orders for Travel and Reimbursement</b> A. Written Orders B. Oral Orders C. Orders Not Originated by Competent Authority
<b>U2135</b>	<b>Itinerary Variation</b>
<b>U2140</b>	<b>Effective and Expiration Date of Certain Types of Orders</b> A. Amended, Modified, Canceled or Revoked Orders B. Blanket or Repeated Travel Orders C. Time Limitation for PCS Orders
<b>U2145</b>	<b>Time Limitations for Periods of TDY</b> A. 180-Day Time Limitation B. TDY Periods in Excess of 180 Consecutive Days
<b>U2146</b>	<b>Time Limitations for Periods of TDY for Courses of Instruction</b> A. TDY for Training Less Than 140 Days (20 Weeks) B. TDY vs. PCS Status for Training Courses of 20 or More Weeks

### PART C: TRAVEL STATUS

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<b>U2200</b>	<b>Travel Status</b>
	A. Importance of Travel Status
	B. Conditions Under Which Travel Status Exist
	C. Beginning and Ending of Travel Status

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**PART D: SOURCE OF FUNDS AND TRAVEL ADVANCES**


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<b>U2300</b>	<b>Source of Funds</b>
	A. General
	B. Travel Advance Information

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**PART E: RESERVED**


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**PART F: TRAVEL CLAIMS AND RECEIPTS**


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<b>U2500</b>	<b>Submission of Travel Vouchers</b>
<b>U2505</b>	<b>Fraudulent Claims</b>
<b>U2510</b>	<b>Receipt Requirements</b>
	A. General
	B. Lost Receipts

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**PART G: CONFERENCE PLANNING**


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<b>U2550</b>	<b>Conference Planning</b>
	A. Authority
	B. Policy
	C. Scope and Coverage
	D. Definitions
	E. Actions Required
	F. Cost Considerations
	G. Cost Comparisons
	H. Conference Site Selection
	I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation
	J. Advertisement or Application Form for Conference Attendance
	K. Selection of Attendees
	L. Conference Administrative Costs

## PART B: TRAVEL ORDERS

### U2100 GENERAL

A travel order used for reimbursement of travel and transportation expenses is a written document issued or approved by the Secretarial Process directing a member or a group of members to travel between designated points. The travel order establishes the conditions for official travel and transportation at Government expense, and provides the basis for the traveler's reimbursement. A travel order should be issued before the travel is performed. Reimbursement for travel is not authorized when the travel is performed before receipt of written or oral orders.

Generally, a written travel order is not necessary when:

1. travel is performed within the limits of a PDS or in the immediate vicinity of such station (local travel), and
2. it is known that the travel claim shall involve only reimbursement for commercial transportation or MALT for the use of a POC approved as being more advantageous to the Government.

If a travel order is not issued for local travel, approval on the voucher is sufficient for reimbursement purposes.

### U2115 ORDERS FOR TRAVEL AND REIMBURSEMENT

A. Written Orders. A written order issued by competent authority is required for reimbursement of expenses incident to official travel. For the purpose of reimbursement, a written order that quotes or references an authority authorized to initiate the order is a competent order.

B. Oral Orders. Urgent or unusual situations may require that official travel begin or be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the order-issuing official shall promptly issue a confirmatory written order. An oral order:

1. given in advance of travel,
2. subsequently confirmed in writing giving the date of the oral order, and
3. approved by competent authority

meets the requirement for written orders.

C. Orders Not Originated by Competent Authority. Travel orders issued under unusual conditions and not originated by competent authority must be approved by the order-issuing official before reimbursement of travel expenses.

### U2135 ITINERARY VARIATION

Travel orders may include authorization/approval for itinerary variation to permit:

1. omission of travel to places stated in the travel order,
2. changes in the order of places to be visited,
3. changes in the original specified time at a place stated in the travel order, and/or
4. travel to additional places not shown in the travel order.

Generally, the purpose of a trip and places of TDY are known when a travel order is issued. Variation in itinerary should not be substituted for adequate advance planning. This authority is not a blanket travel authorization.

**U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN TYPES OF ORDERS**

A. Amended, Modified, Canceled or Revoked Orders. When determining the entitlement to allowances for travel and transportation under PCS orders that are amended, modified, canceled or revoked before their effective date, the orders are considered as effective:

1. when received by the member for travel performed by the member or dependents, or
2. for any transportation of HHG, mobile homes or POVs begun or completed,

even though leave, delay, proceed time, or TDY en route is involved.

B. Blanket or Repeated Travel Orders. Blanket or repeated travel orders do not expire upon the member's return to the PDS. They continue in effect until expiration by time limit, by automatic cancellation upon PCS, or revocation. (***NOTE: Blanket travel orders are not used in DTS.***)

C. Time Limitation for PCS Orders. Unless otherwise prescribed in this Volume, a member's PCS orders are valid while the orders remain in effect and prior to receipt of further PCS orders (45 Comp. Gen. 589 (1966)).

**\*U2145 TIME LIMITATIONS FOR PERIODS OF TDY**

A. 180-Day Time Limitation. Except when authorized under subpar. B, TDY assignments at any one location are limited to periods of 180 or fewer consecutive days. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to:

1. personnel under TDY orders assigned to military units deployed afloat as indicated in pars. U4102-J and U4102-M;
2. personnel assigned to TDY periods at more than one location that total 181 or more days if the duty period at each location is 180 or fewer days; or
3. personnel TDY for training periods less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.

***NOTE: Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (see Appendix A, definition of PERMANENT (DUTY) STATION), except when the course is authorized as TDY under par. U2146-B.***

B. TDY Periods in Excess of 180 Consecutive Days. When circumstances or Service exigencies require TDY at one location for more than 180 consecutive days, the appropriate authority determines if TDY is appropriate. This determination should be made before the order is issued. If the situation does not permit delay, the order may be issued and the case submitted immediately to the appropriate authority who must:

1. approve the order as written, or
2. direct the order be amended to:
  - a. terminate the duty returning the member to the old station or assigning a new station,
  - b. change the assignment from TDY to a PCS, or
  - c. fix the period at 180 or fewer days from the reporting date at the TDY station.

The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location shall be the Secretary concerned, the Chief of an appropriate bureau or staff agency specifically designated

for that purpose, or Commanders/Deputy Commanders of Unified commands. *This authority must not be re-delegated.*

## U2146 TIME LIMITATIONS FOR PERIODS OF TDY FOR COURSES OF INSTRUCTION

### A. TDY for Training Less Than 140 Days (20 Weeks)

1. General Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled duration of the course is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under subpar. B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off in connection with a holiday. This reduces the 150 day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, June 17, 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

***NOTE: A member's PCS orders to a course of instruction may not be changed to TDY orders after arrival at the new PDS, unless those orders were erroneously issued.***

### **Effective 5 December 1997**

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks. The Secretary concerned (without delegation) may authorize designated courses (excluding initial entry courses) scheduled for:

1. 20 or more weeks,

2. but not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS. The status (either TDY or PCS) of all members, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same (***Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.***). For courses attended by multiple Services, the Secretary concerned must obtain agreement from the other affected Service Secretaries before changing the course.

**PART D: SOURCE OF FUNDS AND TRAVEL ADVANCES****U2300 SOURCE OF FUNDS**

- A. General. A member may be paid an advance of specified travel and transportation allowances.
- B. Travel Advance Information. Additional information on advance payment of travel and transportation allowances is located in the following paragraphs:
1. member travel, par. U5165;
  2. dependent outpatient travel, par. U5240-G3;
  3. dependent travel, par. U5250;
  4. HHG transportation, par. U5385;
  5. mobile home transportation, par. U5560;
  6. DLA, Chapter 5, Part G, and pars. U6013 and U6060;
  7. recruiting expenses, par. U7033;
  8. SROTC members, par. U7150-E2d;
  9. attendants on behalf of member patients, par. U7252-A;
  10. escorts and attendants of dependents, par. U7555; and
  - \*11. station allowances, pars. U9116 and U9208.

**PART B: TRAVEL BY COMMON CARRIER****U3100 GENERAL**

A. Travel/Transportation Policy. Travel other than by a usually traveled route must be justified. A member may not use contract airline/rail passenger service provided under contract with the General Services Administration (GSA) for that portion of an indirect route traveled for personal convenience. Government procured transportation or a contractor-issued Government travel charge card may be used only for that portion of a trip properly chargeable to the Government. Any additional expense must be paid by the traveler. All time not justified as official travel must be charged as leave.

1. Less than premium-class accommodations must be used for passenger transportation, unless an exception in par. U3125 or par. U3130 applies,
2. travelers may voluntarily use/accept, and the Government may furnish, accommodations which do not meet minimum standards if the member's or Service needs require use of these accommodations,
3. travelers may not be reimbursed for travel at personal expense on vessels/aircraft of foreign registry, except as specified in pars. U3125-C and U3130-D, and
4. each dependent is allowed a seat.

B. TDY Travel Involving Non-PDS Location(s). A member on TDY orders is entitled to travel/transportation allowance NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a *non-PDS* location:

1. the traveler must pay excess travel/transportation costs; and
2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

***NOTE: For TDY travel/transportation allowances when TDY orders are received while member is on official leave, see par. U4105-F.***

**U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT**

See DoD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City Pair Program see par. U3145.

**U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY**

A. General. A member may not be reimbursed for personally-procured transportation when a specific transportation mode is directed (as distinguished from authorized) to travel by a specific mode (Government/Government-procured, transoceanic or transportation furnished by a foreign government or Government contractor). Otherwise, the member is entitled to reimbursement of transportation cost as prescribed in subpars. B-F. Reimbursement may not be more than the cost of accommodations prescribed in pars. U3125, U3130 and U3135. See Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U3010), limits in subpars. B and C must be reduced by its cost.

B. Government/Government-Contracted Transportation/In-house or CTO Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points.

C. Government/Government-Contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service is not available and the member procures common carrier transportation at personal expense, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

D. Transoceanic Travel-Government/Government-Procured Transportation Available. When travel by Government/Government-procured transportation is authorized (as distinguished from directed) and transoceanic travel is performed by common carrier at personal expense, the member is entitled to reimbursement for the transportation cost up to the amount the sponsoring Service would have paid for the available transportation. If both Government and Government-procured transportation are available, the lower priced one is the measure of maximum reimbursement. When Government/Government-procured transportation is not available, the member is entitled to reimbursement for the transportation cost up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If air travel is medically inadvisable for the member, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

\*E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

#### **U3115 REIMBURSEMENT WHEN TRANSPORTATION MODE OR GROUP TRAVEL IS DIRECTED**

A. Travel Directed. When a member, individually or as part of a group, is directed (as distinguished from authorized) to travel by a specific transportation mode (Government/Government-procured, transoceanic or transportation furnished by a foreign Government or Government contractor), reimbursement and the payment of a mileage allowance is prohibited for transportation at personal expense unless the authority responsible certifies that the directed mode was not available at the time and place required to comply with the orders.

B. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus, streetcar fares) incurred in the performance of TDY are allowable as authorized in Part E.

#### **U3120 ARRANGING OFFICIAL TRAVEL**

##### **A. Travel Arrangement Requirements**

1. Uniformed Service Members. When making travel arrangements, uniformed service members are required to use the following (except as provided in subpar. B.):

- a. a CTO (see Appendix A for definition),
- b. in-house travel office, or
- c. General Services Administration (GSA) Travel Management Center (TMC)

time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty are not reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,
- b. agents of protective details accompanying individuals authorized to use first-class accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

4. coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. AMTRAK Metroliner coach accommodations use is advantageous to the Government. Metroliner Club Service is first-class accommodations. First-class accommodations on extra-fare trains may be authorized/approved as provided in subpar. C.

**U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS**

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in subpar. A for the travel involved.

**U3145 CITY-PAIR PROGRAM**

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. Policy

GSA airlift contracted through the Contract City Pair Program shall be used for uniformed members. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

- 1. Space or scheduled flights are not available in time to accomplish the purpose of travel (to include space for pets when associated with permanent duty travel, e.g., PCS - USCINCTRANS SCOTT AFB IL//TCJ4-LT//091304Z JUN 00), or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip;

2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U4325); or
3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account;***
4. Rail service is available and that service is cost effective and consistent with mission requirements;
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
  - a. the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and
  - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

#### B. Scheduled Air Carriers

- \*1. Contract air service between city pairs (city-pair) shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.
2. ***Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets.***

#### C. Frequently Asked Questions About Using the Contract City Pair Program

##### 1. How does the program work?

**First**, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

**Second**, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

**Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

- U5130 Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty with Readjustment or Separation Pay, Involuntary Separation, or Separation Under the VSI or SSB Program**
  - A. General
  - B. Time Limitations
  - C. Recalled to Active Duty Before Selecting a Home
  - D. Recalled to Active Duty After Selecting a Home
  - E. Members on TDRL Who Are Discharged or Retired
  - F. Member Ordered to a Place to Await Disability Retirement
  
- U5155 Official Distance Determination**
  - A. Privately Owned Conveyance (Except Airplane)
  - B. Privately Owned Airplane
  
- U5160 Computation of Allowable Travel Time**
  - A. General
  - B. POC Travel
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  - D. Travel by Government Conveyance and/or Common Carriers on Government-procured Transportation
  - E. Travel By Other Than Directed Mode
  - F. Common Carrier at Personal Expense or Mixed Modes Travel
  - G. Elapsed Time is Less Than Authorized
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- U5165 Advance of Funds**

**PART C: DEPENDENT ALLOWANCES FOR TRANSPORTATION**

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<b>U5212</b>	<b>Reimbursable Expenses</b>

- U5215**                      **Factors Affecting Travel of Dependents**
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  - B. Dependent Child Attains Age 21 or 23 or Loses Student Status While Member Serving OCONUS
  - C. Dependents Acquired on or Before Effective Date of Orders
  - D. Effect of Changes in Ages or Dependency Status on Entitlements
  - E. Orders Amended, Modified, Canceled or Revoked After Travel Begins
  - F. Dependents Temporarily Absent from the Old PDS, Designated Place, or Safe Haven When PCS Orders Are Received
  - G. Change of Station While on Leave or TDY
  - H. Dependents En Route to the New PDS at the Time of the Member's Death
  - I. Spouse Separates from the Service After the Effective Date of Member's PCS Orders
  - J. Legal Custody of Children Changes After the Effective Date of PCS Orders
- U5218**                      **Travel and Transportation Involving Old and/or New Non-PDS Location**
- U5220**                      **Dependents Join or Accompany Member During TDY En Route**
- A. General
  - B. MALT Rate
  - C. Per Diem
- U5222**                      **Dependents' Travel and Transportation Allowances Under Various PCS Orders**
- A. Called (or Ordered) to Active Duty
  - B. Assigned to Foreign Service Colleges
  - C. Ordered to an OCONUS Station to Which Dependents' Travel is Authorized
  - D. Ordered on a Dependent-Restricted Tour, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
  - E. Reassigned OCONUS Before Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action
  - F. Consecutive Overseas Tours (COTs)
  - G. Consecutive OCONUS Tours for a Member With Noncommand Sponsored Dependents
  - H. Transfer to, from, or Between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
  - I. Change of Homeport for Vessels, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty
  - J. Assigned to a Mobile Unit or Ship Based Staff
  - K. Member Ordered to Hospital in CONUS
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- U5225**                      **Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay, Involuntary Separation, and Separation Under the VSI or SSB Program**
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  - B. Duty Station Erroneously Designated as HOR
  - C. Separation from the Service or Relief from Active Duty to Continue in the Service
  - D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
  - E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks
  - F. Member Serves Less Than Initial Prescribed Period of Service
  - G. Time Limit
  - H. Member Ordered to a Place to Await Results of Disability Proceedings
  - I. Member Ordered to a College

- U5230 Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation under the VSI or SSB Program**
- A. General
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  - C. Recalled to Active Duty Before Choosing a HOS
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**U5250 Advance of Funds**

**PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)**

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- F. Ordered to a CONUS Hospital
- G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation
- H. Ordered on PCS to a PDS in the Vicinity of Storage

**U5350****Transportation Under PCS Orders to or from Sea Duty or OCONUS Duty**

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- B. Ordered from Shore Duty to Sea Duty
- C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances.
- E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
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- H. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport
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- J. Reassignment OCONUS Before the Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action

**U5355****Local Moves**

- A. General
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**U5360****Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay, Involuntary Separation, and Separation Under the VSI or SSB Program**

- A. General
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- C. Separation or Relief from Active Duty to Continue in the Service
- D. Separation or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service

- E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for Less than 20 Weeks or Less Than 6 Months for Initial Active Duty for Training  
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- I. Member Serving in CONUS Who Has No Dependents and is Separated from the Service Under Other Than Honorable Conditions
- J. Member Ordered to a College

**U5365****Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation Under VSI or SSB Program**

- A. HOS Authorized
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- H. Recalled to Active Duty Before Selecting a Home
- I. Recalled to Active Duty After Selecting a Home
- J. Members on TDRL Discharged or Retired
- K. Member Dies After Retirement or Release
- L. Members Ordered Home to Await Disability Retirement

**U5370****HHG Transportation Under Unusual/Emergency Circumstances**

- A. General
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- C. PDS to Which Dependent Travel is Authorized Changed to Dependent Restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty
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- G. HHG Transportation Incident to Tour Extension
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- J. Consumable Goods Allowance Incident to Tour Extension or IPCOT

**U5372****HHG Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death**

- A. General
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- C. When Authorized
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- G. Administrative Instructions

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  - L. Time Limits

- U5385 Advance of Funds**

**PART E: POV TRANSPORTATION AND STORAGE**  
**SECTION 1: POV TRANSPORTATION**

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- A. Restrictions of a POV Purchased in a Nonforeign OCONUS Area
  - B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS
  - C. Restriction on Size of Vehicle
  - D. Combining POV Weight Limitations When Husband and Wife Are Members
- U5425 Transportation Methods**
- A. Government/Commercial Transportation
  - B. Personally Procured Transportation
- U5435 Ports Used**
- A. Designation of Ports
  - B. Alternate Ports
  - C. Transshipment from a Designated Port
- U5440 Factors Affecting Transportation of POV**
- A. Transportation of POV May Be Deferred
  - B. Shipping Error
  - C. Orders Amended, Modified, Canceled or Revoked
  - D. Transportation Before Orders Issued
- U5445 Excess Cost Collection**
- U5455 POV Transportation Under Unusual or Emergency Circumstances**
- A. Official and Personal Situations
  - B. Member Reassigned from OCONUS PDS to Which Dependent Travel is Authorized to an OCONUS PDS to Which Dependent's Travel is not Authorized Before the POV is Transported from A CONUS VPC/Port
  - C. Incident to Alert Notice
  - D. PDS Evacuation
  - E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death
- U5456 Transportation Incident to Divorce**
- U5457 Time Limitation for Transportation of a POV**
- A. Incident to Separation from Service or Relief from Active Duty
  - B. Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation Under VSI or SSB Program
  - C. Incident to PCS
- U5460 Care and Storage**
- U5461 Rental Vehicle Reimbursement When Motor Vehicle Transported at Government Expense Arrives Late**

**SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO PDS/TDY IS NOT AUTHORIZED**

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<b>Paragraph</b>	<b>Contents</b>
<b>U5464</b>	<b>General</b>
<b>U5466</b>	<b>Eligibility</b>
	A. Members
	B. Storage
<b>U5468</b>	<b>Transportation Reimbursement To/From a Storage Facility</b>
	A. General
	B. Delivery/Pick-up
	C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route is Involved
	D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY en route is Involved
	E. Delivery to Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route
<b>U5470</b>	<b>Storage Facilities</b>
	A. Designated Storage Facilities
	B. Personally-Procured POV Storage
<b>U5472</b>	<b>Factors Affecting Storage of POV</b>
	A. Orders Amended, Modified, Canceled, or Revoked
	B. Storage Before an Order is Issued
	C. Time Limitation
<b>U5474</b>	<b>Excess Cost</b>
<b>U5476</b>	<b>Continued POV Storage</b>
	A. Continued POV Storage for Active Duty Members
	B. Continued POV Storage Upon Separation from Service or Relief from Active Duty, Retirement Placement or TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty with Readjusted or Separation Pay, or Involuntary Separation
<b>U5478</b>	<b>Care and Storage</b>

**PART F: TRANSPORTATION OF MOBILE HOMES**

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<b>Paragraph</b>	<b>Contents</b>
<b>U5500</b>	<b>General</b>
<b>U5502</b>	<b>Conditions for Eligibility</b>
<b>U5505</b>	<b>Basic Entitlements</b>
	A. Definition
	B. Between PDSs Within CONUS, Within Alaska, and Between a PDS in CONUS and a PDS in Alaska
	C. Between a CONUS or Alaska PDS and a PDS Neither in CONUS nor Alaska

- D. Upon Separation from Service, Relief from Active Duty, Placement on Temporary Disability Retired List (TDRL), or Retirement
- E. Allowable Costs
- F. Costs Not Allowed

**U5510****Methods of Shipment**

- A. Government-Procured Transportation
- B. Reimbursement for Personally-Procured Transportation

**U5515****Factors Affecting Mobile Home Transportation**

- A. Election of Mobile Home Allowances
- B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route
- C. Improper Shipments
- D. Orders Amended, Modified, Canceled or Revoked
- E. Mobile Home Transportation from Prior PDS
- F. Transportation Before Orders Issued
- G. HHG Removed from Mobile Home to Meet Safety Requirements

**U5520****Excess Costs for Mobile Home Transportation of Separated Member, Deceased Member, and Heirs of Deceased Member****U5530****Local Moves****U5540****Mobile Home Transportation Under Unusual or Emergency Circumstances**

- A. When Dependents Travel Before the Member's PCS Due to Official and Personal Situations
- B. Mobile Home Transportation Incident to Alert Notice
- C. Mobile Home Transportation Incident to Tour Extension

**U5545****Mobile Home Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death**

- A. Member Officially Reported as Absent in Missing Status
- B. Upon Death of Member

**U5555****Temporary Storage**

- A. General
- B. Time Limits
- C. Orders Amended, Modified, Canceled or Revoked
- D. Further PCS Orders Issued After Member Arrives at New PDS

**U5560****Advance of Mobile Home Allowances**

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**PART G: DISLOCATION ALLOWANCE (DLA)**

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<b>Paragraph</b>	<b>Contents</b>
<b>U5600</b>	<b>Purpose</b>
<b>U5605</b>	<b>Definition of Terms</b> A. Member With Dependents B. Member Without Dependents
<b>U5610</b>	<b>Eligibility</b> A. Member With Dependents B. Member Without Dependents
<b>U5615</b>	<b>Determining Amount Payable</b> A. General B. Dependents Authorized to Relocate in Connection With PCS but Delay Their Travel
<b>U5620</b>	<b>Fiscal Year Limitation on Payment of DLA</b> A. General B. Application of Fiscal Year Limitation on Payment of DLA
<b>U5630</b>	<b>Factors Affecting Entitlement</b> A. General B. Special Categories DLA Authorized C. Special Categories DLA Not Authorized D. Relocation of Household Incident to Alert Notification E. Entitlement When a Member Married to a Member is Transferred to a New PDS

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**PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS**

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<b>Paragraph</b>	<b>Contents</b>
<b>U5700</b>	<b>Purpose</b>
<b>U5705</b>	<b>Entitlement</b>
<b>U5710</b>	<b>Time Limitations</b>
<b>U5715</b>	<b>Temporary Quarters</b>
<b>U5720</b>	<b>Reimbursement</b> A. Member Married to Member B. Per Diem Rate Used C. Maximum Reimbursement D. Reimbursement Example E. Reimbursement Computation

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**PART I: RESERVED**

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**PART J: EARLY RETURN OF DEPENDENTS**

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<b>Paragraph</b>	<b>Contents</b>
<b>U5900</b>	<b>Dependent Travel</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Official Situations</li><li>C. National Interest</li><li>D. Personal Situations and Travel of Dependents in CONUS When Disciplinary Action is Taken Against Member Stationed OCONUS</li><li>E. Divorce of Annulment</li></ul>
<b>U5905</b>	<b>HHG Transportation</b> <ul style="list-style-type: none"><li>A. From Other Than the U.S. Due to Official Situation</li><li>B. National Interest</li><li>C. From OCONUS Due to Personal Situations and in CONUS When Disciplinary Action is Taken Against a Member Stationed OCONUS</li></ul>
<b>U5910</b>	<b>POV Transportation</b> <ul style="list-style-type: none"><li>A. OCONUS Dependent Transportation Authorized</li><li>B. Dependent Currently at an Appropriate Destination – Orders Not Issued</li><li>C. Ex-Family Members' Travel Incident to Divorce or Annulment</li><li>D. Dependents' Return to OCONUS Areas Authorized</li><li>E. Entitlement on Next PCS</li></ul>
<b>U5915</b>	<b>Mobile Home Transportation</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Member Assigned to Full PCS Weight Allowance Area</li><li>C. Member Assigned to Administrative Weight Restricted Area</li></ul>

provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Part H.

I. Travel and Transportation Allowance Extensions When A Member Separates from the Service. A time limit extension:

1. may be authorized/approved for a specific additional time period using the Secretarial Process;
2. may be authorized/approved only when circumstances prevent use within the prescribed time; and must be for the shortest time appropriate under the circumstances;
3. may ***not*** be granted merely to accommodate personal preferences or convenience (DoD/GC #99-1);
4. ***may not be authorized/approved if it extends entitlement more than 5 years after it accrues***, unless a certified on-going medical condition prevents relocation of the member/dependent from the separation/retirement date; and
5. must be authorized/approved in writing and must include an explanation of the circumstances that justify granting the extension.

J. Home of Selection. ***Once a home is selected, that selection is irrevocable if transportation-in-kind or Government-procured transportation is furnished and used, or travel and transportation allowances are received after the travel is completed.***

**U5018 MEAL TICKETS**

A. Issuance. Meal tickets may be issued only:

1. as specifically authorized in this Chapter (for PCS), in Chapter 4 (for TDY and for members traveling together under orders directing no/limited reimbursement) and in Chapter 7 (for persons in special categories), and
2. ***to members traveling together with no/limited reimbursement directed in the orders (see Chapter 4, Part A) on commercial airline flights where courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.***

B. Procedures. Service regulations apply see par. U1010-Be).

C. Value. The maximum rate per meal per member shall not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	\$ 6
Noon	\$ 6
Evening	\$ 16

**\*U5020 ADVANCE OF FUNDS**

Parts B, C, D, F, G and H authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation and DLA and TLE (see par. U1010-B4). See par. U9208 for advance payment rules ICW TLA.

\*OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES<sup>1</sup>

Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Shipment Part D	NTS <sup>2</sup> Part D	POV Shipment <sup>3</sup> Part E, Section 1	POV Storage <sup>24</sup> Part E, Section 2	Mobile Home Shipment <sup>4</sup> Part F	DLA <sup>5</sup> Part G	TLE <sup>6</sup> Part H	TLA <sup>7</sup> Ch. 9, Part C
Travel to First PDS	yes	yes	yes	yes <sup>8</sup>	no <sup>9,10</sup>	yes	yes	no	no <sup>25</sup>	no <sup>11</sup>
PCS from CONUS to CONUS	yes	yes	yes	yes <sup>8</sup>	no <sup>10</sup>	no	yes	yes	yes	no
PCS to/from OCONUS	yes	yes	yes	yes	yes	yes	no <sup>12</sup>	yes	yes	yes
PCS from OCONUS to OCONUS	yes	yes	yes	yes	yes	yes	no <sup>12</sup>	yes	no	yes
PCS Involving Member Married to Member CONUS to CONUS	yes (each)	yes (each)	yes (each) <sup>13</sup>	yes <sup>8</sup> (each)	no <sup>10</sup>	no	yes <sup>15</sup>	See par. U5630-E & Table U5G-1	yes (each)	no
To/from OCONUS	yes (each)	yes (each)	yes (each) <sup>13,14</sup>	yes (each)	yes (each)	yes	no <sup>12</sup>		yes (each)	yes (each)
Separated Under Honorable Conditions <sup>16</sup> Member completed 90% of 1 <sup>st</sup> term	yes	yes	yes	yes <sup>18</sup>	no <sup>19</sup>	no	yes	no	no	yes <sup>26</sup>
Member did <i>not</i> complete 90% of 1 <sup>st</sup> term	yes <sup>17</sup>	yes <sup>17</sup>	yes	yes <sup>18</sup>	no <sup>19</sup>	no	yes	no	no	yes <sup>26</sup>
Separated Under Other Than Honorable Conditions <sup>16</sup>	yes <sup>20</sup>	yes <sup>20</sup>	yes <sup>21</sup>	no	no <sup>19</sup>	no	yes	no	no	no
Placed on TDRL	yes <sup>22</sup>	yes <sup>22</sup>	yes <sup>22</sup>	yes	no <sup>19</sup>	no	yes	no	no	yes <sup>26</sup>
Retired with pay (other than for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay <sup>23</sup>	yes	yes	yes	yes	no <sup>19</sup>	no	yes	no	no	yes <sup>26</sup>
Retired for disability, involuntarily separated (as defined in JFTR, App A), or separated under VSI or SSB program <sup>23</sup>	yes	yes	yes	yes	no <sup>19</sup>	no	yes	no	no	yes <sup>26</sup>

- 1 This table is a general guide to basic travel and transportation allowances in various PCS situations. Parts B through H of this Chapter prescribe the specific entitlements and must be used to administer travel and transportation entitlements ICW a member's PCS.
- 2 For the time limitation of NTS for PCS orders, see par. U5380.
- 3 Member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
- 4 Member must meet conditions in par. U5502 to be entitled to transportation of a mobile home. Mobile homes allowances are in lieu of HHG transportation except as noted in par. U5330-F.
- 5 Member must meet eligibility criteria in par. U5605 to be entitled to DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is entitled to DLA at the "with dependent" rate (pars. U5605 and U5610). Members without dependents assigned to Government quarters at the new PDS are not entitled to DLA (par. U5605).
- 6 Member must meet eligibility criteria in par. U5705 to be entitled to a TLE allowance. See par. U5710 for maximum periods authorized.
- 7 TLA is only authorized under the conditions specified in par. U9201. See Chapter 9, Part C, for the maximum periods authorized.
- 8 When member requests NTS as an alternative to shipment, NTS must be in the Government's best interest (see par. U5380-C).
- 9 Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
- 10 See par. U5410-F for exceptions under which a POV may be shipped within CONUS.
- 11 Except when member's first PDS is OCONUS.
- 12 Mobile home transportation is authorized only between points in CONUS, between a point in CONUS and Alaska, and between points within Alaska; and only if dependent(s) will occupy the mobile home at destination.
- 13 Members may combine their HHG weight allowances for shipment purposes (par. U5330-A).
- 14 For moves to/from certain OCONUS areas, members may be limited to shipment of the administrative HHG weight allowance of the senior member (see par. U5315-B).
- 15 See par. U5505-A for information on combining the weight allowances of the two members to compute maximum mobile home entitlement.
- 16 Travel and transportation allowances may be paid not to exceed HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
- 17 Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 (member travel) and U5225-F (dependent travel) except as authorized by the Service Secretary.
- 18 NTS in connection with separation/retirement from the Service is in addition to shipment.
- \*19 Except when member's HOR/PLEAD or authorized HOS under U5130-A1 is OCONUS. A member separated/retired while serving OCONUS is entitled to a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
- 20 ***See Chapter 7, Part P, for member travel. For dependent travel whose last PDS is CONUS, see par. U5240-J; if the last PDS is OCONUS, see par. U5240-D.***
- 21 A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is not entitled to HHG shipment.
- 22 A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if retirement orders are subsequently issued, the entitlement is subject to adjustment so as not to exceed entitlement for the distance from the PDS at the time the member received the TDRL orders to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
- 23 Travel and transportation allowances may/may not be paid to the member's HOS (see par. U5130).
- \*24 Member must meet the eligibility criteria in par. U5466 to be authorized POV storage.
- 25 Beginning 5 October 1999 TLE is payable to enlisted members on first PCS.

- b. dependents' travel under par. U5205-B; and
- c. POV delivery to the vehicle processing center for shipment under par. U5413.

## 2. POC Travel

a. General. When transoceanic travel usually would be involved but the member is authorized to and travels by POC as advantageous to the Government for the entire distance between duty stations, reimbursement is on a MALT PLUS basis for the member (and dependents if applicable) for the official distance involved. Such reimbursement is authorized even though it exceeds that authorized in subpar. 1.

b. Travel Partly by POC and Partly by Common Carrier. When travel by POC has been authorized as prescribed in subpar. a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is under par. U5105-E.

3. POC Travel Involving a Car Ferry. When a member travels between two PDSs partly by POC and partly by transoceanic car ferry (circuitously or otherwise), the member is entitled to:

a. MALT PLUS for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS (***NOTE: If more than one car ferry is used, MALT PLUS is payable for overland travel between ferries.***);

b. Government-procured transportation or reimbursement for the transportation cost of personal travel for the member on the car ferry (including the cost of required staterooms but not the cost of meals);

c. reimbursement for ferry fees;

d. dependents' transportation as for members in items a and b;

e. for travel aboard a car ferry other than on the Alaska Marine Highway System, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem from the day following embarkation through day of departure (debarkation) at the rate applicable to the POD; or

f. for travel aboard an Alaska Marine Highway System car ferry, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem at the highest CONUS M&IE rate for each full day the member is on board the ferry. Per diem is payable for the day of departure (debarkation) at the rate applicable to the POD.

\*The nonavailability of U.S. registered carrier certificate or memorandum required by par. U3125-C4 must be attached to the voucher, when applicable.

## D. Reimbursement for Transoceanic Transportation Costs

1. Government or Government-Procured Transportation Available. ***When travel is directed by Government or Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement for the transoceanic travel is authorized.*** If Government and Government-procured transportation are both authorized and available, the member is entitled to reimbursement for the cost of the transportation used up to the cost of the lowest priced transportation mode authorized and available.

2. Government Transportation and Government-Procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is entitled to reimbursement for the cost of transportation used up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If travel by aircraft is medically inadvisable for

the member or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Vessels or Aircraft of Foreign Registry. *See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on vessels or aircraft of foreign registry.*

E. Reimbursement When Member Performs Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over a circuitous route, the member is entitled to:

1. MALT PLUS for land travel performed from the time the member departs the old PDS until the member reports to the new PDS,
2. reimbursement for the cost of transoceanic U.S.-flag transportation used and per diem, and
3. reimbursement for transoceanic foreign-flag transportation used and per diem up to the cost the Government would have incurred for the member's transportation on the direct route if travel by foreign-flag carrier on the circuitous route is supported by the certificate required in Chapter 3, Part B, stating U.S.-flag carrier was not available on the direct route and a certificate stating U.S.-flag was not available on the circuitous route.

The total amount of reimbursement shall not exceed the amount the member would have been entitled to under subpar. A via the direct route between the old and new PDSs. If travel by a specific mode is directed in a member's orders and the member travels by a different mode, the maximum cost computed under subpar. A shall be reduced by the cost of the unused directed transportation mode (see Appendix A for definition of circuitous travel).

#### **U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES**

A. Travel When Orders to Active Duty Are Received at a Place Other Than That to Which Addressed. When orders to active duty are received at, and travel begins from, a place other than that to which the orders were addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the orders were addressed.

B. PCS Orders Received at TDY Station. A member, who receives PCS orders while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

C. PCS Orders Received While on Leave

1. Orders Received While on Leave from TDY Station. A member, who receives PCS orders while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), not to exceed the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

2. PDS Changed or Assigned While on Leave from the PDS. A member, who receives PCS orders while on leave from the old PDS, and begins PCS travel from that site, is entitled to PCS allowances from the place where orders are received to the new PDS, not to exceed allowances from the old to the new PDS.

D. PCS With TDY at a Location Near (But Outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location in connection with a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the quarters occupied while attached to the old PDS or the permanent quarters the member shall occupy at the new PDS. This applies when a member performs TDY at or near the homeport when the PDS is a ship or an afloat staff. Quarters (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent quarters on and after the date of transportation of the PCS HHG weight allowance. Quarters at the new PDS are permanent on and after the date the PCS HHG weight allowance is accepted. Transportation expenses incurred in commuting between such quarters and the place of TDY may be paid under Chapter 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A

**PART E: POV TRANSPORTATION AND STORAGE****SECTION 1: POV TRANSPORTATION****\*U5400 GENERAL**

1. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCS.
2. These allowances are discretionary.
3. POV transportation is authorized unless restricted by the authorizing/order-issuing official or Service regulations.
4. For other requirements related to shipping a POV, see the MTMC web site at: <http://www.mtmc.army.mil/>, and "Shipping your POV" at: <http://144.101.37.132/property/pov/povpam.pdf>.

**U5405 ELIGIBILITY**

Transportation of a POV (see definition of POV in Appendix A) for the member's or dependents' personal use may be authorized for a member:

1. when ordered to make a PCS to, from or between OCONUS stations;
2. upon change of homeport of the vessel to which assigned; or
3. when ordered to make a PCS within CONUS and the member cannot drive (see par. U5414-C).

Once the POV transportation has been authorized/approved, the member is entitled to the related shipment/transportation.

**U5410 TRANSPORTATION****\*A. Transportation Permitted**

1. From Old to New PDS. When a POV shipment is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:
  - a. POV unloading port/VPC serving the new PDS;
  - b. POV unloading port/VPC serving another authorized place (see subpar. B and par. U5455-A and B);
  - c. new PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or
  - d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.
2. To First PDS. For POV shipment to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
3. Upon Separation/Retirement. For POV shipment upon separation or retirement, the "new PDS" is the HOR, or authorized HOS of the member under par. U5130-A1.
4. For Member-Married-to-Member. For combining POV shipping weight limits when husband and wife are members, see par. U5415-D.

5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (see par. U5415).

B. POV Shipment When Transportation to the New PDS Not Permitted

***NOTE: For storage when POV transportation is not authorized in a foreign OCONUS PDS, SEE Chapter 5, Part I***

1. General. If a member is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because

- a. POV transportation is not permitted to the new PDS,
- b. the member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS, or
- c. the member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a), then

transportation of one POV, intended for the member's or dependents' use, is permitted from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

- a. any place in CONUS the member designates, if the old PDS is OCONUS;
- b. Alaska, Hawaii, Puerto Rico, or any United States territory or possession, to which dependent transportation is authorized under Part C; or
- c. any OCONUS location to which dependent transportation is authorized under par. U5222-D1, item c, or
- d. ***POV transportation to locations justified under par. U5222-D1 item d must be authorized/approved by the Secretarial Process.***

2. Subsequent Shipment

- a. A member serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized shipment of a POV from the POV loading port/VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.
- b. A member ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized shipment of a POV from the POV loading port/VPC serving the place to which a POV was shipped under subpar. 1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under PCS orders. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C or in connection with authorized POV storage in Chapter 5, Part I.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at government expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or
2. member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338 December 27, 1983).

A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal deterioration.

D. Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late. This applies to PCS transportation. If the motor vehicle of a member (or dependents), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a

member first rents a motor vehicle after the designed (required) delivery date and runs for 7 days or until the date the member’s motor vehicle is available for delivery to the member, whichever occurs first. **NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.** The maximum reimbursement is \$210.

**Examples:**

Required Delivery Date:	26 June	
Member arrives at destination:	3 June	
Member rents a vehicle:	3 June	
Member receives notice POV arrived & ready for P/U:	22 June	
<b>Maximum Reimbursement Amount Entitlement:</b>	<b>\$00.00</b>	
Required Delivery Date:	14 June	
Member arrives at destination:	3 June	
Member rents a vehicle:	15 June – 25 June	
Member receives notice POV arrived & ready for P/U:	22 June	
<b>Maximum Reimbursement Amount Entitlement:</b>	<b>\$210.00</b>	
(15-21 June – 7 days @ \$30 a day = \$210.00)		
Required Delivery Date:	2 June	
Member arrives at destination:	21 May	
Member rents a vehicle on:	5-6 June	
	11-14 June	
	28 June	
Member is notified vehicle is ready for P/U:	29 June	
<b>Member Reimbursement Amount Entitlement:</b>	<b>\$210.00</b>	
(7 days vehicle rental @ \$30 a day = \$210.00)		
Required Delivery Date:	30 January	
Member arrives at destination:	1 January	
Member rents a car:	2 January	
Member is notified vehicle is ready for P/U:	1 February	
<b>Maximum Reimbursement Amount Entitlement:</b>	<b>\$60.00</b>	
(30-31 Jan – 2 Days @ \$30 a day = \$60.00)		
(entitlement does not start until after the RDD)		

**U5413 REIMBURSEMENT FOR TRAVEL FOR POV DELIVERY AND/OR PICK-UP**

A. General. An eligible member entitled to POV transportation in connection with a PCS is entitled to reimbursement for the POV delivery to a designated POV loading port and pick-up from a designated POV unloading port. The Service concerned designated the ports, using and constraints of par. U5435. No entitlement exists under this subparagraph when POV transportation to the new PDS is not permitted. See par. U5410-B. Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under this subparagraph. For POV shipment to the first PDS, or to the port serving the first PDS, the “old PDS” is the HOR or PLEAD of the member. For POV shipment upon separation or retirement, the “new PDS” is the HOV or authorized HOS under U5130-A1 of the member.

B. POV Delivery/Pick-up When Travel is not Concurrent with PCS Travel. An eligible member is entitled to a round trip transportation payment at the automobile mileage rate (See Appendix A) from the:

1. old PDS to the designated POV loading port; and
2. designated POV unloading port to the new PDS.

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

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

- a. MALT at the applicable rate per mile in Appendix A for the official distance from the old PDS to the designated POV loading port; 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, - B2 and/or U5205-A2 for direct travel from the designated POV loading port to the passenger POE. ***The reimbursement for transportation from the designated POV loading port to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.***

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 not to exceed the allowable travel time for travel from the old PDS to the designated passenger POE (see par. U5160-F).

2. Delivery - Travel to Vehicle Port Via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE, then to the designated POV loading port, and then returns to the passenger port, is paid PCS official one-way distance from the passenger port to the designated POV loading port. Reimbursement for travel back to the passenger POE is not authorized.

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

1. MALT (see par. U5101-B1 and/or U5205-A2) for the official distance from the designated POV unloading port to the new PDS; and
2. Government procured commercial transportation, reimbursement for commercial transportation procured at personal expenses, or a MALT for travel by POC. See par. U5105-B1 and/or U5205-A2 for direct travel from the passenger POD to the designated POV unloading port. ***The reimbursement for transportation from the passenger POD to the designated POV unloading port shall not exceed the cost for direct travel from the passenger POD 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 POD to the new PDS (see par. U5160-F).

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

1. POV Delivery to Port in Connection with TDY En Route. A member who delivers a POV to a designated POV loading port in connection with PCS travel overseas 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 POV loading port; 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) for direct travel from the designated POV loading port to the passenger POE. *The reimbursement for transportation from the designated POV loading port to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.*

In addition, members receive a flat per diem for the travel in items (2) and (3) for the allowable travel time (see par. U5160-F) for travel from the TDY station to the passenger POE. ***NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated POV loading port, the travel and transportation allowances 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 POV unloading port 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) for direct travel from the passenger POD to the designated POV unloading port;
- b. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the designated POV unloading port 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 POD 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) for travel from the passenger POD to the TDY station. ***NOTE: When a dependent(s) accompanies the member and/or picks up a POV from the designated POV unloading port, the travel and transportation allowances for the dependent(s) are computed using par. U5220.***

#### U5414 TRANSPORTATION OF POV TO/FROM PDS

A. Transportation of POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. Transportation of a POV Between OCONUS VPC/Port and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS VPC/port when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. a travel hazard exists between the VPC/port and PDS;
2. the member is physically unable to drive between the VPC/port and PDS; or
3. the conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

**Example 1:** The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the VPC/unloading port. It is determined prudent to have the POV transported to the PDS.

**Example 2:** The member is assigned to an OCONUS country. That country's government requires the member to remain inside the country. The member cannot travel to the VPC/unloading port in another country to pick up the POV. Transportation to the PDS is authorized.

C. Transportation of a POV Within CONUS Incident to PCS. An eligible member ordered on a PCS between CONUS PDSs who cannot drive between the PDSs, may be authorized/approved transportation of a POV from old CONUS PDS to new CONUS PDS when:

1. the member is physically unable to drive, or
2. there is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

#### U5415 TRANSPORTATION RESTRICTIONS

A. Restrictions of a POV Purchased in a Nonforeign OCONUS Area. A POV purchased in a nonforeign OCONUS area by a member not permanently assigned there at the time of the purchase, generally shall not be shipped at Government expense during the first PCS following purchase of the POV. The exception to the general prohibition is if the POV is used by the member or dependent for transportation at the member's OCONUS PDS. This subparagraph does not apply to alternate port shipments authorized by the Secretary concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Shipment of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. determined to be necessary by the Service concerned;
2. determined to be necessary for reasons of national interest by the Secretary concerned or higher authority; or
3. directed by the foreign government concerned.

\*C. Restriction on Vehicle Size. A member who desires to ship a POV which exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B8) unless the Secretarial Process has authorized/approved this shipment because an oversized POV is required by the member or dependent(s) for medical reasons. Collection of such excess costs are made in accordance with Service regulations. *This subparagraph does not apply to travel aboard car ferries.*

D. Combining POV Weight Limitations When Husband and Wife Are Members. The 20 measurement tons limitation contained in subpar. C may be combined for the purpose of shipping one larger vehicle at Government expense in lieu of a POV shipment for each member during the transfer of both members under PCS orders. Payment for transporting the vehicle may not exceed the total cost the Government would have incurred if each member had shipped a vehicle of 20 measurement tons through the designated POV loading port.

#### U5425 TRANSPORTATION METHODS

A. Government/Commercial Transportation. Transportation of a POV may be by Government/commercial means as authorized by law. Members traveling with their vehicles via ferry is covered in par. U5116-C3.

**NOTE:** *Transportation of a POV by air is not authorized at Government expense (54 Comp. Gen. 756 (1975)).*

B. Personally-Procured Transportation. An eligible member, who has not transported a POV at Government expense incident to a PCS, is entitled to reimbursement for the expense incurred when:

1. personally procured POV transportation was based on erroneous advice of a representative of the Government (Reimbursement under this item shall not exceed the cost that would have incurred if the Government had arranged the transportation (51 Comp. Gen. 838 (1972)); or
2. a POV is transported on oceangoing car ferries in connection with a PCS between an OCONUS PDS and a CONUS PDS, or between two OCONUS PDSs provided:
  - a. the use of such service is authorized in the orders concerned;
  - b. commercial shipping services are used; and
  - c. when foreign registered carriers are used, the statement relating to the nonavailability of U.S. registered vessels required by pars. U3125-C4 and U3130-F3 is attached to the reimbursement voucher.

Additional authority exists for reimbursement under other circumstances (see par. U5455-E).

#### **U5435 PORTS USED**

A. Designation of Ports. The Service concerned designates ports to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports. Transportation may be between ports other than the designated ports (i.e., between alternate ports), provided the member reimburses the Government for any excess cost involved. An alternate port shall be in the same country as the designated port, unless an alternate port in a different country is authorized/approved by the Secretarial Process. Secretarial process authorization/approval is not required to select an alternate CONUS port from which to ship a POV.

C. Transshipment from a Designated Port. A POV transported from an OCONUS port to the designated CONUS port, may be transshipped to another CONUS port if:

1. the PCS orders are amended or modified before the member takes delivery of the POV at the designated POV unloading port;
2. transshipment is authorized by the Secretarial Process;
3. the member agrees to reimburse the Government for the cost of the transshipment; or
4. direct ocean service is not available from the designated POV loading port to the designated POV unloading port in a reasonable amount of time after delivery of the POV.

#### **U5440 FACTORS AFFECTING TRANSPORTATION OF POV**

A. Transportation of POV May Be Deferred. An eligible member is not required to transport a POV each time entitled to such transportation. An eligible member electing not to transport a POV at Government expense may, upon assignment to another PDS where shipping entitlement exists, transport the POV from the designated POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation entitlement, to the designated POV unloading port/VPC serving the new PDS named in the current PCS orders; or
2. present PDS to the designated POV unloading port/VPC serving the new PDS named in the current PCS orders;

whichever provides the greater entitlement.

***NOTE:*** *There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C or in connection with authorized POV storage in Chapter 5, Part I.*

B. Shipping Error. A POV, shipped by the Government to a wrong destination, shall be reshipped or transshipped to the proper destination at Government expense.

C. Orders Amended, Modified, Canceled or Revoked. A POV transported after receipt of PCS orders may be reshipped or transshipped to the proper destination, including the old PDS, at Government expense if PCS orders are later amended, modified, canceled, or revoked.

D. Transportation Before Orders Issued. Transportation of a POV is permitted (see pars U5710-A and U5415-B), before PCS orders are issued to an eligible member, provided the request is supported by a:

1. statement from the PCS order-issuing official or the designated representative that the member was advised before such orders were issued that they would be issued;
2. written agreement signed by the applicant to remit the entire cost of transportation if PCS orders to authorize transportation are not issued later;
3. written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the orders is different than that named in the statement required in item 1.

The length of time before PCS orders are issued, during which a member may be advised that the PCS orders are issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the orders are actually issued. General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from OCONUS duty, etc.) may not be considered as advice that the orders will be issued (52 Comp. Gen. 769 (1973)).

#### **U5445 EXCESS COST COLLECTION**

Excess transportation costs, incurred by the Government must be collected (see par. U1010-B8). This provision is not applicable to POV transportation aboard oceangoing car ferries.

#### **U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**

##### **A. Official and Personal Situations**

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

- a. ordered on PCS to an OCONUS area, and
- b. who, in anticipation of the dependents accompanying or joining, ships a POV to the OCONUS area,

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the shipment when it is determined the return shipment is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

2. Entitlement on Next PCS. *A member who has transported a POV under subpar. 1 has no further POV transportation entitlement from the last or any previous OCONUS PDS to CONUS.*

3. Disciplinary Action Taken Against Member Stationed OCONUS, or a Member Discharged Under Other than Honorable Conditions or Sentenced to Confinement with or without Discharge When No Dependent Travel Is Involved from OCONUS.

A member whose PDS is OCONUS, and who is not entitled to transportation of a POV in connection with early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without orders, dependents are not returning to CONUS, etc.), is entitled to, and orders may be issued providing for, transportation of a POV to the designated POV VPC/unloading port serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

B. Member Reassigned from OCONUS PDS to Which Dependent Travel Is Authorized to an OCONUS PDS to Which Dependents' Travel Is Not Authorized Before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. delivered a POV to a designated CONUS POV VPC/loading port for transportation to the OCONUS PDS, and
2. after reporting for duty at that PDS, but before the POV is shipped from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized,

transportation is authorized to the CONUS POV VPC/unloading port ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member entitled to dependents' transportation under par. U5240-D is entitled to POV transportation under par. U5410-B.

D. PDS Evacuation. See pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death

1. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, the member's POV may be shipped at Government expense (including required overland transportation) to the member's HOR; to the residence of dependents, next of kin, or other person entitled to receive custody of personal effects; or to such other place as determined in accordance with Service regulations.

2. POV Transported by Other Than the Government. In lieu of having the POV transported by the Government, the member, the dependent, next-of-kin, any other person entitled to receive custody of the POV, or someone designated by one of these may:

- a. drive the vehicle to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls is authorized); or
- b. arrange transportation of the POV and receive reimbursement.

In either case, the total reimbursement shall not exceed the cost that would have been incurred had the vehicle been transported and/or stored at Government expense. See Service claims regulations for Government liability when the vehicle is driven. If a member is reported injured or ill, the allowances provided by this subparagraph are authorized only when a prolonged hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital. Reimbursement in such cases is limited to the cost of over water and overland transportation between the points:

- a. the vehicle was transported; or
- b. shipment at Government expense would have been authorized,

whichever is less

### 3. Storage

- a. Non-temporary Storage. If the person entitled to receive custody of the POV:

- (1) is not known;
- (2) is subject to litigation; or
- (3) if known has not yet been located and notified to take custody of the POV;

the POV may be stored at Government expense until such time as proper disposition can be made.

- b. Temporary Storage. Temporary storage of a POV may be authorized/approved (using the provisions of par. U5375) provided the POV is turned over for shipment within the time limits in par. U5372-B3. Temporary storage in excess of 180 days in such cases is at the expense of the person for whom the shipment is being made.

### 4. Additional Moves

- a. Change in Status. A POV transported 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.
- b. No Change in Status-Member Reported as Missing for More Than 1 Year. A POV transported under subpar. 1 may again be transported under subpar. 1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

## **U5456 TRANSPORTATION INCIDENT TO DIVORCE**

When a member has a POV shipping entitlement under PCS orders, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final shipment of that POV to a destination in accordance with the procedures prescribed in this Part. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). Transportation under this paragraph exhausts the entitlement for transportation of a POV under the member's PCS orders.

## **U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV**

A. Incident To Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of shipment means turning the POV into the designated POV loading port for shipment before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension shall be for a specific additional time period. A time extension shall, based on the facts and circumstances in the individual case, be a finding that having the POV shipped within that initial time frame would be a hardship for the member.

***NOTE:*** See par. U5012-I for restrictions to time limit extensions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation Under VSI or SSB Program. Transportation of a POV for an eligible member must be initiated within 1 year following the member's termination of active service. Initiation of shipment means turning the POV into the designated POV loading port for shipment before 1 year expires following the termination of active service. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of par. U5365-D through F).

***NOTE:*** See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in this Volume or Service Regulations, transportation of a POV for an eligible member may be initiated any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

#### **U5460 CARE AND STORAGE**

The Government's responsibility begins when the POV is accepted for shipment and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

#### **U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE**

This applies to Government-authorized movement of a POV for members or their dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. (***NOTE:*** A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.) The maximum reimbursement is \$210. (See Examples in par. U5410-D.)

**PART E****SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY****U5464 GENERAL**

*POV Storage is in lieu of POV shipment.* This Section prescribes POV storage allowances for eligible members ordered to a *foreign* OCONUS PDS to which a POV is not permitted to be transported, or sent TDY on a contingency operation, for more than 30 days. It also covers allowances associated with:

1. travel to and from designated storage facilities,
2. POV preparation for storage,
3. actual storage costs,
4. POV preparation for removal from storage, and
5. costs associated with delivery to the next authorized destination (see par. U5410).

*Storage of more than one POV, and/or storage of a POV instead of authorized transportation is not allowed.* Storage and/or transportation of additional POVs shall be at the member's expense.

***NOTE:*** See Appendix A for definition of a contingency operation.

**U5466 ELIGIBILITY**

***NOTE:*** Members with a contingency operation TDY start date or an effective date of PCS orders on/after 1 April 1997 are eligible for this storage.

A. Members. A member is eligible to have one POV stored at a storage facility if:

1. the member is ordered to make a PCS to a foreign OCONUS PDS; and
  - a. the laws, regulations, and/or other restrictions imposed by the foreign country or the United States preclude shipment or entry of a motor vehicle at Government expense into that foreign country; or
  - b. the vehicle would require modification (other than normal maintenance servicing) as a condition to entry into the foreign country; or
2. the member is sent TDY for more than 30 days to a contingency operation (see Appendix A).

B. Storage. The Secretary concerned may have the POV storage facilities designated.

1. Government-procured Storage Available. A Service may elect to store a member's POV. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility. A member who personally arranges for storage at a facility other than the designated facility is to be reimbursed for the actual storage cost, not to exceed the Government's constructed storage cost.
2. Government-procured Storage Not Available. When Government-procured storage is not available, or has not been designated, or the member is instructed by the shipping/transportation officer to store the POV at personal expense, the member may arrange to store the POV at a commercial storage facility. The member is to be reimbursed for the actual storage costs.

**U5468 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY**

A. General. A Service may elect to transport the POV to and/or from the storage location. If a Service elects not to transport the POV, the member may personally arrange the transportation to and/or from the selected storage facility. If a Service elects to transport the POV, the member may elect to personally arrange POV transportation -- member's option.

1. Government-procured Transportation Available to and/or from Storage Facility

a. The member is reimbursed the automobile mileage rate for the official round trip distance between the old/new PDS (as appropriate) to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.

b. When Government-procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is to be reimbursed for the actual transportation cost not to exceed the Government's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance not to exceed the Government's constructed transportation cost.

***NOTE: For OCONUS Travelers: The member is to be reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/vehicle port) not to exceed the Government's constructed transportation cost of shipping/transporting the POV.***

2. Government-procured Transportation Not Available to and/or from Storage Facility. When Government-procured transportation to and/or from storage is not available, or the member is instructed by the shipping/transportation officer to personally arrange POV transportation, the member is to be reimbursed for the actual transportation cost. If the POV is driven, the member is to be reimbursed the automobile mileage rate for the official round-trip distance.

Travel time computed under par. U5160 is allowed for the round trips to deliver and/or pick-up a POV under this subparagraph.

B. Delivery/Pick-Up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.

2. If the POV is not transported but rather is driven, the member is reimbursed the automobile mileage rate for the official distance between the authorized location (i.e., PDS, VPC/vehicle port) and the designated storage facility.

3. A roundtrip is authorized to:

- a. deliver the POV to the storage facility, and
- b. pick-up the POV from the storage facility.

4. These roundtrips are available only if POV delivery and/or pickup:

- a. is not concurrent with PCS travel, or
- b. is in connection with TDY on a contingency operation.

***NOTE: For this Section, a Reserve Component member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR or PLEAD. For POV pick-up upon separation or retirement,***

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

C. 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 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 MALT for POC travel (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger POE. ***The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.***

In addition, members receive a flat per diem rate of \$50, and per diem for dependents' travel (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 POE.

2. Delivery - Travel to Storage Facility via Passenger Port. A 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 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. 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 MALT for POC travel (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger POD to the designated storage facility. ***The reimbursement for transportation from the passenger POD to the designated storage facility shall not exceed the cost for direct travel from the passenger to the new PDS.***

In addition, members receive a flat per diem rate of \$50, and a per diem for dependents' travel (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 POD to the new PDS (see par. U5160-F).

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

1. 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. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. MALT for one authorized traveler 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 MALT for POC travel (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger POE. *The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.*

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

***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. 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/from an en route TDY station, is authorized:
  - a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger POD to the designated storage facility;
  - b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; and
  - c. MALT for one authorized traveler for the official distance from/to 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 travel and transportation cost from the passenger POD to the TDY station.* In addition, the member receives a flat per diem for the travel in items a and b for the allowable travel time (see par. U5160-F) from the passenger POD to the TDY station.

***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.*

#### **U5470 STORAGE FACILITIES USED**

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate storage facilities (see par. U5466).

B. Personally-Procured POV Storage. A member may be reimbursed for storing one POV at a commercial facility (see par. U5466). 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 must 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.)

#### **U5472 FACTORS AFFECTING STORAGE OF POV**

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

B. Storage before an Order is Issued. POV storage is permitted before a PCS order (or contingency operation notification) is issued to a member. The storage request must be supported by a written statement:

1. from the PCS authorizing/order-issuing (or contingency operation designating) official or the designated representative that the member was advised before such an order (or notification) was issued that it would be issued, and
2. signed by the shipping applicant agreeing to:
  - a. remit the entire storage cost if the PCS order (or contingency notification) to authorize storage is not issued later, and
  - b. pay any additional POV transshipment costs to another storage facility required because the new PDS named in the order is different than that named in the statement required in item 1 (or return to the current PDS if the contingency notification is not issued).

The length of time before a PCS order (or a contingency operation notification) is issued, during which a member may be advised that the PCS order (or notification) is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the order (or contingency operation notification) is actually issued. *General information furnished to the member concerning PCS order (or contingency operation notification) issuance before the determination is made to actually issue the order or notification (such as eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign OCONUS duty, anticipated contingency departure date, etc.) is not advice that the order or notification is to be issued (52 Comp. Gen. 769 (1973)).*

C. Time Limitation. Unless otherwise prescribed in this Volume, POV storage for a member may be initiated any time while the order remains in effect and prior to receipt of the next PCS order, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

#### U5474 EXCESS COST

Excess storage costs, incurred by the Government due to the member's negligence or choice, are the financial responsibility of the member (see par. U1010-B8).

#### U5476 CONTINUED POV STORAGE

A. Continued POV Storage for Active Duty Members. A POV may remain in storage, at Government expense, for 90 days after the member returns from a foreign OCONUS PDS or TDY on a contingency operation. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

B. Continued POV Storage 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 who has a POV in storage under par. U5466, is authorized continued POV storage until the 180th day from the active duty termination date, *unless specifically prohibited in par. U5360*. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.
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, retired, placed on the TDRL, discharged with severance or separation pay, involuntarily released from active duty with readjustment

or separation pay, or involuntarily separated (see Appendix A) who has a POV in storage under par. U5466, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death). The circumstances in par. U5365 for extending the 1-year storage limit apply. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

**U5478 CARE AND STORAGE**

The Government's responsibility begins when the POV is accepted for storage and continues until the POV is delivered to the member.

Combined Total:	$\$73.41 + \$112.90 = \$186.31$
4. Deduct daily allowance(s) from the combined total in Step 3.	$\$186.31 - \$19.65 = \$166.66$
Housing Allowance =	\$12.50
BAS =	\$ 7.15
Total =	\$19.65
5. Compare \$110 with combined totals in Steps 1 and 4 and pay the least amount for each day. Pay \$110 per day.	$\$110.00$ vs. $\$176.75$ vs. $\$166.66$ $\$110.00 \times 10 \text{ days} = \$1100.00$

**\*U5725 ADVANCE OF FUNDS**

An advance of funds may be paid for the average number of days (as determined by the Secretarial process) for which TLE is paid in connection with a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

**PART I: RESERVED**

considered the member's dependent for the purpose of return transportation to the member's overseas PDS under this subparagraph.

b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. When command sponsored dependents are required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, they are entitled to one of the following for authorized round-trip travel and are reimbursed for the mode used:

- (1) Government-owned or Government-procured transportation,
- (2) transportation-in-kind,
- (3) reimbursement for the actual cost of personally procured commercial transportation, limited to what it would have cost to provide Government-procured transportation, or
- (4) the automobile mileage rate for the official distance when a POC is used.

When two or more command sponsored dependents travel together by POC, only the operator of the POC is entitled to the allowance in item (4). Per diem or reimbursement for meals and lodging are not authorized in connection with this travel.

2. Noncommand Sponsored Dependents. Noncommand sponsored dependents, who have been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation are furnished transportation to the member's PDS from the safe haven when USD(P&R) has authorized the dependents of DoD members, and the Secretarial Process has authorized the dependents of non-DoD members, to return to the member's PDS. Noncommand sponsored dependents who have been transported to a safe haven in CONUS incident to an evacuation shall not be furnished transportation to the member's PDS from the safe haven except when authorized/approved by the USD(P&R) for the DoD Services and the Secretarial Process for the non-DoD Services.

#### **U6005 PER DIEM ALLOWANCES FOR COMMAND SPONSORED DEPENDENTS AND STUDENT DEPENDENTS**

A. Purpose. The per diem allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command sponsored dependents at places away from the PDS and student dependents for any period during the evacuation in which the student dependent would have otherwise been residing at the member's PDS. A member is not entitled to any per diem allowances in this Part for noncommand sponsored dependents.

**(NOTE:**

***1. Taxes paid on lodgings while at a safe haven/designated place or traveling in the U.S. or U.S. territories and possessions are a separately reimbursable travel expense in addition to per diem.***

***2. Taxes paid on lodgings while at a safe haven/designated place or traveling outside the U.S. or U.S. territories and possessions are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.)***

B. General

1. Applicability of Lodgings Plus Per Diem System to Evacuated Dependents. Evacuated command sponsored dependents and evacuated student dependents are authorized a per diem allowance under the lodgings plus per diem system for each day they are in an evacuation status. AEAs described in Chapter 4, Part C, do not apply to an evacuation.) The lodgings plus per diem system consists of a lodging allowance and an M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance" and par. U4125-A. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. In general, the lodgings plus per diem system rules in par.

U4125 apply to evacuated command sponsored and student dependents. Because many such evacuated dependents stay with friends or relatives while at a safe haven, it is noted that the rule in par. U4125-A1d applies to them. That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative. This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command sponsored and student dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in subpar. G). The availability or use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Per diem allowances payable under this paragraph may be paid in advance as prescribed in par. U6013-A.

2. Termination of Entitlement. Entitlement to allowances:

- a. may be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or,
- b. may terminate sooner for other reasons.

If not terminated under item a or b above, per diem allowances authorized in this paragraph will terminate on the date the member detaches/departs from the PDS from which the evacuation of dependents was authorized or ordered except when:

- a. the entitlement to evacuation per diem allowances is extended by an Evacuation Allowance Determination issued by the PDTATAC; or,
- b. the member dies (see par. U6001-A).

C. Per Diem Allowances While Traveling. While traveling from:

1. the place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6004-D or subpar. F to a safe haven or designated place;
2. a member's OCONUS PDS to a safe haven or designated place;
3. one safe haven to another safe haven;
4. a safe haven to a designated place, or;
5. a safe haven or designated place to return to member's OCONUS PDS; the per diem allowance payable to
  - a. 12 years of age or over is equal to that payable to members traveling on TDY, computed under par. U4125 using the lodgings plus method;
  - b. under 12 years of age is not to exceed one half of the amount payable to members traveling on TDY.

\*D. Per Diem Allowances While at Safe Haven

1. Per Diem Allowance Payable. Command sponsored dependents and student dependents in an evacuation status are authorized per diem allowances for 30 consecutive days beginning on the date the dependents arrive at the safe haven. Student dependents in evacuation status who join the evacuated command sponsored dependents at the safe haven are authorized per diem allowances for any of those 30 days the command sponsored dependents are authorized per diem. The per diem allowance is computed as shown in examples in subpar. G, in

an amount not to exceed the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area concerned. Dependents 12 years of age or older are authorized the full amount of per diem, while those under 12 years of age are authorized not to exceed 50 percent of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area concerned. The per diem rate is increased for those dependents reaching 12 years of age while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by PDTATAC, the per diem allowance rate is computed for not to exceed 150 additional days at:

- a. 60% of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area for dependents 12 years of age and older, and
- b. 30% of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area for dependents under 12 years of age.

Situations may arise in which the reduced per diem does not cover the additional costs involved in maintaining the dependents at the safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The dependent receiving the per diem allowances, or the individual receiving the per diem allowances on the dependent(s) behalf, may forward a request through the paying finance office to the Director, PDTATAC, requesting an increased per diem rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be mailed to

PDTATAC  
Attn: Director  
Hoffman Building #1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300,

sent via message to

PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

or sent via telefax to

PDTATAC at COML 703/325-2945, DSN 221-2945

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the amount of the authorized/approved increased per diem allowance. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Per Diem Allowances When Movement to Another Safe Haven Directed or Authorized. Competent authority may direct the movement of command sponsored and/or student dependents from one to another safe haven. Per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized for any period beyond that authorized in subpar. 1. When dependents are directed to move from one to another safe haven (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), per diem allowances as prescribed in subpar. 1 for not to exceed 180 consecutive days begins again on the arrival date at the new safe haven. If at the dependents or member request

- (a) dependents are authorized to travel from one to another safe haven (e.g., from CONUS safe haven to safe haven in Japan) or

(b) dependents are authorized to travel from one location within a safe haven to a different location within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, per diem for the travel day(s) is paid under subpar. C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes command-sponsored dependents to return, per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized beyond the period authorized in subpar. 1.

4. Per Diem Allowances-Termination When Evacuated Dependents Directed to Move to Designated Place. Command sponsored dependents at safe havens are expected to comply promptly with the order to select a designated place and move thereto if they select other than their safe haven location as their designated place. The order to select a designated place is issued by the USD (P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services. The order directing the relocation to a designated place must specify the date on which safe haven per diem terminates for dependents ordered to relocate from the safe haven to a designated place. Per diem at a safe haven may not extend beyond:

- a. the maximum 180-consecutive-day period authorized in subpar. 1,
- b. the date dependents depart the safe haven for the designated place (or convert the safe haven to the designated place), or
- c. the expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services.

5. Command Sponsored Dependents Temporarily Absent From Member's PDS When Evacuation Authorized or Ordered. Command sponsored dependents who have established a residence at or in the vicinity of the member's OCONUS PDS who are temporarily absent from the PDS for any reason (to include student dependents attending dormitory schools overseas away from the member's PDS) when the evacuation is authorized or ordered, is considered to be at a safe haven and entitled to the per diem allowances prescribed for the place they are located beginning on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Such date is determined by competent authority from information secured from the dependents or the member, but shall not be earlier than the date the evacuation from the PDS actually began.

6. Student Dependent Attending School in United States When Evacuation Authorized or Ordered. When a member, whose PDS has been evacuated, has a student dependent attending school in the United States for whom the member is entitled to transportation allowances under par. U5243-C, the safe-haven location displaces the member's PDS as the student dependent's authorized travel destination. The student dependent is entitled to the safe haven per diem allowances under this Part for the student dependent who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven (see par. U6004-C2). Evacuation allowances are authorized beginning on the date the student dependent would have joined the member overseas had it not been for the evacuation. Unless the entitlement terminates sooner for other reasons under this Part, authorized per diem allowances shall continue until the student dependent:

- a. would have otherwise returned under par. U5243-C from the member's PDS,
- b. departs the safe haven to return to school to resume class attendance there, or

- c. starts attending classes at school,

whichever occurs earliest.

7. Per Diem Allowances When Away From Safe Haven. Command sponsored dependents at a safe-haven location, and student dependents at the safe-haven location under subpar. 6, who are absent from the safe haven for personal reasons, are entitled to a continuation of per diem allowances during such absences provided:

- a. they do not join the member to establish a residence (or occupy the old residence) at the PDS, and
- b. student dependents (at the safe haven under subpar. 6) do not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs occasioned by such absence are paid by the dependents. The per diem rate payable during the period when the dependents are away from the safe-haven location, and the period for which payable, are the same as though the dependents had remained at the safe haven during the entire period.

E. Per Diem While at Designated Place. When command sponsored dependents or student dependents select a designated place and move there, or convert their safe haven to a designated place, they must establish a permanent residence there as soon as practicable. Per diem is authorized to offset expenses of lodgings, meals, and incidental expenses while locating and establishing such residence. While at a designated place:

1. dependents who move to a designated place are authorized per diem as in subpar. D.
2. dependents who convert their safe haven to a designated place, or student dependents who converted the location of their school to a designated place, are authorized per diem as in subpar. D, except for those

1. General. Travel and transportation allowances provided in subpar. 2 are payable to a member, a U.S. Government civilian employee, or a person who travels under official order or travel authorization as an escort for a dependent evacuated under this Part who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by this subparagraph may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under this subparagraph to escort the dependent(s) between the CONUS PDS and the safe haven or designated place, the member is entitled to travel and transportation allowances as prescribed for all other TDY.

b. U.S. Government Civilian Employee as Escort. While a U.S. Government civilian employee is performing escort duty under this subparagraph, the employee is entitled to the allowances prescribed in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for U.S. Government civilian employees designated as an escort, see Joint Travel Regulations, Volume 2, par. C6150 or, for DOT civilian employees, the Department of Transportation Travel Guiding Principles, DOT 1500.11 (series).

c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Government civilian employee, whose travel is authorized as an escort for a dependent(s) under this subparagraph, is issued invitational travel orders (see Chapter 7, Part T). Individuals designated to travel as escorts are entitled to travel and transportation allowances in the same manner as authorized for U.S. Government civilian employees.

H. Subsequent Entitlement to Transportation of Dependents When Evacuation Status Canceled for Member's PDS. For DoD Services, the USD(P&R), shall authorize evacuated dependents to travel to the member's PDS when the situation at the CONUS PDS permits. For the non-DoD Services, that authority is vested in the Secretarial Process. A dependent evacuated to a safe haven or designated place, who turned 21 years old while at the safe haven or designated place, is considered the member's dependent for the purpose of return transportation to the member's PDS under this subparagraph.

I. Transportation For Dependents Incident to Limited Evacuation. Transportation allowances prescribed for dependents incident to an authorized or ordered limited evacuation are limited to:

1. transportation for one round trip from their evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,
2. reimbursement on a mileage basis, at the rate prescribed in subpar. U3505-C1, when dependents use a POC for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. (Reimbursement for use of a POC is to the operator of the vehicle and no reimbursement is allowed for passengers.)

See par. U6054-D for per diem allowances incident to a limited evacuation.

**\*U6054 PER DIEM ALLOWANCES FOR DEPENDENTS**

A. Purpose. The per diem allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining dependents at places away from the PDS.

**(NOTE:**

- 1. Taxes paid on lodgings while at a safe haven/designated place or traveling in the U.S. or U.S. territories and possessions are a separately reimbursable travel expense in addition to per diem.***
- 2. Taxes paid on lodgings while at a safe haven/designated place or traveling outside the U.S. or U.S. territories and possessions are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes).***

**B. General**

1. Applicability of Lodgings Plus Per Diem System to Evacuated Dependents. Evacuated dependents are authorized a per diem allowance under the lodgings plus per diem system for each day they are in an evacuation status. (Actual expense allowances described in Chapter 4, Part C, do not apply to an evacuation.) The lodgings plus per diem system consists of a lodging allowance and a M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance" and par. U4125-A. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. In general, the lodgings plus per diem system rules in par. U4125 apply to evacuated dependents. Because many such evacuated dependents stay with friends or relatives while at a safe haven, it is noted that the rule in par. U4125-A1d applies to them. That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative. This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in subpar. G). The availability or use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Per diem allowances payable under this paragraph may be paid in advance as prescribed in par. U6060-A.

2. Termination of Entitlement. Entitlement to allowances:

- a. may be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or,
- b. may terminate sooner for other reasons.

If not terminated under item a or b, above, per diem allowances authorized in this paragraph shall terminate on the date the member detaches/departs from the PDS from which the evacuation of dependents was authorized or ordered except when:

- a. the entitlement to evacuation per diem allowances is extended by an Evacuation Allowance Determination issued by PDTATAC; or,
- b. the member dies (see par. U6050-A).

**C. Per Diem Allowances While Traveling. While traveling from:**

1. the place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6054-D or subpar. F to a safe haven or designated place;
2. a member's PDS in CONUS to a safe haven or designated place;
3. one safe haven to another safe haven;
4. a safe haven to a designated place, or;

5. a safe haven or designated place to return to member's PDS in CONUS;

the per diem allowance payable to dependents in an evacuation status:

1. 12 years of age or over is equal to that payable to members traveling on TDY, computed under par. U4125 using the lodgings plus method;
2. under 12 years of age is not to exceed one half of the amount payable to members traveling on TDY.

**\*D. Per Diem Allowances While at Safe Haven**

1. Per Diem Allowance Payable. Dependents in an evacuation status, incident to an authorized or ordered evacuation or limited evacuation, are authorized per diem for 30 consecutive days beginning on the date dependents arrive at the safe haven. The per diem allowance is computed as shown in examples in subpar. G, in an amount not to exceed the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area concerned. Dependents 12 years of age or older are authorized the full per diem, while those under 12 years of age are authorized not to exceed 50 percent of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area concerned. The per diem rate is increased for those dependents reaching 12 years of age while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized or approved in a determination issued by PDTATAC, the per diem allowance rate is computed for not to exceed 150 consecutive additional days at:

- a. 60% of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area for dependents 12 years of age and older; and
- b. 30% of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area for dependents under 12 years of age.

Situations may arise in which the reduced per diem does not cover the additional costs involved in maintaining the dependents at the safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The dependent receiving the per diem allowances, or the individual receiving the per diem allowances on dependent(s)' behalf, may forward a request through the paying finance office to the Director, PDTATAC, requesting an increased per diem rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations and forward the request to PDTATAC. The request should be mailed to

PDTATAC  
Attn: Director  
Hoffman Building #1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300,

sent via message to

PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

or sent via telefax to

PDTATAC at COML 703/325-2945, DSN 221-2945

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the amount of the authorized/approved increased per diem allowance. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Per Diem Allowances When Movement to Another Safe Haven Directed or Authorized. Competent authority may direct the movement of dependents from one to another safe haven. Per diem allowances at the former safe haven shall terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized for any period beyond that authorized in subpar. 1. When dependents are directed to move from one safe haven to another safe haven ((e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven), per diem allowances (as prescribed in subpar. 1 for not to exceed 180 consecutive days) begin again on the arrival date at the new safe haven. If at the request of dependents or member,

(a) dependents are authorized to travel from one to another safe haven (e.g., from CONUS safe haven to safe haven in Puerto Rico) or

(b) dependents are authorized to travel from one location within a safe haven to a different location within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, per diem for the travel day(s) is paid under subpar. C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes dependents to return, per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized beyond the period authorized in subpar. 1.

4. Per Diem Allowances-Termination When Evacuated Dependents Directed to Move to Designated Place. Dependents at safe havens are expected to comply promptly with the order to select a designated place and move thereto if they select other than their safe-haven location as their designated place. The order to select a designated place is issued by the USD(P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services. The order directing the relocation to a designated place must specify the date on which safe haven per diem terminates for dependents ordered to relocate from the safe haven to a designated place. Per diem at a safe haven may not extend beyond:

a. the maximum 180-consecutive-day period authorized in subpar. 1,

b. the date dependents depart the safe haven for the designated place (or convert the safe haven to the designated place), or

c. the expiration date, even if in excess of 180 consecutive days, established by the USD(P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DOD Services.

5. Dependents Temporarily Absent From Member's PDS When Evacuation Authorized or Ordered. Dependents, who have established a residence at or in the vicinity of the member's PDS in CONUS who are temporarily absent from the PDS for any reason when the evacuation is authorized or ordered, are considered to be at a safe haven. Per diem allowances prescribed for the place they are located are authorized beginning on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Such date is determined by competent authority from information secured from the dependents or the member, but shall not be earlier than the date the evacuation from the PDS actually began.

6. Per Diem Allowances When Away From Safe Haven. Dependents at a safe-haven location under subpar. 5, who are absent from the safe haven for personal reasons, are authorized a continuation of per diem allowances during such absences provided they do not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs occasioned by such absence are paid by the dependents. The per diem rate payable during the period when the dependents are away from the safe-haven location, and the period for which payable, are the same as though the dependents had remained at the safe haven during the entire period.

E. Per Diem Allowances While at Designated Place. When dependents select a designated place and move there, or convert their safe haven to a designated place, they must establish a permanent residence there as soon as practicable. Per diem is authorized to offset expenses of lodgings, meals, and incidental expenses while locating and establishing such residence. While at a designated place:

1. dependents who move to a designated place are authorized per diem as in subpar. D.
2. dependents who convert their safe haven to a designated place, are authorized per diem as in subpar. D, except for those dependents receiving a reduced safe haven per diem in accordance with subpar. D1. These dependents continue receiving a reduced per diem while looking for a permanent residence.

Per diem begins on the day the dependents arrive at the designated place, or convert their safe haven to a designated place. Per diem ends at 2400 on the day the dependents first occupy the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent the establishment of a permanent residence, the Secretary of Defense, Secretary concerned, or a Secretary's designated representative may authorize/approve an additional period of per diem as warranted, but per diem ends at 2400 on the day the dependents first occupy a permanent residence. Determine per diem at the designated place as in subpar. D for a safe haven. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case by case basis, when justified by costs for lodging, meals and incidental expenses.

F. Per Diem Allowances When Dependents Are En Route to Member's PDS in CONUS When Evacuation Authorized or Ordered. When an evacuation of the member's PDS in CONUS is authorized or ordered, dependents:

1. with official authorization to travel to the member's PDS on personally procured transportation subject to reimbursement by the Government,
2. who have already disestablished their residence and have moved to temporary accommodations in preparation for performing such travel, and who have been notified of the evacuation, and
3. who have been requested to remain at the place where they were then located pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place are authorized a per diem allowance at the rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, as appropriate, for the area concerned, computed as shown in subpar. G. The allowance period begins at 0001 on the date the dependents receive official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The period of allowance continues until 2400 hours on the date that they receive notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no per diem allowances incident to such travel are authorized under this Part. If travel to a designated place is authorized, subpars. C and E apply.

G. Per Diem Computations. The following examples illustrate the method used for computing per diem allowances incident to evacuation:

***NOTE 1: The per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and don't reflect current allowances. Please check <http://www.dtic.mil/perdiem/pdrates.html>, as appropriate, for current per diem rates.***

***(NOTE:***

- 1. Taxes paid on lodgings while at a safe haven/designated place or traveling in the U.S. or U.S. territories and possessions are a separately reimbursable travel expense in addition to per diem.***
- 2. Taxes paid on lodgings while at a safe haven/designated place or traveling outside the U.S. or U.S. territories and possessions are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.***
- 3. CONUS per diem rates do not include an amount for the cost of laundry/dry-cleaning/pressing of clothing.***

## 4. OCONUS per diem rates include an amount for the cost of laundry/dry-cleaning/pressing of clothing.)

**EXAMPLE 1**

A member's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS duty station to a safe haven located in CONUS. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was \$70 plus \$5.60 for lodging taxes (8%). The maximum per diem applicable at that location was \$99, consisting of \$38 for M&IE and a maximum allowance of \$61 for lodging.

(a) The maximum daily amount that may be paid to the member's three dependents for the first 30 consecutive days is determined as follows (see subpar. D1):

Each dependent age 12 or older is authorized per diem up to the full rate (\$99), which in this case is \$38 for M&IE and up to \$61 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

		<u>MAXIMUM</u>	
	<u>M&amp;IE</u>	<u>LODGING</u>	<u>TOTAL</u>
Member's spouse:	\$38	\$61	\$99
Child (over age 12)	\$38	\$61	\$99
Child (under age 12)	\$19 (\$38 x 50%)	\$30.50 (\$61 x 50%)	\$49.50
Maximum daily amount that may be paid for costs incurred by the three dependents:	\$95	\$152.50	\$247.50

(b) Actual total daily amount, within the maximum amounts shown in (a) (\$95 for M&IE and up to \$152.50 for lodging), that is paid for first 30 consecutive days is determined as follows:

M&IE: \$95 (The M&IE, in this daily amount, is paid to cover cost meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: \$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum (\$152.50) that may be reimbursed. A lodging receipt is required for this amount.)

Daily amount: \$165 (Daily amount that is payable to dependents (within the maximum \$247.50 established in (a) for costs incurred by the three dependents for the first 30 consecutive days))

Lodging Tax: \$5.60

Total: \$170.60 (Actual daily amount paid to dependents for costs (including lodging tax) incurred by the three dependents for first 30 consecutive days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents age 12 years or older) and 30 percent (for dependents under age 12) of the applicable per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, unless otherwise authorized under subpar. D1. Maximum daily amount that may be paid for the member's three dependents in this example starting on the 31st to the 180th consecutive day is determined as follows:

		<u>MAXIMUM</u>	
	<u>M&amp;IE</u>	<u>LODGING</u>	<u>TOTAL</u>
Member's spouse:	\$22.80 (\$38 x 60%)	\$36.60 (\$61 x 60%)	\$59.40
Child (over age 12 or older)	\$22.80 (\$38 x 60%)	\$36.60 (\$61 x 60%)	\$59.40
Child (under age 12)	\$11.40 (\$38 x 30%)	\$18.30 (\$61 x 30%)	\$29.70
Maximum daily amount that may be paid for costs incurred by the three dependents:	\$57	\$91.50	\$148.50

(d) Actual total daily amount, within the maximum amounts shown in (c) (\$57 for M&IE and up to \$91.50 for lodging), that is paid for 31st to 180th consecutive days is determined as follows:

- M&IE: \$57 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
- Lodging: \$70 (the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum (\$91.50) that may be reimbursed. A lodging receipt is required for this amount.)
- Daily amount: \$127 (Daily amount that is payable to dependents within the maximum \$148.50 established in (b) for costs incurred by the three dependents for the 31st to 180th consecutive days)
- Lodging Tax: \$5.60
- Total: \$132.60 (Actual daily amount (including lodging tax) paid for costs incurred by the three dependents on the 31st to the 180th consecutive day)

**EXAMPLE 2**

A member’s spouse, two children over age 12 and one child under age 12 were evacuated from a member’s CONUS PDS to an OCONUS (Puerto Rico) safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under age 12 was \$110 plus \$9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the two children over age 12 was also \$110 plus \$9.90 for lodging tax (9%). Maximum per diem prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the safe-haven location was \$226 consisting of \$71 for M&IE and a maximum allowance of \$155 for lodging.

(a) Maximum daily amount that may be paid to member’s four dependents for the first 30 consecutive days is determined as follows (see subpar. D1):

Each dependent age 12 or older is authorized per diem up to the full rate (\$226), which in this case is \$71 for M&IE and up to \$155 for lodging. Each dependent under age 12 is authorized per diem up to 50 percent of the rate.

	<u>M&amp;IE</u>	<u>MAXIMUM LODGING</u>	<u>TOTAL</u>
Member’s spouse:	\$71	\$155	\$226
Child (over age 12)	\$71	\$155	\$226
Child (over age 12)	\$71	\$155	\$226
Child (under age 12)	\$35.50 (\$71 x 50%)	\$77.50 (\$155 x 50%)	\$113
<u>Maximum daily amount that may be paid for costs incurred by the three dependents:</u>	<u>\$248.50</u>	<u>\$542.50</u>	<u>\$791</u>

(b) Actual daily amount, within the maximum amount shown in (a) (\$248.50 for M&IE and \$542.50 for lodging), that is paid for first 30 consecutive days is determined as follows:

- M&IE: \$248.50 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the four dependents. No itemization or receipts are required.)
- Lodging: \$220 (This is the actual daily amount paid for lodging by the four dependents (not including lodging tax), which is less than the maximum (\$542.50) that may be reimbursed. A lodging receipt is required for this amount.)
- Daily amount: \$326.50 (Daily amount that is payable to dependents (within the maximum \$649 established in (a) for costs incurred by the three dependents for the first 30 consecutive days)

Lodging Tax: \$19.80 (\$9.90 + \$9.90)

Total: \$346.30 (Actual daily amount paid to dependents (including lodging taxes) for costs incurred by the four dependents for first 30 days)

(c) Beginning on the 31st consecutive day per diem is computed at 60 percent (for dependents age 12 years or older) and 30 percent (for dependents under age 12) of the applicable per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html> unless otherwise authorized under subpar. D1. Maximum daily amount that may be paid for the member’s four dependents in this example starting on the 31st to the 180th consecutive day is determined as follows:

	<u>M&amp;IE</u>	<u>MAXIMUM LODGING</u>	<u>TOTAL</u>
Member’s spouse:	\$42.60 (\$71 x 60%)	\$93 (\$155 x 60%)	\$135.60
Child (over age 12)	\$42.60 (\$71 x 60%)	\$42.60 (\$71 x 60%)	\$135.60
Child (over age 12)	\$42.60 (\$71 x 60%)	\$93 (\$155 x 60%)	\$135.60
Child (under age 12)	\$21.30 (\$71 x 30%)	\$46.50 (\$155 x 30%)	\$67.80
<u>Maximum daily amount that may Be paid for costs incurred by</u>			
<u>The four dependents:</u>	<u>\$149.10</u>	<u>\$325.50</u>	<u>\$474.60</u>

(d) Actual total daily amount, within the maximum amounts shown in (c) (\$149.10 for M&IE and up to \$325.50 for lodging), that is paid for 31st to 180 consecutive days is determined as follows:

M&IE: \$149.10 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the four dependents. No itemization or receipts are required.)

Lodging: \$220 (The actual daily cost for lodging for the four dependents (not including lodging tax) which is less than the maximum (\$325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.)

Daily amount: \$369.10 (Daily amount that is payable to dependents within the maximum \$474.60 established in (c) for costs incurred by the three dependents for the first 30 consecutive days)

Lodging Tax: \$19.80 (\$9.90 + \$9.90)

Total: \$388.90 (Actual daily amount (including lodging taxes) paid for costs incurred by the four dependents on 31st to 180th consecutive days)

**EXAMPLE 3**

A member, his spouse and one child over age 12 were in Chicago, IL, on authorized leave from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member’s PDS. The member contacted his organization at the CONUS PDS and was directed to return. He departed the leave point on 3 August. As indicated in subpar. D5, the dependents were considered to be at a safe haven and are authorized per diem allowances prescribed for the place they were located beginning on the date return travel to the member’s PDS would have begun had their return not been prevented by the evacuation. Since the dependents were scheduled to begin travel to the member’s PDS on 16 August, they were authorized per diem under subpar. D1 beginning on that date. The member’s spouse and child stayed in her parent’s home. The per diem rate that was prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for Chicago at that time was \$176 (M&IE: \$46, Lodging: \$130).

(a) Maximum daily amount that may be paid to the member’s two dependents for the first 30 consecutive days is determined as follows (see subpar. D1):

Each dependent age 12 or older is authorized per diem up to the full rate (\$176), which in this case is \$46 for M&IE and up to \$130 for lodging.

	<u>M&amp;IE</u>	<u>MAXIMUM LODGING</u>	<u>TOTAL</u>
Member's spouse:	\$46	\$130	\$176
Child (over age 12)	\$46	\$130	\$176
<u>Maximum daily amount that may be paid for costs incurred by</u>	_____	_____	_____
<u>The four dependents:</u>	\$92	\$260	\$352

(b) Actual total daily amount, within the maximum amounts shown in (a) (\$92 for M&IE and up to \$260 for lodging), that is paid for first 30 consecutive days is determined as follows:

M&IE: \$92 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)

Lodging : \$0 (No lodging allowance is paid when dependents stay with friends or relatives (subpar. B1)).

Total: \$92 (Actual daily amount paid to dependents for costs incurred by the two dependents for first 30 consecutive days)

(c) Beginning on the 31st day per diem is computed at 60 percent (for dependents age 12 or older) of the applicable per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, unless otherwise authorized under subpar. D1. Maximum daily amount that may be paid for the member's two dependents in this example starting on the 31st to the 180th consecutive day is determined as follows:

	<u>M&amp;IE</u>	<u>MAXIMUM LODGING</u>	<u>TOTAL</u>
Member's spouse:	\$27.60 (\$46 x 60%)	\$78 (\$130 x 60%)	\$105.60
Child (over age 12)	\$27.60 (\$46 x 60%)	\$78 (\$130 x 60%)	\$105.60
<u>Maximum daily amount that may be paid for costs incurred by</u>	_____	_____	_____
<u>the two dependents:</u>	\$55.20	\$156.00	\$211.20

(d) Actual total daily amount, within the maximum amounts shown in (c) (\$55.20 for M&IE and up to \$156.00 for lodging), that is paid for 31st to 180 consecutive days is determined as follows:

M&IE: \$55.20 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the two dependents. No itemization or receipts are required.)

Lodging: \$0 ( No lodging allowance is paid when dependents stay with friends or relatives (subpar. B1)).

Total: \$55.20 (Actual daily amount paid for costs incurred by the two dependents on 31st to 180 consecutive days)

**EXAMPLE 4**

A member's spouse, one child 14 years of age and one child 9 years of age were evacuated from a member's CONUS PDS to their designated place in Baltimore, MD.

Their travel itinerary was as follows:

Departed the CONUS PDS on 14 August

Arrived Charleston SC, on 14 August

Remained overnight in Charleston where they incurred a lodging cost of \$75 plus \$9 lodging tax (12%)

Departed Charleston, SC, on 15 August

Arrived Baltimore, MD, their designated place, on 15 August

The dependents shared a hotel room in Baltimore and incurred a lodging cost of \$85 plus \$10.62 lodging tax (12.5%) per day until they moved into their permanent residence on 10 September. The dependents are entitled to per diem while traveling to, and while at, the designated place. Per diem entitlement at the designated place begins on the date of arrival at that place (15 August) and continues to 2400 on the day they occupied the permanent residence (see subpar. E). The maximum per diem applicable at Charleston, SC, at the time of travel was \$141 (M&IE: \$42, Lodging: \$99). The maximum per diem applicable to Baltimore, MD, was \$152 (M&IE: \$42, Lodging: \$110).

(a) Maximum per diem that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight in Charleston (subpar. E):

Each dependent 12 years of age or older is entitled to per diem up to the full rate (\$141), which in this case is \$42 for M&IE and up to \$99 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

	<b>MAXIMUM</b>		
	<b>M&amp;IE</b>	<b>LODGING</b>	<b>TOTAL</b>
Member's spouse:	\$42	\$99	\$141 00
Child (14 years of age):	\$42	\$99	\$141 00
Child (9 years of age):	\$21 (\$42 x 50%)	\$49.50 (\$99 x 50%)	\$70.50
<b>Maximum amount that may be paid for costs incurred by the three dependents:</b>			
	<b>\$105</b>	<b>\$247.50</b>	<b>\$352.50</b>

(b) Computing per diem, as indicated in par. U4125, within the maximum amounts shown in (a) (\$105 for M&IE and up to \$247.50 for lodging) that is paid for the period of travel to the designated place via Charleston on 14 August:

The dependents are entitled to 75% of the M&IE allowance for 14 August (\$105 x 75% = \$78.75).

M&IE: \$78.75 (The M&IE in this amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)

Lodging: \$75 (This is the actual amount (not including lodging tax) paid for lodging by the three dependents in Charleston, which is less than the maximum (\$247.50) that may be reimbursed. A lodging receipt is required for this amount.)

Lodging Tax; \$9

Total: \$162.75 (Actual amount (including lodging tax) paid to dependents for costs incurred by the three dependents on 14 August.)

(c) Maximum daily amount that may be paid to the member's three dependents beginning on the day of arrival at the designated place (Baltimore) through the day the permanent residence was occupied is determined as follows (see subpar. E):

Each dependent 12 years of age or older is entitled to per diem up to the full rate (\$152), which in this case is \$42 for M&IE and up to \$110 for lodging. Each dependent under 12 years of age is entitled to per diem up to 50 percent of the rate.

	<b>MAXIMUM</b>		
	<b>M&amp;IE</b>	<b>LODGING</b>	<b>TOTAL</b>
Member's spouse:	\$42	\$110.00	\$152.00
Child (14 years of age):	\$42	\$110.00	\$152.00
Child (9 years of age):	\$21 (\$42 x 50%)	\$55 (\$110 x 50%)	\$76 00
<b>Maximum daily amount that may be paid for costs incurred by the three dependents:</b>			
	<b>\$105</b>	<b>\$275</b>	<b>\$380.00</b>

(d) Actual total daily amount, within the maximum amounts shown in (c) (\$105 for M&IE and up to \$275 for lodging), that is paid for 27 days (15 August to 10 September) is determined as follows:

M&IE:	\$105 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	\$85 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum (\$275) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	\$190 (Daily amount that is payable to dependents (within the maximum \$380 established in (c) for costs incurred by the three dependents for 27 days)
Lodging Tax:	\$10.62
Total:	\$200.62 (Actual daily amount (including lodging tax) paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x \$200.62 = \$5,416.74).

#### U6055 LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND DESIGNATED PLACE

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and do not have a POV at the safe haven or the designated place. In the absence of a POV at the safe haven location, to assist with unexpected local transportation costs a transportation allowance may be paid as follows: for the first evacuated dependent without family, \$10 per day; for first evacuated dependent with one additional family member, \$15 per day; for first evacuated dependent with two or more additional family members \$20 per day. No receipts are required. This allowance is intended to partially offset the expenses such evacuated dependents incur for required travel by commercial transportation (including rental car) between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, and family support service center, commissary, pharmacy, post office, etc. in the local area. Allowances under this paragraph may not be paid for days reimbursement is received under par. U6057-D for expenses incurred to rent a motor vehicle.

#### U6056 HHG TRANSPORTATION

A. General. A member with dependents is entitled to HHG transportation (including unaccompanied baggage as defined in Appendix A) as noted in the following subparagraphs incident to an evacuation of dependents from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored at Government expense minus any weight of HHG otherwise in storage at Government expense for the member. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the responsibility of the member/dependents.*** Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent 12 years of age and older, and 175 lbs for each dependent under 12. The provisions of subpar. U5320-B, which establish a 1,000-lb limitation on shipment of unaccompanied baggage by an expedited mode and provide exception authority thereto, apply to an unaccompanied baggage shipment made under this Part. The 1,000-lb limitation applies to the sum of the unaccompanied baggage shipped for the member's family. NTS of HHG in excess of 18,000 lbs is not authorized. Members who personally procure the HHG transportation authorized below are entitled to reimbursement in accordance with subpar. U5320-D, unless the member has of PCS orders, in which case reimbursement is under subpar. U5320-D or E.

B. HHG at PDS When Evacuation Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized or ordered, is entitled to HHG transportation under subpars. 1 and 2. The official acting as the transportation officer in the area being evacuated is the authority for transporting unaccompanied baggage by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents shall need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

***NOTE: Nontemporary storage also may be appropriate for vacating Government quarters in order to meet an unusual Service operational requirement (See par. U5380-G1a(3)).***

1. Dependents Directed to Move to Safe Haven. When dependents are directed to move to a safe haven under par. U6053, the member is entitled to transportation of:

- a. unaccompanied baggage for the dependents, and
- b. those items of HHG authorized/approved by competent authority as needed for the dependents' comfort and well-being at the safe haven,

from the member's CONUS PDS and/or from NTS to the safe haven.

2. Dependents Directed to Select Designated Place. When the dependents are directed to select a designated place and they move to a designated place, or convert their safe haven to a designated place, the member is entitled to transportation of HHG from the member's CONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to PDS When Evacuation Authorized/Ordered

1. Government-Arranged HHG Transportation. Competent authority must make every reasonable effort to stop the forward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a Government-arranged move, or have been turned over to the Government for transportation to the member's PDS, when an evacuation of the PDS is authorized/ordered, and,

- a. if the dependents are directed to proceed to a safe haven, unaccompanied baggage for the dependents and those items of HHG authorized/approved by competent authority as being needed for the evacuated dependents' comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense;
- b. if the dependents are directed to move to a designated place, HHG may be diverted to the designated place and/or the shipment (or remainder of the shipment) may be diverted to NTS. When HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents are accomplished at Government expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized or ordered, the member is entitled to transportation of the HHG under subpar. B.

2. HHG of Members Who Personally Arrange for Transportation. When a member personally arranges for transportation of HHG by any means and those HHG are en route to the PDS when the evacuation is authorized or ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is entitled to transportation of the HHG under subpar. B.

D. Transportation of HHG Incident to Authorized or Directed Movement of Dependents From Safe Haven and When Dependents Convert Their Safe Haven to Designated Place

1. Dependents Move From Safe Haven to Safe Haven. When dependents are authorized or directed to proceed from one safe haven to another safe haven, the member is entitled to transportation of:

- a. unaccompanied baggage,
- b. items of HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under subpar. B or C, and
- c. authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependents' comfort and well-being at the safe haven,

from the former safe haven to the new safe haven

2. Dependents Move From Safe Haven to Designated Place. When dependents at a safe haven are directed to select a designated place, and move to a designated place, the member is entitled to transportation of:

- a. unaccompanied baggage,
- b. items of HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under subpar. B, C, or subpar. 1, and
- c. authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven,
- d. HHG at the member's PDS, and/or
- e. HHG in NTS

to the designated place. This includes a local move of HHG from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under this subparagraph.

3. Dependents Convert Their Safe Haven to Designated Place. When dependents at a safe haven are directed to select a designated place and they convert their safe haven to a designated place, the member is entitled to transportation of HHG:

- a. at the member's PDS, and/or
- b. in NTS

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under this subparagraph.

4. Dependents Move From Safe Haven to Member's PDS

a. Member Not in Receipt of PCS Orders From Evacuated Area. When a dependent is authorized to return from a safe haven to the member's PDS under par. U6053-F, the member is entitled to transportation of:

- (1) unaccompanied baggage,
- (2) items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under subpar. B, C, or subpar. 1,
- (3) authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven, and/or
- (4) HHG acquired by the dependents which are authorized/approved by the Service concerned as necessary replacements of like items lost or destroyed at the CONUS PDS in connection with the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at or in the vicinity of the PDS in CONUS, or the member's HHG at the safe haven may be placed in NTS for the remainder of the member's tour at the PDS in CONUS, as appropriate.

b. Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a safe haven, the member is entitled to transportation of:

- (1) unaccompanied baggage and items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under subpar. B, C, or subpar. 1, and
- (2) authorized items of HHG and unaccompanied baggage acquired while at the safe haven for the evacuated dependents' comfort and well-being at the safe haven,

from the safe haven to which the dependents were evacuated under this Part to the destinations authorized in connection with the member's PCS order. The entitlements which apply for such transportation are those which accrue to the member on the PCS order.

E. Transportation of HHG Incident to Authorized Movement of Dependents From Designated Place to Member's PDS

1. Member Not in Receipt of PCS Orders From Evacuated Area. When dependents are authorized to travel from the designated place to the member's PDS under par. U6053-F, the member is entitled to transportation of:

- a. HHG (includes unaccompanied baggage) shipped to the designated place under this Part,
- b. authorized items of HHG acquired while at the designated place for the evacuated dependents' comfort and well-being at the designated place, and those which are authorized/approved by the Service concerned as replacements of like items lost or destroyed at the CONUS PDS in connection with the unusual or emergency circumstances which resulted in the evacuation of the area, and/or
- c. HHG in NTS

to the member's residence at or in the vicinity of the PDS in CONUS, or the member's HHG at the designated place may be placed in NTS for the remainder of the member's tour, as appropriate.

2. Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a designated place, the member is entitled to transportation of HHG from the designated place to which the dependents were evacuated under this Part to the destination(s) authorized in connection with the member's PCS order. The entitlements which apply for such transportation are those which accrue to the member on the PCS order.

F. Local Moves and/or NTS. Local moves and/or NTS supported by local installation funds, may be performed under subpars.:

1. U5355-C1 and U5380-G1 a and b for Government quarters; and
2. U5355-D1 and U5380-G2a for economy quarters.

**U6057 TRANSPORTATION OF POV**

A. Transportation of POV Incident to Evacuation of Dependents

1. Transportation of POV to Safe Haven. Transportation of a POV at Government expense to a safe haven is not authorized.
2. Transportation of POV to Designated Place. When dependents go to a designated place, a POV (owned by the member or a dependent of the member and for the member's personal use or for the use of dependents) may be transported to the designated place for the dependents' use if the Secretarial Process determines that the

movement of the POV is prudent. Such transportation must not be approved if a POV can be driven to the designated place. When such transportation is authorized/approved, a POV in the PDS area or en route to the PDS when the evacuation is authorized/ordered, may be transported to the designated place, including any overland transportation required. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the responsibility of the member/dependents***

B. Subsequent Entitlement When Member Not in Receipt of PCS Orders From Evacuated Area. When dependents are authorized to travel from the designated place to the member's PDS, a POV may be transported to the member's CONUS PDS, including any overland transportation required, if the Secretarial Process authorizes/approves such transportation based on that individual's determination that circumstances dictate such movement of the POV to be prudent.

C. Subsequent Entitlement When Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a safe haven or designated place under this Part, the entitlement to transportation of a POV from the safe haven or designated place is that authorized in connection with the member's PCS order.

D. Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late. This applies with transportation in connection with the entitlement to transportation of a POV incident to evacuation of dependents. If a motor vehicle of a member (or dependent) transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member or dependents reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***(NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.) The maximum reimbursement is \$210. (See Examples in par. U5410-D.)***

**Reimbursement Amount Entitlement: \$210.00**  
(7 days vehicle rental @ \$30 a day - \$210.00)

Required Delivery Date: 30 Jan

Member arrives at destination: 1 Jan

Member rents a car: 2 Jan

Member is notified vehicle is ready for P/U 1 Feb

**Reimbursement Amount Entitlement: \$60.00**  
(2 days vehicle rental @\$30 a day = \$60.00)  
(entitlement does not start until after the RDD)

#### **U6058 BASIC ALLOWANCE FOR HOUSING (BAH)**

For entitlement to continuation of BAH for members serving at a CONUS PDS from which dependents are evacuated, and entitlement to BAH when dependents establish a permanent residence at a designated place in the United States following an evacuation from a CONUS location, 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.

#### **U6059 DISLOCATION ALLOWANCE (DLA)**

DLA helps to cover the expenses a member with dependents incurs in relocating the household incident to an evacuation. When dependents are evacuated to a designated place under par. U6053, a DLA (see Table U5G-1) is payable. (A DLA is not payable incident to relocation of dependents to a safe haven.) The prohibition in par. U5620 against payment of more than one DLA in a fiscal year does not apply when paid incident to an evacuation.

**U6060 ADVANCE OF FUNDS**

A. Advance Payment of Per Diem, Travel and Transportation Allowances. The per diem and travel and transportation allowances prescribed in this Part may be paid in advance when orders are issued for dependents' (or escorts') travel from the evacuation area. An advance of per diem allowances authorized under par. U6054 may not exceed the estimated entitlement for 30 days at the safe haven or designated place, as applicable. Travel advances (see par. U1010-B4) shall be issued solely to provide sufficient funds to cover the necessary expenses the dependents might incur while traveling to and at the safe haven/designated place or which the escort might incur in traveling to and from the safe haven/designated place, as applicable.

B. Advance Payment of DLA. The DLA authorized in par. U6058 may be paid to the dependent designated by the member in advance (see par. U1010-B4) of the dependent(s)' travel to the designated place.

C. Advance of Pay. An advance of pay in conjunction with an evacuation from the CONUS is only authorized when the evacuated area is specifically designated by the Secretary of Defense as an advance pay eligible location (37 U.S.C. §1006). The advance of pay furnishes evacuated dependents with funds to cover the cost of travel, food, and other needs. The amount of the advance may be designated by the member, not to exceed 2-month's basic pay. It is payable in advance to the dependents in one or more installments. The Service Secretaries may waive recovery of not more than 1-month's basic pay advanced thereunder when such recovery would be against equity and good conscience or against the public interest. For entitlement details, see the DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR Vol. 7A)), or the COMDTINST M7220.29 (series), U. S. Coast Guard Pay Manual" (for Coast Guard personnel) and for implementing procedures, the pay and allowances manual of the Service concerned, as appropriate.

**U6061 CONUS COLA**

For entitlement to CONUS COLA during an evacuation, see par. U8014.

## PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND INTERIM HOUSING ALLOWANCE

### U9100 GENERAL

A. Purpose. OHA is authorized to assist a member in defraying the excess housing costs incurred incident to assignment to a PDS outside the United States. All members authorized to live in privately leased/owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. an up-front, lump-sum MIHA for those who qualify (see par. U9107 and Appendix N for rules and information), and
2. a monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is based on comparing:

1. the rent, up to a rental ceiling at a PDS, plus the utility/recurring maintenance allowance, with
2. the member's BAH-II or FSH, as applicable.

For the location monthly utility/recurring maintenance allowance, see par. U9106-A.

B. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in pars. U9300 and U9301, and in Chapter 6.

### U9101 OHA START/STOP

A. Start. OHA entitlement generally starts on the day a member reports to a new PDS, or when dependents arrive in advance of their sponsor, as specified in par. U9110-C. OHA entitlement starts on the day after the day of reporting if, on the day of reporting, a member:

1. without dependents is entitled to MALT PLUS or TLA; or
2. with dependents is entitled to MALT PLUS for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9102 for exceptions.)

B. Stop. Unless:

1. an extension is authorized under subpar. C, or
2. OHA is authorized under par. U9103,

OHA entitlement stops:

1. the day before the member departs in compliance with PCS orders,
2. on the homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or
3. on the day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

OHA continuation at the old PDS is intended only when delayed departure of dependents is necessary for reasons

beyond the member's or dependents' control (such as illness or hospitalization of the dependent(s), completion of school term, lack of acceptable housing at new PDS, difficulties related to dependent transportation, HHG transportation to the new PDS, exigencies of the Service). The member's new commanding officer or designated representative may terminate OHA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. Entitlement to OHA beyond the 60-day period authorized in subpar. B may be authorized by the Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the vicinity of the old PDS, see par. U9301-B1.

#### **U9102 CONCURRENT PAYMENT OF OHA AND TLA**

OHA is not payable when a member is receiving TLA for the member and/or dependents, except when:

1. dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9101-B or C;
2. dependents precede the member to the new PDS in accordance with par. U9110-C;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2 (if housing costs are incurred for permanent quarters); or
4. station allowances are authorized under par. U9301.

OHA may be paid if authorized/approved by the Secretarial Process, beginning the date the lease for permanent quarters on the local economy begins, during any authorized/approved TLA period for a member who could not occupy the permanent quarters due to nondelivery of member's HHG or Government-owned furniture/appliances.

#### **U9103 OHA ENTITLEMENT INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY**

When a member is ordered on a PCS between PDSs in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to OHA during that period. If the OHA rate differs between the old and new PDS, the rate for the old PDS shall be paid through the day before the member reports to the new PDS.

#### **\*U9104 DETERMINING MONTHLY RENT**

For regulations regarding OHA continuation on behalf of dependents (37 U.S.C. §403(l)(2)) following a member's death in the line of duty, see

A. DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 36 for DoD members, and

B. Service pay regulations for members of non-DoD Services.

***NOTE:*** *The web site for the DoD 7000.14-R, Volume 7A is {<http://www.dtic.mil/comptroller/fmr/07a/index.html>}.*

#### **U9105 DETERMINING MONTHLY RENT**

A. General. Monthly rent is the amount paid per month by a member for possession and use of a dwelling place. (The term "dwelling place" includes a mobile home or vessel.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant shall be used in computing the OHA. The cost of a separate lease for parking one POV at or in the vicinity of the dwelling place also can be added to the member's dwelling lease amount in determining the member's total rental amount. The cost of parking at the PDS is not included in rent. The following rules apply for determining rent.

**EXAMPLE 3**

Member and 3 dependents occupy temporary lodging which contain facilities for preparing and consuming meals. Per diem rate at <http://www.dtic.mil/perdiem/> = \$150 (\$76 Max lodging-\$74 M&IE). Lodging expense is \$138, including lodging taxes per night.

**(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.)**

1. Determine percentage based on 4 individuals	150% for 4 individuals
2. Multiply percentage in Step 1 times one-half of the M&IE rate. (Half of M&IE rate = \$37)	$150\% \times \$37 = \$55.50$
*3. Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes)	$\$55.50 + \$138 = \$193.50$
4. Deduct daily allowances from Step 3:	$\$193.50 - \$17.41 = \$176.09$
Housing Allowance =	\$13.11
BAS =	\$ 4.30
Total =	\$17.41
5. Determine maximum TLA rate – Multiply percentage in Step 1 times the total of the maximum lodging amount plus one-half of the M&IE amount (\$76 plus \$37)	$150\% \times \$113 (\$76 + \$37) = \$169.50$
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$169.50 for each day.	\$176.09 vs \$169.50; Pay \$169.50 for each day

**EXAMPLE 4**

(Shows COLA deduction)

Member and 3 dependents occupy temporary lodging which do not contain facilities for preparing and consuming meals. Per diem rate at <http://www.dtic.mil/perdiem/> = \$150 (\$76 Max Lodging, \$74 M&IE). Lodging expense is \$138 per night.

**(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only)**

1. Determine percentage based on 4 individuals	150% for 4 individuals
2. Multiply percentage in Step 1 times the M&IE rate.	$150\% \times \$74 = \$111.00$
3. Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes)	$\$111 + \$138 = \$249.00$
Since the member is paid COLA under Service regulations (see par. U1010-B12) while entitled to TLA, steps 4, 5 and 6 are computed as follows (see par. U9207-E, step 4, item a(2)):	
4. Deduct daily allowances from Step 3:	$\$249.00 - \$30.28 = \$218.72$
Housing Allowance =	\$13.11
BAS =	\$ 4.30
COLA =	\$12.87
Total =	\$30.28

5. Determine maximum TLA rate - Multiply percentage in Step 1 times the Locality per diem rate.	150% x \$150 = \$225.00
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$218.72 each day.	\$218.72 vs \$225.00; Pay \$218.72 for each day

**\*U9208 ADVANCE PAYMENT**

An Advance of funds may be paid for the number of days authorized for TLA, after authorization based on the appropriate directive(s) issued under par. U9200.

**U9209 TLA - SPECIAL**

TLA - Special. The percentage factors (65%, 100%, 25%, 35%) authorized in par. U9207-E are generally adequate. However, these percentages may be insufficient for a particular time period because lodging costs are anticipated to escalate due to a special event. Examples of one time circumstances that may warrant a TLA - Special include:

1. natural disasters,
2. summits,
3. strikes,
4. world's fairs,
5. conventions, or
6. other similar events.

Under special or unusual circumstances a higher factor *for lodging only* may be authorized *in advance only* by means of a determination of a TLA - Special issued by the Director, PDTATAC. Requests for higher percentage factors *for lodging only* must be submitted by the member's command to the

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

fax 703-325-2945, DSN 221-2945

or from the command by email to [sla.specials@perdiem.osd.mil](mailto:sla.specials@perdiem.osd.mil)

Requests *must be sent before the fact* and should include event dates (dates a TLA - Special is required if different from the dates of the event), hotel prices before and anticipated during the event, and locations affected.

**EXAMPLE**

(Shows TLA - Special)

Member, spouse and 2 children under 12 due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary quarters 1 through 20 September before moving into permanent quarters 21 September. The per diem rate at <http://www.dtic.mil/perdiem/> is \$269 (\$186 Max Lodging, \$83 M&IE). Due to a national convention, room prices will escalate for some part (or all) of the family's anticipated TLA

**OFFICER.** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**OFFICIAL STATION.** See *PERMANENT DUTY STATION*.

**OPEN MESS.** A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER-ISSUING OFFICIAL.** See *AUTHORIZING/ORDER-ISSUING OFFICIAL*.

**OVERSEAS.** See *OCONUS*.

**\*PER DIEM ALLOWANCE.** The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including 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 below*) and service charges where applicable, for:

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters, fires furnished in room when such charges are not included in the room rate, *and in foreign areas only lodging taxes (see NOTE 1 below)*. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

**NOTE 1: a.** *The maximum amount allowed for lodging in 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/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories 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/pdrates.html>) 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 porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. U3610-C for reimbursement of fees and tips incurred at transportation terminals.);

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

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

- c. 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*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account;
- g. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and
- \*h. Taxes and service charges on any of the expenses in items 2 through 3g.

**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);

5. Multiply the member's average annual spendable income (determined in Step 2 above) by the percentage from Step 4 above. The result is the member's **annual** COLA. To determine the monthly allowance:
  - a. divide the annual COLA amount by 360 (days),
  - b. carry the result to 5 digits to the right of the decimal,
  - c. multiply the result in item b by the number of days in the month for which the allowance is payable, and
  - d. round the amount to the nearest cent.

#### COLA CALCULATION EXAMPLE

A member in grade E-8 with 22 years service is assigned to an OCONUS PDS. Part II, Table III, Cost-of-Living Allowance Indexes, indicates the prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is entitled to COLA for July (31 days).

1. For an E-8 with 22 years of service, Table I indicates the member's annual compensation is \$52,462.
2. Table II indicates the member's 'Average Annual Spendable Income' is \$32,100 (based on the annual compensation amount from Step 1 that falls into the dollar range of \$51,000-\$54,999 and four dependents.
3. The COLA index for member's PDS in Table III is 120.
4. 100 subtracted from the COLA index of 120 (Step 3) leaves a remainder of 20 that converts to a decimal multiplier of .20.
5. Multiply the member's 'Average Annual Spendable Income' (\$32,100) determined in Step 2 by the .20 multiplier (Step 4). This results in an annual COLA of \$6,420 ( $.20 * \$32,100 = \$6,420$ ),
  - a. divide \$6,420 by 360 (days) with 5 digits to the right of the decimal ( $\$6,420/360 = \$17.83333$ ),
  - b. multiply the result by the number of days for which the allowance is payable ( $\$17.83333 * 31 = \$552.83333$ ),
  - c. round to the nearest cent - \$552.83 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts (*when necessary*) exchange rates for countries where members are assigned. For more currency adjustment information see Part II, Appendix M. Based solely on the currency fluctuations, adjustments are made twice monthly to Cost-of-Living Allowances (COLA).

I. Significant Unique Expenses. In some areas, members must purchase significantly expensive items (approximately \$200 per item) that CONUS-based members ordinarily do not purchase or for which the cost is insignificant in CONUS. For more information on unique expenses see Part I, Appendix M. Unique expenses must be:

1. incurred by the *majority* of members assigned,
2. of an individual significant amount, and
3. *actually paid* by members at the overseas PDS.

**\*APPENDIX J****COST-OF-LIVING ALLOWANCE INDEXES****PART II - COST OF LIVING ALLOWANCE TABLES**

For current geographic COLA information, and the following tables, please see the PDTATAC web site at:

*<http://www.dtic.mil/perdiem/>*

**Table I - Annual Compensation for Members With/Without Dependents:**

on the PDTATAC web site, select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', 'PaytablesJULYYYYYY.pdf'

**Table II - Average Annual Spendable Income:**

on the PDTATAC web site select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', '2000 Spendable Income.pdf'

**Table III - Cost-of-Living Allowance Indexes:**

on the PDTATAC web site select 'Rates', 'Overseas COLA', 'COLA Index Listings', 'YYYY-MM-DD-COLA INDEXES.pdf'

*This authority shall not be further delegated.*

3. Navy:

a. Military Personnel: See par. A3 above for authorization/approval authority;

\*b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, 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

\*a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Unified Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. **Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.** A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited relocation allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem When Traveler Dies While on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

#### T4070 TDY GLOSSARY

**Authorize.** The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

**Government travel card.** This is the Government-sponsored, contractor issued travel charge card.

**Group movement.** A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. (**NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.**)

**Must, Shall, Should, May, Can, Will.** The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

**Temporary Duty (TDY) Travel.** Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

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

*Schoolhouse Training Travel.* Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

*Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel.* Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

**Trip Record.** This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

## **APPENDIX Q**

**Reserved**

## **APPENDIX R**

**Reserved**

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