

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 174

Alexandria, VA

1 June 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 June 2001 unless otherwise indicated.

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This change includes all material written in MAP Items 70-00, 101-00, 02-01(E), 09-01(E), 10-01(E), 12-01, 14-01(E), 15-01(E), 17-01(E), 18-01(E), 21-01(E), 22-01(E), Insert the attached pages and remove the corresponding pages. Remove pages U5E-1 through U5E-11 (should have been deleted in Ch. 173). Also remove pages U5E1-2-1; U5I-3 and A-14-1. This cover page replaces the Change 173 cover page.

BRIEF OF REVISION

These are the major changes made by Change 174:

U2020, U3300, U5160. Consolidates all information on official distance determination into par. U2020.

U2025, U5720, Appendix A. Moves information on the Standard CONUS per diem rate, currently found in Appendix A to par. U4160.

U2555-E. Clarifies that light refreshment/snack expenses when attending a conference are reimbursable only when the fees/charges are included in the conference registration fee.

U3000-B. Explains that the cost of travel from UK to continental Europe via the CHUNNEL is reimbursed as a ferry fee.

U4135, U4155, U4225-C, U4520, Appendix A, Appendix O. Deletes the prohibition on reimbursement for the cost of laundry, dry-cleaning and pressing of clothing when a member is authorized a reduced per diem.

U5012-I. Clarifies that a service member has a maximum of 6 years to use travel and transportation allowances. This 6-year period commences from the date of receipt by a member's dependents of official notice of death, injury, missing status, internment; or the date of the member's separation or retirement.

U5105-E2. Eliminates the collection of excess cost of a TR when a member uses mixed mode travel for PCS.

U5340-A1b, -C. Removes distance as a criterion because there are instances in which shorter distances can actually be more costly than longer distances due to tolls, ferry fees, etc.,.

U6007. Provides that an "air freight replacement allowance" may be authorized/approved in connection with an OCONUS evacuation if unaccompanied baggage was not shipped from the PDS because of circumstances beyond the evacuee's control

U7205-A,-C. Allows ground transportation between interim airports when on emergency leave.

T4020. Adds wording to ensure that the reader understands that frequent flyer program credits obtained on official Government business shall not be used for airline club memberships and that the traveler must account for all Government-owned frequent traveler credits earned and used in accordance with 67 Comp. Gen. 79 (1987).

Various paragraphs. Moves information on PCS, TDY and mobile home mileage rates currently found in Appendix A to Chapter 2, Part H. Also updates website references.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

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 2

## ADMINISTRATION AND GENERAL PROCEDURES

## PART A: TRAVEL POLICY

## U2000 GENERAL

Each Service shall:

1. authorize only travel necessary to accomplish the mission of the Government effectively and economically, and
2. establish internal controls to ensure that only travel essential to the needs of the Government is authorized.

## U2010 MEMBER'S RESPONSIBILITY

A. Obligation to Exercise Prudence

1. The member must exercise the same care and regard for expenses as a prudent person traveling at personal expense.
2. The member must maintain records to validate expenses of \$75 or more and all lodging costs.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

B. Promotional Material

1. General. Promotional material received by a member traveling on official business at Government expense must be relinquished in accordance with Service regulations (B-199656, July 15, 1981; 63 Comp. Gen. 229 (1984)).
2. Items Received Through Mixed Official and Personal Travel. Promotional items received by the member as a result of travel paid by Government and personal funds are the property of the Government (63 Comp. Gen. 229 (1984) and 63 i.d. 233 (1984)). The member does not forfeit the right to use personal credits for personal travel if the member keeps adequate records that clearly separate credits earned from personal travel from those earned on official travel (B-257525, November 30, 1994).
3. Voluntary Relinquishing of Seat. A member may keep payments from a carrier for voluntarily vacating a seat. However, no additional per diem may be paid as a result of the delay in the member's travel.
4. Involuntary Relinquishing of Seat. If a member is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).
5. Use of Frequent Traveler Program Credits for Accommodation Upgrades. Overall Government travel costs should be reduced by using benefits earned through frequent traveler programs to obtain free airline tickets, rooms, and rental vehicles. Frequent traveler program credits earned on official travel may not be used for personal travel. The member may elect to use earned frequent traveler program credits for upgrades to premium-class other than first-class accommodations while on official Government travel as permitted by Service regulations.

C. Lost or Delayed Accompanied Baggage. A member may keep payments from a commercial carrier as compensation for accompanied baggage that has been either lost or delayed by the carrier.

**U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS**

It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

*DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."*

*Non-DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.*

**\*U2020 OFFICIAL DISTANCE DETERMINATION**

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. is the only official source for worldwide PCS and TDY distance information,
2. replaces all other sources used for computing distance (except for airplanes see par. U2020-B below),
3. uses city to city distance (not zip code to zip code),

***NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod-mtmc.belvoir.army.mil>.***

4. provides distances which must be rounded to the nearest mile for each leg of a journey,
5. does **not** apply to the following travel distances that are determined by odometer readings:
  - a. in and around the PDS or TDY sites,
  - b. between home/office and transportation terminal,
  - c. for short distance moves, within the same city, or
  - d. round trip travel between home and active duty tour site for Reserve members performing active duty when the member commutes under the provisions of par. U7150-A1b, and
6. website is found at <http://dtod-mtmc.belvoir.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distances Use. Official distances are used in determining the distance between any two of the following locations:

1. PDS,
2. TDY station,
3. POE,
4. POD,
5. last duty station,
6. HOR,
7. HOS,
8. PLEAD,
9. designated place,
10. vehicle processing point (origin & destination), and
11. a COT leave location.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

**\*U2025 STANDARD CONUS PER DIEM RATE**

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>.
2. Effective 1 January 2000 the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
\$55	\$30	\$85

B. Authority. In general, conference attendance expenditures for meetings concerned with the functions and activities of the DoD component which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. In the specific case of attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations, 37 U.S.C. §412 applies (55 Comp. Gen. 1332 (1976)). This authority is independent of the training authority included in par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. conferences sponsored or cosponsored by a Federal agency at which a member's attendance is required in the performance of official duties;
2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the member's attendance is related to official duties or for the purpose of transacting DoD business;
3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the member's official performance; and
4. similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in subpars. 2 through 4.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to the provisions of governing regulations of the separate departments consistent with the regulations in Part Q (Acceptance of Payment from a Non-Federal Source for Travel Expenses).
3. Purpose. Members may attend conferences at Government expense to:
  - a. further the programs of their DoD components;
  - b. present scientific and technical papers which further the development of the U.S. resources; and
  - c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations should be examined by an appropriate security officer at the activity concerned. Members who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

\*E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. U4125-A). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <http://www.dtic.mil/perdiem/> is paid.
2. When No Travel is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. does not involve travel,
- b. does not involve per diem, and
- c. for which a travel order is not issued.

3. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense. Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem, Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

**\*PART H: MILEAGE & MALT RATES****U2600 TDY & LOCAL TRAVEL**

Effective 22 January 2001 the mileage rates for local and TDY travel are:

POC	Rate Per Mile
Airplane	\$0.965
Automobile	\$0.345
Motorcycle	\$0.275

**(NOTE: Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis, see par. U3305-C.)**

**U2605 PCS TRAVEL**

A. General. The monetary allowance in lieu of transportation (MALT) for the authorized use of a POC during official PCS travel depends on the:

1. official distance for which MALT may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); **and**
2. the number of authorized travelers transported.

B. PCS MALT Rates. MALT rates per authorized POC (see par. U5205) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	\$0.15
Two Authorized Travelers	\$0.17
Three Authorized Travelers	\$0.19
Four or More Authorized Travelers	\$0.20

**U2610 CONVERTING KILOMETERS TO MILES**

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers X .62 miles/km = Miles*.

**EXAMPLE:** To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km X .62 miles/km = 52 miles.

**U2615 SELF-PROPELLED MOBILE HOME**

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. See also par. U5510-B.

**CHAPTER 3**  
**TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL**

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## CHAPTER 3

### TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

#### PART A: APPLICABILITY AND GENERAL RULES

##### U3000 SCOPE

A. Applicability. This Chapter applies worldwide to travel incident to TDY and PCS by the various transportation modes. It prescribes rules concerning accommodations members or dependents may use on specific modes, U.S. flag carriers use, travel agency use, reimbursement of transportation expenses, travel within and around members' TDY or PDS locations, and entitlements for accompanied baggage transportation.

B. Transportation Modes. Official TDY or PCS travel may be authorized/approved on any combination of the following:

1. Government (including foreign Government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),
- \*2. commercial (including Government-contracted) aircraft, train, bus, or vessel (ocean, waterway or ferry),  
***NOTE: The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***
3. POC,
4. special conveyance,
5. taxicab, bus, streetcar, subway or other public conveyances, and
6. airport limousine, or courtesy conveyance.

##### U3001 ALLOWABLE TRANSPORTATION EXPENSES

Transportation expenses include the cost of airline, train (including sleeping accommodations or parlor car seats), vessel (including ocean, waterway or ferry), and bus tickets, transportation to/from carrier terminals and the cost of special conveyance. POC operating expenses ordinarily are reimbursed through a mileage allowance. Transportation expenses reimbursement and mileage are in addition to the per diem or actual expense allowances prescribed in Chapter 4, Part B or C.

##### U3002 DIRECTING TRANSPORTATION MODE

The order-issuing official may direct the use of a transportation mode(s) for members on TDY travel that does not involve a PCS move. Service regulations may specify when a particular mode (other than a POC or special conveyance) may be directed for individual PCS moves, (see par. U5107). A member may not be directed to use a POC or a special conveyance, nor may dependent travel be directed by a particular mode. The member may select POC for overland PCS travel. In the absence of direction, the member may select the transportation mode which allows the mission to be completed within the prescribed time limits. The member is bound by all regulations pertaining to the directed or, if appropriate, the selected transportation mode.

##### U3003 AUTHORIZED MODES

The order-issuing official, when not required to direct the transportation mode, ordinarily determines the authorized transportation modes, taking into account mission requirements, time limits, transportation availability, and economic considerations. If the order-issuing official fails to make a determination or direct the mode, air transportation is the authorized mode for travel time and per diem calculation purposes for TDY and transoceanic

PCS travel, unless the member demonstrates that air transportation cannot meet the mission requirements efficiently or economically.

**U3010 SEPARATE CONSIDERATION OF EACH PORTION OF THE JOURNEY**

When determining payable allowances, travel between any two points in the following categories is a separate journey:

1. PDS,
2. TDY station,
3. passenger port of embarkation,
4. passenger port of debarkation,
5. first duty station,
6. last duty station,
7. HOR,
8. HOS,
9. PLEAD,
10. a designated place, and
11. a COT leave location.

**U3015 ACCOMPANIED BAGGAGE TRANSPORTATION**

A. General. This paragraph prescribes entitlement to transportation of accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage.

B. Authorization/Approval For Excess Baggage. Shipment of excess baggage may be authorized/approved in accordance with Service regulations.

C. Baggage Cost Payment

1. Excess Baggage Transportation Charges. Excess baggage transportation costs may be paid only when authorized/approved under subpar. B. Excess baggage charges may be included in Government-procured transportation documents, or the member may be reimbursed for the charges.

2. Baggage Transfer. Itemized necessary baggage transfer expenses are reimbursable except when the member is receiving mileage.

3. Baggage Checking and Handling. Itemized baggage checking expenses are reimbursable except when the member is receiving mileage. See par. U4520 for reimbursement of baggage handling tips.

D. Return Of Baggage To Member. When a member's baggage is shipped as part of a troop movement but the member's name is later deleted from the movement order, an expedited transportation mode may be used to return or forward the baggage to the member. This expedited transportation must be authorized/approved in accordance with Service regulations.

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 limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor-issued charge cards, or through a 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.

**PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE****U3300 TDY POC RULES**

A. Policy. Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The order-issuing official should authorize/approve POC travel only if it is advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. there is no practicable commercial transportation; or
3. common carrier use would be so time-consuming that it would delay the mission.

*POC use shall not be directed.*

C. Official Distances. See par. U2020

D. PCS Travel by POC. See Chapter 5, Parts B and C.

**U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)**

A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time as computed under par. U5160-B. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

\*1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or portion of cost directly associated with POC use for official travel) is entitled to mileage for the official distance of the ordered travel at a rate per mile for the conveyance type used. See par. U2600 for applicable mileage rates.

2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage. The passenger is entitled to per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time computed under par. U5160-B.

B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed in subpar. A. However, actual transportation costs may be authorized/approved by the order-issuing official when advantageous under the provisions of par. U3300-B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses shall be limited to the following for the POC type used:

1. privately-owned automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U4520);
2. privately-owned aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. privately-owned boat or vessel: fuel, oil, and docking fees.

Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, shall not be reimbursed.

*(NOTE: Charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243)).*

C. Privately-Owned Aircraft Other Than Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual cost of operation rather than mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is entitled to the appropriate mileage plus per diem from subpar. A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount may not exceed mileage plus per diem from subpar. A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The

**CHAPTER 4**  
**TEMPORARY DUTY TRAVEL (TDY)**

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U4130	<b>Return to PDS From TDY for Personal Reasons</b> A. General B. Computation
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U4205	<b>Types of Expenses</b> A. Expenses Allowable B. Expenses Not Allowable
U4210	<b>AEA Maximums</b> A. General B. Daily Maximums C. M&IE Paid on Per Diem Basis D. Lodging and/or Meals Obtained Under Contract E. Incidental Expense Maximum
U4215	<b>Request for AEA</b> A. General B. Who May Authorize/Approve C. Exceptions D. Manner of Authorization/Approval E. Requests F. Data to Be Included in Requests
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U4330	Travel by POC
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U4520	Reimbursable Miscellaneous Expenses
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- U4760**                    **TDY Pending OCONUS Assignment or to a Vessel**
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  - B. Ordered to a Vessel
  - C. Ordered to OCONUS Duty or to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More
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6/24	\$30 plus \$52 =	82.00
6/25	\$30 plus \$52 =	82.00
6/26	\$30 plus \$52 =	82.00
6/27	\$30 plus \$52 =	82.00
6/28	\$30 plus \$52 =	82.00
6/29	\$30 plus \$52 =	82.00
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$52 =	82.00
7/2	\$30 plus \$52 =	82.00
7/3	75% times \$30 =	22.50
1 round trip of 650 miles = 650 x \$0.345 per mile =		224.25
<b>Total Reimbursement =</b>		<b>\$1059.25</b>

In this example the member is due \$1059.25 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

EXAMPLE 2

Member performed TDY with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July	TDY			
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging on post in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use directed. Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

<b>*REIMBURSEMENT:</b>		
Cost Comparison		
Actual Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	75% times \$26 = \$19.50 =	19.50
7/13	75% times \$26 = \$19.50 plus \$6 =	25.50
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
2 round trips of 370 miles = 740 x \$0.345 per mile =		255.30
<b>Total Reimbursement =</b>		<b>\$393.30</b>

*Constructive Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	\$10.00 plus \$6 =	16.00
7/12	\$10.00 plus \$6 =	16.00
7/13	\$10.00 plus \$6 =	16.00
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
1 round trip of 370 miles = 370 x \$0.345 per mile =		127.65
<b>Total Reimbursement =</b>		<b>\$268.65</b>

In this example the member is due \$268.65.

**\*U4135 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN [HTTP://WWW.DTIC.MIL/PERDIEM/PDRATES.HTML](http://www.dtic.mil/perdiem/pdrates.html)**

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. In the absence of such an authorization, travel orders prescribing rates of per diem different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect and the locality rates in <http://www.dtic.mil/perdiem/pdrates.html> are used. Reduced rates of per diem should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

**U4140 REQUESTING REVIEW OF PER DIEM RATES**

When travelers, commands or order-issuing officials think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee  
 ATTN: Per Diem Rates  
 Hoffman Building #1, Room 836  
 2461 Eisenhower Avenue  
 Alexandria, VA 22331-1300

***NOTE:*** To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.

**U4150 PER DIEM AND AEA ON A SINGLE TRIP**

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is entitled to the allowances prescribed in par. U4225-D.

<b>(3) Whole Days of Travel – OCONUS</b>						
<b>Footnotes:</b> See table # 4				<b>Abbreviations used:</b> Govt. = Government GMR =Government mealrate NTE = Not to exceed PMR = Proportional meal rate		
	<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>
	Traveled overnight & arrived at an OCONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at OCONUS TDY locality (on U.S. installation) on day after departing PDS. <u>Traveler occupied Govt. quarters.</u>	Each whole day at OCONUS TDY locality (not on U.S. installation)	Each whole day at an OCONUS TDY locality (on U.S. installation). <u>Traveler occupied Govt. quarters.</u>	Each whole day at an OCONUS TDY locality (on U.S. installation) when <u>member elects not to occupy available Govt. quarters.</u>	Each whole day at OCONUS locality where per diem in lesser amount than prescribed rate for TDY location was authorized under par. U4135.
<b>Per Diem for Whole Days of Travel<sup>6</sup></b>	M&IE <sup>4</sup> applicable to OCONUS TDY locality plus cost of lodging <sup>5</sup> NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, (2) PMR plus \$3.50 if directed in orders and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3.50 when orders direct essential unit messing and 3 meals are available to the member. PMR plus \$3.50 applies if 3 meals are not available to the member. <sup>1)</sup>	M&IE <sup>4</sup> applicable to OCONUS TDY locality plus cost of lodging <sup>5</sup> NTE maximum rate prescribed for TDY locality.	M&IE plus cost of Govt. quarters. (M&IE may be at (1) meal rate prescribed for TDY locality plus \$3.50, (2) Standard GMR plus \$3.50 <sup>3</sup> , if directed in orders, (3) PMR plus \$3.50 <sup>3</sup> , if directed in orders, or (4) no amount for meals plus \$3.50 <sup>3</sup> when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability and par. U4125-A3b for applicable M&IE rate).	M&IE plus cost of lodging not to exceed cost of Govt. quarters <sup>5</sup> . (M&IE may be at (1) rate prescribed for TDY locality, (2) Standard GMR plus \$3.50 <sup>3</sup> , if directed in orders, (3) PMR plus \$3.50 <sup>3</sup> , if directed in orders, or (4) no amount for meals plus \$3.50 <sup>3</sup> when orders direct essential unit messing (see JFTR par. U4400 for Govt. mess use/availability and par. U4125-A3b for applicable M&IE rate))	Per diem at the rate authorized under par. U4135.

**(4) Day(s) of Return to PDS**

**Abbreviations used:** Govt. = Government GMR = Government meal rate  
NTE = Not to exceed PMR = Proportional meal rate

	<b>a</b>	<b>b</b>	<b>C</b>	<b>d</b>	
	Arrived at PDS on same day as departed TDY location.	Traveled overnight (no lodging required) & arrived at PDS on day after departing TDY location.	On day of departure from TDY overnight lodging was required at a stopover en route to the PDS.	On day travel ended lodging was required en route to the PDS.	Arrived at PDS on same day as departed TDY location where per diem in lesser amount than prescribed rate was authorized under par. U4135.
<b><u>Per Diem for Day of Return to PDS</u></b>	75% of M&IE rate for last TDY locality. <sup>1</sup>	For day of departure from TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at PDS 75% of the M&IE rate for the TDY locality. <sup>1</sup>	For day of departure from TDY: M&IE plus lodging <sup>2, 5</sup> cost NTE rate for stopover locality. For day of arrival at PDS: 75% of M&IE rate for stopover locality.	75% of the M&IE rate plus cost of lodging based on the locality rate where lodging was obtained if authorized/ approved by the order-issuing official (see par. U4125-A3h).	75% of M&IE prescribed for the TDY locality.

**\*Footnotes**

- GMRs/PMRs and the \$3.50 incidental rate do not apply on day of departure from or return to PDS or any day the member is traveling.
- Lodging tax *is* separately reimbursed for lodging in CONUS and non-foreign OCONUS areas because an amount is not included in the applicable maximum lodging amount for taxes.
- The authorizing/order-issuing official can determine that \$3.50 is not adequate for TDY on a foreign OCONUS U.S. installation and authorize/approve the incidental expenses rate for the TDY locality prescribed on <http://www.dtic.mil/perdiem/opdrform.html>. Payment of the locality incidental expense rate for the TDY locality must be stated in the travel order.
- For OCONUS travel the authorizing/order-issuing official can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the IE prescribed for the TDY locality, is adequate for anticipated expenses when the member is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the orders.
- Lodging tax *is not* separately reimbursable for foreign area lodging because an amount is included in the applicable foreign area maximum lodging amount for taxes.
- (a) 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* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).  
  
(b) 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 (IE) allowance included within the per diem rates/AEA authorized/approved for *OCONUS* travel.
- On any day that 3 deductible meals are provided without cost to the traveler, no reimbursement is allowed for meals.

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

E. Requests. *See Appendix L.*

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

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

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

#### **U4220 ITEMIZATION**

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

#### **U4225 COMPUTATION RULES**

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

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

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

\*C. Averaging Expenses. When an AEA is authorized/approved for all per diem expenses (meals, lodging and incidental expenses) the daily amount of expense items that do not accrue on a daily basis, may be averaged over the number of days the member is entitled to AEA at the AEA location. These expenses include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (*see NOTE*), hotel maid tips, and similar expenses. Example: A member on an 8-day (Saturday-Saturday) TDY to an *OCONUS* location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The member may average the \$32 cost over the 8-day TDY and indicate that \$4 was paid daily. Averaging incidental expenses as indicated above does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.

#### **(NOTE:**

*(a) The cost incurred during TDY travel (not after returning to PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.*

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

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

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

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

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

#### **U4230 COMPUTATION EXAMPLES**

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

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

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

**U4505 COMMUNICATION SERVICES**

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The authorizing/order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U4520, item 9g.

**U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS**

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

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

and, the member is in a status listed below:

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

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

#### B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in Appendix B or D for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.

2. Meals. If the order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as prescribed in subpars. U4125-A3b(1)(a)3 or (b)3 based on the per diem rate as prescribed in Appendices B or D for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

#### **\*U4520 REIMBURSABLE MISCELLANEOUS EXPENSES**

Reimbursement is allowed for necessary travel-related miscellaneous expenses incurred in the conduct of official business. These expenses include:

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

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

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

\*6. (a) The cost incurred during TDY travel (not after returning to PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to

per diem/AEA when travel *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).

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

7. fees for:

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

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

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

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

9. CTO service and processing fees;

10. authorized/approved expenses for:

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

b. clerical assistance;

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

d. storage of property used on official business;

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

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

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

h. excess baggage transportation costs;

i. conference registration fees;

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

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

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

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

#### **U4525 PET QUARANTINE REIMBURSEMENT**

For PCS moves with an effective date on or after 4 December 2000, reimbursement for actual mandatory quarantine fees for household pets is authorized not to exceed \$275 per PCS move.

#### **U4535 REGISTRATION FEES**

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

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

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

**CHAPTER 5  
PERMANENT DUTY TRAVEL**

**PART A: APPLICABILITY AND GENERAL RULES**

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<b>U5002</b>	<b>Applicability</b> A. General B. Special Categories C. Persons Not Covered
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<b>U5020</b>	<b>Advance of Funds</b>

**PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**

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## **PART C: DEPENDENT ALLOWANCES FOR TRANSPORTATION**

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U5215

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U5218

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U5220

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U5222

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- A. Called (or Ordered) to Active Duty
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- 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
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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**

- A. General
- 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

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  - D. Dependents' Travel and Transportation Incident to Alert Notice
  - E. Dependents' Travel and Transportation Incident to Tour Extension
  - F. Dependent Travel and Transportation Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Members Stationed in CONUS)
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**PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)**

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**U5340**

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**U5345**

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- 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**

- A. Ordered to an OCONUS PDS to Which HHG Transportation is Permitted
- 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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**U5355**

**Local Moves**

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- B. Local Move Incident to Reassignment or PCS
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- D. Local Move and NTS Incident to Vacating Local Economy Quarters

**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
- B. Storage
- 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
- F. Member Required to Vacate Government or Government Controlled Quarters Upon Separation or Relief from Active Duty
- G. Time Limit
- H. Members Ordered Home to Await the Results of Disability Proceedings
- 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
- B. Transportation to HOS Not Authorized
- C. Storage
- D. Member Undergoing Hospitalization or Medical Treatment
- E. Member Undergoing Education or Training
- F. Other Deserving Cases
- G. Member Required to Vacate Government or Government Controlled Quarters Before Selecting a Home
- 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
- B. HHG Transportation Located in CONUS When Disciplinary Action is Taken Against A Member Stationed OCONUS
- C. PDS to Which Dependent Travel is Authorized Changed to Dependent Restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty
- D. HHG Transportation Incident to Alert Notice
- E. Cadet or Midshipman Dies While Enrolled in Service Academy
- F. Member Reduced in Grade
- G. HHG Transportation Incident to Tour Extension
- H. HHG Shipment Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Member-With-Dependents Station in CONUS)
- I. HHG Transportation Incident to IPCOT
- 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
- B. Limitations
- C. When Authorized
- D. Storage
- E. Termination of Missing Status
- F. Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days in a Missing Status, and Spouse is Also a Member
- G. Administrative Instructions

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 written time limit extension that includes an explanation of the circumstances justifying the extension may:

1. be authorized/approved for a specific additional time period using the Secretarial Process;
2. be authorized/approved only when circumstances prevent use within the prescribed time; and must be for the shortest time appropriate under the circumstances;
3. not be granted merely to accommodate personal preferences or convenience (DoD/GC #99-1); and
4. **not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of separation, release from active duty, retirement, or from the date of receipt by a member's dependents of official notice that the member is dead, injured, missing, interned, or captured**, unless a certified on-going medical condition prevents relocation of the member/dependent from the separation/retirement date.

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.

<b>Meal</b>	<b>Rate</b>
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 1/**

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

Table U5A-1

- 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 par. 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.<sup>22/</sup> 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.
- \*26 TLA is payable to separating/retiring members stationed OCONUS when they need to occupy temporary quarters at their old PDS prior to departure and

**PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE****U5100 GENERAL**

This Part prescribes members' entitlements to travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are entitled to these allowances whether or not they take leave en route.

***NOTE:*** *When residence relocation is unnecessary because the old and new PDSs are in proximity to each other, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.*

**U5105 TRAVEL AND TRANSPORTATION OPTIONS**

A. General. A member may elect to:

1. travel by POC (see subpar. B),
2. personally procure common carrier transportation (see subpar. C), or
3. be provided transportation in kind (see subpar. D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see subpar. E),
2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

\*B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized MALT PLUS. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U3010). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Per diem or AEA (as prescribed in Chapter 4, Part B or C) may not be paid for the same day as MALT PLUS. However, a per diem or AEA is authorized for any necessary delay or processing time at a passenger POE/POD or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3).

\*1. MALT Rates. The MALT rate (see par. U2605 for rates) depends on the official distance and number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling due to the PCS order.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is entitled to the MALT and expense reimbursement.

***(NOTE: Charges for repairs, depreciation, replacements, grease, oil antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 U.S.C. §3721).***

2. Per Diem. A flat per diem of \$50 shall be paid for each day required for PCS travel between authorized points, up to the allowable travel time computed under par. U5160. If used, Government quarters and/or mess have no effect on the amount of per diem paid. Each member traveling in a POC is entitled to the \$50 per diem.

C. Reimbursement for Personally Procured Common Carrier Transportation Plus Per Diem. A member who procures common carrier transportation at personal expense is entitled to reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. The member may elect to procure common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order and be reimbursed for the transportation cost for the mode authorized and used. However, reimbursement shall not exceed the cost for the authorized transportation and accommodations over a commonly traveled direct route in accordance with a schedule(s) necessary to meet the requirements of the orders. ***Reimbursement under this subparagraph is based on special Government contract fares only if Government-procured transportation is available under par. U3120 (B-163758, July 24, 1972).*** Per diem entitlement is computed under par. U5113.

D. Transportation in Kind, or Government-Procured Transportation, Plus Per Diem. When the Government provides transportation at no cost, the member is entitled to per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U3010), entitlement is determined under subpar. 2.

***NOTE: The following is not considered in determining if mixed mode travel is involved in a journey:***

- a. travel between the duty station and local transportation terminal, or
- b. travel between local transportation terminals.

\*2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the MALT PLUS payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey. (***NOTE: Do not collect excess cost from the member if deducting the cost of the Government-procured transportation for the ordered travel from the MALT PLUS results in a negative amount.***)

**U5106 NOT USED**

**U5107 POC TRAVEL PROHIBITED**

Each Service may issue regulations prescribing exigencies under which order-issuing officials may prohibit members traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement) from using a POC. If there are no such regulations, orders prohibiting POC transportation are without effect. Paragraph U5108 applies if the member's orders state that POC travel is prohibited, or specifically direct a particular transportation mode (see par. U3002). ***If the member travels by POC, there is no travel reimbursement entitlement.***

**U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART A) DIRECTED**

If a member is directed to use a specific transportation mode, par. U5105 does not apply. When a mode is directed, reimbursement for expenses is authorized as follows:

A. Government Conveyance. When exigencies of the Service require Government conveyance use for PCS travel, the orders must direct it. ***If a member's PCS orders direct Government transportation use and the directed mode is available in time to comply with the orders but the member elects to travel by another mode at personal***

those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

**B. Time Limitations**

1. **General.** Except as provided in subpars. 2, 3, and 4, travel to a selected home must be completed within 1 year after active duty termination.

2. **Member Undergoing Hospitalization or Medical Treatment**

a. **On the Active Duty Termination Date.** A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in subpar. A1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-I).

b. **During the 1-Year Period After the Active Duty Termination Date.** A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in subpar. A1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. **Member Undergoing Education or Training.** A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in subpar. 1, as extended by subpar. 2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:

a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. the extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

4. **Other Deserving Cases.** An extension of the 1-year time limit prescribed in subpar. 1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the best interest of the Service, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5012-I) using the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph must be incident to the member's separation from the Service (B-207157, February 2, 1983).

C. **Recalled to Active Duty Before Selecting a Home.** A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under subpar. B.

D. Recalled to Active Duty After Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to no additional travel and transportation allowances other than those paid under subpar. A or B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders if issued (32 Comp. Gen. 348 (1953)).

**\*U5155 NOT USED**

**U5160 COMPUTATION OF ALLOWABLE TRAVEL TIME**

A. General. A member performing PCS travel is entitled to the travel time allowable to complete the PCS move. ***A member reassigned between activities at the same PDS is allowed no travel time.*** If PCS orders are amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's entitlement to travel allowances. In cases involving two afloat units or an afloat unit and a shore activity, the location of the unit(s) on the departure date or the planned location at the arrival date are used to determine entitlement to travel time. The "arrival date" and "departure date" are the authorized days of arrival, reporting, detachment, departure, sign in or sign out as used by the Service concerned. The maximum travel time that may be allowed under this paragraph is that which would have been allowed under subpar. B had travel been performed entirely by POC. In computing travel time, the miles from the home, office, or residence to the local transportation terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under subpars. B, C, D, E, F and G. Travel time allowed may differ from the time allowed for per diem computation purposes.

B. POC Travel. Generally, 1 day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed. ***See par. U5100 NOTE: See subpar. H for additional travel time authority.***

C. Transoceanic Travel. Travel time for transoceanic travel by aircraft or vessel is the actual time required for the travel by the normal direct routing. The day of embarkation or debarkation at the port awaiting transportation is included in the actual time for ocean or transoceanic travel regardless of the hour of embarkation or debarkation.

D. Travel by Government Conveyance and/or Common Carriers on Government-procured Transportation. Travel time for travel by Government conveyance (except Government automobile) and/or common carriers obtained by ***Government-procured transportation*** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Government automobile is computed under subpar. B.

E. Travel By Other Than Directed Mode. A member, directed to travel by an available specific transportation mode who elects to travel by another mode, is limited to the actual travel time used, not to exceed the allowable travel time for the directed transportation mode.

F. Common Carrier at Personal Expense or Mixed Modes Travel

1. General. Authorized travel time, when a member travels by common carrier at personal expense or by mixed modes (par. U5105-E), is:

- a. travel time authorized for the total distance traveled by POC in whole days as in subpar. B, up to the travel time authorized for the official distance between origin and destination and
- b. 1 day for commercial transportation other than transoceanic (see subpar. C).

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in subpar. B as if POC were used for the entire travel (unless additional travel time is authorized under subpar. H).

2. Computation When Travel Is by Mixed Modes. Compute authorized mixed-mode travel time as follows:

\*Step 1--Determine the official distance between authorized travel points as prescribed in par. U2020;

Step 2--Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with subpar. B;

Step 3 --Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

Step 4 --Compare the number of days in step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two.

Example 1: Official distance 1,500 miles; member travels 800 by POC, 600 by rail, and 900 by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for a total of 4 days.

Example 2: Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in authorized travel time of 3 days.

Example 3: Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day travel time is allowed.

For travel by mixed modes, the distance traveled to leave points is considered when computing travel time. The following are not considered:

- a. travel at a leave point;
- b. travel at the old or new PDS or TDY stations; and
- c. travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

G. Elapsed Time Is Less Than Authorized. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

Example: Official distance travel is 1,500 miles. The member departs 1 June and arrives 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days, so the member is authorized 4 days as travel time.

H. Additional Travel Time. Additional travel time may be authorized/approved by the member's new commanding officer when travel is delayed beyond that authorized in subpars. B-F for reasons beyond the member's control (such as acts of God, restrictions by Government authorities, difficulties in obtaining fuel for POCs, or other satisfactory reasons). The amount of additional travel time authorized may be the actual period of delay or a shorter period as determined appropriate. The explanation of the circumstances which necessitated the delay, together with the commanding officer's action, must be attached to the voucher.

## **U5165 ADVANCE OF FUNDS**

Travel and transportation allowances prescribed for members may be paid in advance (see par. U1010-B4). Members failing to complete at least 90 percent of their initial prescribed service periods (par. U5125-A5) and members discharged under other than honorable conditions (par. U5125-C), may be advanced only an amount equal to 75 percent of the least costly available common carrier transportation mode.

## PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

### U5200 PURPOSE

This Part prescribes dependents' travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Chapter 7 includes dependents' travel and transportation allowances in other special circumstances.

### U5203 BASIC ENTITLEMENTS

A. General. Members are entitled to dependents' PCS travel and transportation allowances (except as indicated in subpar. B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the entitlement conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, dependents' PCS travel and transportation allowances are:

1. transportation-in-kind or Government-procured transportation (see par. U5105-D) plus per diem (see par. U5210); or
2. reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or
3. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the number of days required for travel between authorized points, up to the allowable travel time computed under par. U5160.

POC use for PCS travel, other than transoceanic, is advantageous to the Government. If a member elects not to move dependents when authorized, dependents' travel and transportation allowances for still-eligible dependents are payable incident to a subsequent PCS up to the greater of the distance to the new PDS from the:

1. HOR, PLEAD, designated place, or PDS from which the member elected not to move dependents; or
2. last PDS.

Any interim changes of station, for which a member did not claim dependents' travel and transportation allowances, are ignored.

B. When Dependents' Travel and Transportation Allowances Are Not Payable. Members are not entitled to dependents' travel and transportation allowances:

1. When a member is:
  - a. a cadet or midshipman;
  - b. assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);
  - c. an enlisted member of a Reserve component called (or ordered) to IADT for less than 6 months;
  - d. called (or ordered) to active duty (including active duty for training) for less than 20 weeks (except as noted in par. U2146-B), or active duty for training for 20 or more weeks when the active duty is at more than one location, but less than 20 weeks (except as noted in par. U2146-B) at any one location; or
2. When a dependent:
  - a. is a member on active duty on the effective date of the orders (see par. U5215-I for travel and transportation allowance entitlements when a spouse is no longer on active duty);

b. travels at personal expense before PCS orders are issued or before official notice is received that such orders are to be issued (see subpar. C) (transportation in kind, including Government-procured transportation, shall not be furnished before PCS orders are issued);

\*c. is not a dependent on the effective date of the PCS order (see Appendix A) (entitlement to allowances in pars. U5215-I and U5240-G is unaffected);

d. receives any other type of Government travel allowances for this travel;

e. is a member's or spouse's parent, stepparent, or person in loco parentis as set forth in Appendix A, definition of Dependent item 8, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or

f. is a dependent child who is not under the member's legal custody and control on the effective date of PCS orders (B-131142, June 3, 1957) (see par. U5215-J for travel entitlement when legal custody and/or control changes after the effective date of PCS orders);

3. For dependents' travel:

a. any portion of a journey they are transported by a foreign registered vessel or airplane, if U.S. registered vessels or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable);

b. between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (see definition in par. U5243-C2c), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);

c. when transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the United States or the member, under a contract or agreement with the United States (however, per diem is payable);

d. for transoceanic or OCONUS land transportation when the member is without dependents as defined in par. U9000-B, items 3 and 4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, F4, and G);

e. to an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary concerned grants an exception to the normal OCONUS tour on an individual case basis;

f. to an OCONUS PDS when the dependents are not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependents are scheduled to arrive, unless specifically exempt under pars. U5222-B and E;

g. to CONUS when the presence of the dependents at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;

h. to a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);

\*i. when the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2, item h; or U5240-F1 or U5240-F2.

C. Travel Before Orders Issued. A member entitled to dependents' travel and transportation allowances is authorized the entitlements in subpar. A for dependents' travel performed during the period before PCS orders are issued and after the member is advised that such orders will be issued. General information furnished to the member

concerning orders issuance 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 retirement eligibility, and expected rotation date from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)). Vouchers must be supported by statements by the PCS orders-issuing official or a designated representative, that the member was advised in accordance with the requirements of this subparagraph. This subparagraph does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

D. Time Limitation. Unless otherwise prescribed in this Volume, a member's entitlement to dependent travel and transportation allowances may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the dependents' travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

## U5205 TRAVEL AND TRANSPORTATION OPTIONS

### A. Monetary Allowance in Lieu of Transportation (MALT)

\*1. General. A member authorized dependents' travel and transportation allowances under par. U5203 is authorized MALT at the rates provided in par. U2605. Except as provided in subpar. U5205-A2, the authorized MALT rates for dependents' travel are for the use of one or two POCs. MALT payment does not affect entitlement to transportation-in-kind for other dependents not taken into account in computing the amount of authorized MALT.

2. Use of More Than Two POCs. Reimbursement for the use of more than two POCs within the same household for PCS travel may be authorized/approved as advantageous to the Government if (***NOTE: "family members" or "dependents" in the following subparagraphs includes only those traveling by POC:***

- a. more than eight family members travel together by POC, including the member;
- b. because of age or physical condition, a dependent needs special accommodations in one vehicle and second and third vehicles are required for other family members;
- c. a member must report to a new duty station in advance of travel by dependents who delay travel for acceptable reasons (such as school term completion, property sale, settlement of personal business affairs, HHG transportation, non-availability of adequate housing at the new duty station) and five or more dependents travel by POC later;
- d. five or more dependents travel unaccompanied by POC between authorized points other than those for the member's travel (such as travel to a designated place or to the new PDS when member has TDY en route);
- e. five or more dependents travel unaccompanied to the new duty station in advance of the member's reporting date for acceptable reasons (such as to enroll children in school at the beginning of the term); or,
- f. special circumstances (as determined through the Secretarial Process) not included in a through e exist, such as travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried.

When the use of more than two POCs is authorized/approved, the prescribed MALT applies for each POC. The same POC may be used for more than one trip between the old and new PDSs if the member and/or a dependent drives it to the new PDS, and then returns it to the old PDS, at no expense to the Government, for the purpose of driving other dependent(s) and/or member to the new PDS. Under these circumstances, the prescribed MALT applies except that the MALT rate is to be determined on the basis of the number of dependents and the member, if appropriate, who did not travel by POC on the first trip. The applicable conditions in items a through e must be shown in the travel order or indicated by specific approval on the travel voucher.

B. Transoceanic Travel

1. Transportation Mode. Air travel is the normal transportation mode for dependents to, from, or between OCONUS areas except for travel between CONUS and Newfoundland, Canada. Maximum use should be made of Government air transportation. However, dependents are not required to use Government air transportation. When dependents agree to use Government air transportation, they shall not be required to use other than regularly scheduled transport type aircraft ordinarily used for passenger service. When appropriate Government air transportation is available, and travel by aircraft is not medically inadvisable but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.
2. Air Travel Medically Inadvisable. When air travel is medically inadvisable for family member, the family shall not be separated unless it agrees to be. When air travel is medically inadvisable, surface transportation provided shall be the least costly first-class passenger accommodations on a commercial ship. See par. U3130-D concerning the requirement to use vessels of U.S. registry. The provisions in par. U5116-D1 for directing a member to use Government transportation or Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.
3. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are as prescribed in pars. U5116-C and U5210.

**U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL**

A. General. A member is authorized a per diem allowance for each dependent's travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in subpars. B and C.

B. Dependent(s) Accompany Member. When dependents travel with a member, the member is entitled to per diem for each dependent while traveling, and at points of delay, in an amount equal to the following percentage of the per diem to which the member is entitled:

1. three-fourths for each dependent 12 years of age or older; and
2. one-half for each dependent under 12 years of age.

When more than one POC is used as provided for in par. U5205-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanied by the member. A member's TDY location is not a point of delay for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent(s) Travel Independently. Dependents are not 'accompanying the member' when they travel separately from a member on different routes or at different times. The member is entitled to a per diem for these dependents as follows:

1. One Dependent Traveling Separately. An amount equal to the per diem to which the member would have been entitled for personal travel.
2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is entitled to per diem for one member-designated dependent, 12 years of age or older, in an amount equal to the per diem to which the member would have been entitled for personal travel. For each of the other dependents, who is 12 years of age or older, traveling with that dependent, the member is entitled to per diem in an amount of three-fourths of the per diem to which the member would have been entitled for personal travel. For each dependent under 12 years of age, the per diem is one half of the per diem to which the member would have been entitled.

- \*1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependents had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructive travel time between the authorized points; or
2. what it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Chapter 4, Part B for the time required for travel between authorized points.

If Government-procured transportation is used, the cost of the Government-procured transportation is subtracted from the entitlement.

\*B. Payable MALT Rate. The MALT rate in par. U2605 applies for actual travel for the distance the dependents traveled separately. The MALT rate for the member and dependents, less \$.15 per mile, is used for actual travel for the distance the member and dependents traveled together.

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependents travel separately from the member for the allowable travel time for that leg of the journey.
2. Traveling Together. Par. U5210-B applies when the dependents travel with the member for the allowable travel time for that leg of the journey.

**\*U5222 VARIOUS UNIQUE PCS ORDERS**

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is entitled to dependents' travel and transportation allowances for dependents' travel to the PDS, up to the entitlement for travel from the HOR or the PLEAD to the first PDS.
2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is entitled to dependents' travel and transportation allowances for dependents' travel, up to the entitlement for travel to the PDS, regardless of the point designated in the orders (Service academy or HOR) from which the officer's travel is directed to be performed. When dependents are acquired after the date of an officer's departure (detachment) from a Service academy incident to active duty orders, but on or before the effective date of the orders, the officer is entitled to dependents' travel and transportation allowances for dependents' travel to the new PDS from one of the following:
  - a. HOR;
  - b. Service academy; or
  - c. place where the dependents are acquired. However, if the dependents travel from the place acquired to the HOR or Service academy before the effective date of active duty orders, then the place named in item a or b, as appropriate, applies.

This entitlement is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. Members assigned to foreign service colleges on a PCS for 20 or more weeks are entitled to dependents' travel and transportation allowances. The tour length restrictions in par. U5203-B3e and f do not apply.

C. Ordered to an OCONUS Station to Which Dependents' Travel Is Authorized

1. General. When a member is ordered to make a PCS to an OCONUS station to which dependents' travel is authorized, the member is entitled to the dependents' travel and transportation allowances in this subparagraph.
2. Dependents Authorized Concurrent Travel With Member. When dependents are authorized concurrent travel to the OCONUS PDS (whether or not they travel with the member), the member is entitled to allowances from the place the dependents are located when the member receives the PCS order to the OCONUS PDS, up to the entitlement for travel from the last place transported at Government expense to the new PDS. Government transportation facilities for transoceanic travel should be available when used.
3. Concurrent Dependents' Travel Denied
  - a. Delay Anticipated To Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependents' travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is entitled to allowances for dependents' travel to a designated place in CONUS or:
    - (1) a designated place in a nonforeign OCONUS area, if the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or
    - (2) a designated place in a nonforeign OCONUS area, provided the member was called to active duty from that place or it is the member's HOR.

A member is entitled to allowances for the dependents' travel from the designated place to the OCONUS PDS if authorized at a later date, provided the dependents are command sponsored before they travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive there.

- b. Delay Anticipated To Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependents' travel and transportation allowances shall not exceed the entitlement from the last place to which transported at Government expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.
4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave dependents at their current location, or move them to a designated place in:
  - a. CONUS,
  - b. a nonforeign OCONUS area; if:
    - (1) the member was a legal resident of that area before entering on active duty;
    - (2) the member's spouse was a legal resident of that area at the time of marriage;
    - (3) the member was called to active duty from that area;
    - (4) it is the member's HOR; or
    - (5) authorized/approved through the Secretarial Process;
  - c. an OCONUS location at which PCS orders state the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour.

E. Reassigned OCONUS Before Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action. A member, accompanied by command sponsored dependents, who is involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action by the Service concerned, is entitled to dependents' travel and transportation allowances to the new PDS, if dependents are authorized thereat, or in accordance with subpar. D, if the member is to serve a dependent-restricted tour at the new PDS. If the move is within the same theater, the tour length restrictions in par. U5203-B3e and f do not apply. Upon subsequent transfer from the new PDS on a PCS, dependents' travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed.

F. Consecutive Overseas Tours (COTs). A member stationed OCONUS who is selected to serve a COT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Unaccompanied Tour. Dependents may be moved from a designated place to another designated place if authorized/approved by the Secretary concerned and it is shown that the dependents' movement is in the Government's best interest. This authority may not be delegated. This movement is authorized only on a PCS.

\*2. Unaccompanied to Accompanied Tour. Dependents may be moved from a designated place to the member's new PDS, if dependents are command sponsored prior to travel to the new PDS. For IPCOT entitlements see par. U5240-G.

\*3. Accompanied to Unaccompanied or Dependent-Restricted Tour. When a member elects to serve an unaccompanied tour or receives a PCS to a dependent-restricted tour, the provisions of subpar. C4 or D1 apply. A member may leave command-sponsored dependents at the old PDS (this location is then a designated place), if authorized/approved through the Secretarial Process (may not be delegated below the headquarters that directs transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9301-B1). ***Dependents are no longer command-sponsored once the member departs PCS per DoDD 1315.7.*** For IPCOT entitlements see par. U5240-G.

4. Accompanied to Accompanied Tour. Dependents may be moved to the new PDS, if command sponsored there, when a member elects or is required (assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is entitled to allowances for dependents' travel to a designated place.

\*G. Consecutive OCONUS Tours for a Member With Noncommand Sponsored Dependents. A member, ordered on a PCS between OCONUS PDSs, who has noncommand sponsored dependents at, or in the vicinity of, the old PDS, is entitled to travel and transportation allowances for travel of those dependents if the member is to serve an accompanied tour at the new PDS. If the member was entitled to dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, entitlement is for the travel performed up to the entitlement from the place dependents were last moved at Government expense. If the member was not entitled to dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, the entitlement shall not exceed the travel and transportation allowances from the port of embarkation in CONUS serving the old PDS to the new PDS. For IPCOT entitlements see par. U5240-G.

H. Transfer to, from, or Between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS. Except for assignments involving duty under subpar. D, dependents' travel and transportation allowances for travel are not authorized when the old and new PDS are the same (B-185099, June 1, 1976).

I. Change of Homeport for Vessels, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a vessel, afloat staff, or an afloat unit on the effective date of the homeport change, that change is a PCS for dependents' travel purposes. Dependents' travel and transportation allowances are authorized from the old homeport to the new homeport. Homeport change entitlements involving units specified as unusually arduous are prescribed in subpar. D.

J. Assigned to Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned homeport has the same status as a vessel with an assigned homeport for determination of dependents' travel and transportation allowances.

K. Member Ordered to Hospital in CONUS. This subparagraph does not apply to members not entitled to dependents' travel and transportation allowances under par. U5203-B. Except as provided in subpar. 2, entitlement to dependents' travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged period of treatment of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS from either a PDS or a TDY station to a hospital for observation and treatment, is entitled to dependents' travel and transportation allowances (as for a PCS) from the last PDS, or the place dependents were retained under par. U5203-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when dependents traveled at Government expense incident to the member's transfer to the initial hospital, a member is entitled to dependents' travel and transportation allowances between such hospitals.

2. From Duty Stations or OCONUS Hospitals. A member on OCONUS active duty who is transferred to a hospital in CONUS for observation and treatment, is entitled to dependents' travel and transportation allowances from the OCONUS PDS or a designated place, as applicable, to the first hospital to which the member is transferred for observation and treatment. When dependents travel incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Transportation Not Restricted to the Hospital. Subject to the maximum entitlement set forth in subpars. 1 and 2, a member is entitled to dependents' travel and transportation allowances to, from, and between other places (see par. U5218).

4. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the temporary disability retired list (TDRL), or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to dependents' travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

a. when dependents did not travel at Government expense incident to the member's hospitalization--from the place where dependents are located upon completion of hospitalization, up to the entitlement for travel from the last or any prior PDS or place dependents were retained (par. U5203-A) or from a designated place to which previously transported (subpar. D), as applicable;

b. when dependents traveled at Government expense incident to the member's hospitalization--from the place where dependents are located upon completion of hospitalization, up to entitlement for travel from the hospital to which the member was transferred when dependents traveled at Government expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided transportation for dependents. Such transportation is provided only if authorized/approved through the Secretarial Process. The procedures in par. U5225-F apply. If restored to duty, the member is entitled to dependents' PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When dependents travel at Government expense to the HOR or PLEAD, or to some other place under this subparagraph, such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

1. General. Dependents of a member on duty aboard a ship:

a. being overhauled or inactivated at a place other than its homeport or

- b. if the homeport is changed to the port of overhaul or inactivation and the dependents are residing in the area of the homeport or former homeport,

may be provided transportation under subpar. 4 in lieu of member's entitlement, to the port of overhaul or inactivation, up to the cost of Government-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. Dependents shall not be provided transportation under this paragraph unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes entitled to a round trip before using a prior entitlement does not lose a previously earned entitlement. All travel authorized under this paragraph must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the homeport from which personnel customarily commute daily to the homeport.

2. Homeport of Ship Not Changed. When the homeport of the ship is not changed, dependent travel is authorized between the homeport and the overhaul/inactivation port unless the member has elected personal travel under par. U7115-A, in which case dependents' travel under this paragraph is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent(s), member, each time the entitlement becomes available. The dependents' travel under this paragraph may not exceed the cost of Government-procured round trip travel for the member.

3. Homeport of Ship Changed. When the ship undergoes a homeport change to the overhaul/inactivation port, dependents are authorized travel between the former homeport of the ship and the overhaul/inactivation port in lieu of PCS entitlements, if because of personal situations, dependents are not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/inactivation port.

4. Dependents Travel While the Ship Is Being Constructed. When the entitlement conditions in this paragraph are met, the dependents of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than:

- a. the designated future homeport of the ship; or
- b. the area where the dependents are residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of:

- a. the future homeport of the vessel; or
- b. the area where the dependents are residing;

unless the member has elected personal travel under par. U7115-B, in which case dependents' transportation under this paragraph is not authorized. Members have the option to personally travel or substitute dependent travel each time the entitlement becomes available. The entitlement to this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes entitled to a round trip before using a prior entitlement shall not lose a previously earned entitlement. All travel under this paragraph must begin before the ship departs the port of construction.

\*5. Transportation Allowances. A member whose dependents' travel is covered by subpars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

- a. transportation-in-kind or Government-procured transportation;
- b. reimbursement for the cost of personally-procured commercial transportation;

\*c. the automobile mileage rate (see par. U2600) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable. Reimbursement under item b is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel up to the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. The reimbursement under item b or the mileage under item c shall not exceed the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. ***NOTE: Per diem or reimbursement for meals and lodging may not be paid in connection with travel under this paragraph.***

#### **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**

A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in subpars. B through E and par. U5230-A1, is entitled to dependents' travel and transportation allowances up to the entitlement for travel from the PDS or place to which dependents were last transported at Government expense to the place to which the member elects to receive travel allowances under par. U5125.

B. Duty Station Erroneously Designated as HOR. An officer who upon:

1. being commissioned from an enlisted grade;
2. being commissioned in the regular establishment while on active duty as a member of the Reserves; or
3. accepting a new commission in the Reserves without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is entitled upon relief from active duty to dependents' travel and transportation allowances to the correct HOR if the:

1. member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and
2. certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the period of service during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. A member who is separated from the Service or relieved from active duty to continue on active duty in the same or another status or in the same or another of the Uniformed Services, is not entitled to dependents' travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.

D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service. A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to dependents' travel and transportation allowances.

E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of the reserve components who is ordered to:

1. active duty (including active duty for training) for less than 20 weeks; or

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

## U5242 FUNERAL TRAVEL

### A. Transportation for Survivors of Deceased Member to Attend Member's Burial Ceremony

1. General. Under this subparagraph surviving dependents are entitled to travel and transportation allowances to attend a deceased member's burial ceremonies. "Surviving dependents," as used in this subparagraph, means:
  - a. the member's spouse;
  - b. children who are unmarried and
    - (1) under 21 years of age; or
    - (2) under 23 years of age and a student dependent meeting the requirements in item 3 of the Appendix A "Dependent" definition; or
    - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

If there are no surviving dependents, the deceased member's parents (including stepparents or parents by adoption or any person including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age) may be authorized to travel under this subparagraph. For the surviving dependents to be eligible for travel, the member must have died while serving on active or inactive duty.

### 2. Entitlements

- a. Member Called (or Ordered) to Active or Inactive Duty from a Place in the United States, Puerto Rico or a Possession of the United States. If the deceased member was called (or ordered) to active or inactive duty from a place in CONUS, Puerto Rico, or a possession of the United States, the eligible survivors are entitled to travel and transportation allowances as prescribed in subpar. 3 for travel from the place of duty, place of residence, or place of notification of death to the burial site in the United States, Puerto Rico, or possession of the United States and return to the place of duty or to the place of residence.
- b. Member Called (or Ordered) to Active Duty from a Foreign OCONUS Place. If the deceased member had been called (or ordered) to active duty from a foreign OCONUS place, the eligible survivors are entitled to travel and transportation allowances as prescribed in subpar. 3. Such allowances are authorized from the place of active duty, place of residence (anywhere in the world), or place of notification of death to the burial site located in the United States, Puerto Rico, or a possession of the United States or to the burial site at the PLEAD and return to the place of active duty or to the place of residence.
- c. Other Cases. For cases not covered by subpar. b, see par. U7205.

### 3. Travel and Transportation Allowance

\*a. General. Survivors traveling under this subparagraph are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) transportation-in-kind or Government-procured transportation,
- (2) reimbursement for the cost of personally procured commercial transportation,

\*(3) automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in item (2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured commercial transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the operator of the POC is entitled to the allowance prescribed in item (3).

b. Per Diem Allowances While Traveling and at the Funeral and Burial Site. Surviving dependents traveling under this paragraph are entitled to per diem computed using the lodgings plus method in par. U4125. The per diem payable must not exceed the appropriate rate in either Appendix B or Appendix D for the area concerned. Per diem shall not be paid for more than two days, except when traveling in accordance with subpar. 2b in which case, additional days of per diem may be authorized/approved to accommodate the time needed to perform the OCONUS travel.

c. Limitations. Per diem is not payable when the surviving dependents' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from the time of departure to return is 12 hours or less.

d. Reimbursable Expenses. Reimbursement of expenses prescribed in par. U5212 is authorized in connection with travel under this subparagraph.

***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***

#### B. Funeral Travel of Families of Members Who Died While POWs or MIAs During the Vietnam Conflict

1. General. This subparagraph applies to family members (as defined in subpar. 2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains have been returned to the United States, Puerto Rico, or any territory or possession of the United States (37 U.S.C. §406 (Note)).

2. Definition of Eligible Family Members. "Family members," as used in this subparagraph, includes a widow, children, stepchildren, mother, father, stepfather, stepmother, legally adoptive parents, and a person or persons who have stood in loco parentis to the member before the member became 21 years of age. If none of these desire to travel as authorized in this subparagraph, the brothers, sisters, half-brothers, half-sisters, adoptive brothers and sisters of the member are eligible family members.

3. Entitlements. The eligible family members are issued invitational travel orders under Chapter 7, Part T, and are entitled to transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

#### U5243 TRANSPORTATION OF STUDENT DEPENDENTS

A. General. A member permanently stationed OCONUS, who is authorized to have dependents reside at or in the vicinity of the PDS or the homeport of an OCONUS ship, and whose minor dependents, as defined in this subparagraph,

1. attend a dormitory school operated by the DoD or selected for the student by the cognizant Regional Director of the DoDEA, or

2. attend, or will attend, a school in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense,

Appendix A, who is under 23 years of age and:

- (1) attends or will attend a school in the U.S. to obtain formal education, or
- (2) graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

***NOTE: Student dependents who are separated from their school in the U.S. and who have not previously traveled at Government expense to the member's OCONUS PDS are not precluded from traveling on the member's PCS entitlement to the member's PDS under this Part.***

2. Transportation Entitlement. A member is entitled to one annual round-trip, for the dependent student, at any time within a fiscal year (1 Oct – 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. ***NOTE: Entitlement to a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 14 days because of unusual or emergency circumstances (i.e., an early or late holiday recess or school closing).***

3. Limitations. This subparagraph does not apply to a member

- a. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in the state of the PDS;
- b. who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if:
  - (1) the child is eligible to attend a secondary school under the Defense Dependent's Education Act of 1978 other than on a 7-day-a-week dormitory basis; or
  - (2) the member is stationed in Puerto Rico or Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the vicinity of the PDS;
- c. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in CONUS to obtain a secondary education; or
- d. who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

4. Travel to a Location Other than the Member's OCONUS PDS

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing, to the authorizing/order-issuing official that travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS by the authorized transportation mode.

5. Transoceanic Travel

- a. General. When available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC is not available, Government-procured air transportation (for the transoceanic travel portion) is authorized.
- b. Travel Performed at Personal Expense

(1) AMC Service Available. No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.

(2) AMC Service Not Available. Reimbursement (limited to the amount the Government would have paid for Government-procured transportation) is allowed for transoceanic travel at personal expense when AMC service is unavailable.

c. Government-Procured Transportation Not Available

(1) When Government-procured transportation is not available, reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled commercial air service over the direct route between origin and destination.

(2) Pars. U3125-B and C apply to dependent student travel.

(3) If air travel is medically inadvisable, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

6. Overland Travel

a. The overland portion(s) of travel should be by Government-procured transportation, or at personal expense on a reimbursable basis.

b. Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever Government-procured transportation is available, but transportation is personally-procured, reimbursement is authorized for the transportation cost up to what it would have cost if Government-procured transportation had been used between authorized points.

\*d. When a POC is used, mileage (see par. U2600) is authorized. The mileage amount paid cannot exceed the Government's cost had Government-procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

7. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under this subparagraph.

8. Baggage Storage. During a student's annual trip between the school and the member's PDS, a member may store the student's unaccompanied baggage in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. *However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.*

## U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

A. General. Not more than two family members of a member described in subpar. 1 or 2 may be provided round-trip transportation under this paragraph as determined by appropriate authority. See par. U1010-B1 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS.
2. Member of the Reserve Components Entitled to Disability Pay and Allowances. Round-trip transportation is authorized to visit a reserve component member entitled to disability pay and allowances under 37 U.S.C. §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel), who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS if that member became ill or injured or was diseased:
  - a. in line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
  - b. while traveling directly to or from such training.

***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***

B. Definition. "Family members" as used in this paragraph are the member's spouse, children (including step, adopted, and illegitimate children), siblings of the member and parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. transportation-in-kind or Government-procured transportation;
2. reimbursement for the cost of personally-procured commercial transportation;
- \*3. automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government /Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in item 2 is subject to par. U5203-A, first itemization, item 2 for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the operator of the POC is entitled to the allowance prescribed in item par. U5246-C3.

D. Limitations. Per diem is not payable for travel in connection with this paragraph.

E. Reimbursable Expenses. Reimbursement of expenses prescribed in par. U5212 is authorized in connection with travel under this paragraph.

**U5250 ADVANCE OF FUNDS**

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see par. U1010-B4). A member failing to complete at least 90 percent of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75 percent of the amount for the least costly mode of transportation available. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75 percent of the MALT.

- a. incoming carrier's station to place of storage;
  - b. place of storage to outgoing carrier's station;
  - c. incoming carrier's station to outgoing carrier's station.
3. at destination from:
- a. carrier's station to quarters and/or place of storage;
  - b. place of storage to quarters.

J. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, December 9, 1988). The member's full weight allowance is authorized for the replacement shipment.

K. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, U.S.C., required by a member/dependent (who is entitled to medical care under Title 10, U.S.C.). Required medical equipment:

1. may be shipped in the same manner as PBP&E (see subpar. C),
2. does not include a modified POV, and
3. must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under title 10, U.S.C.

#### **U5315 ADMINISTRATIVE WEIGHT LIMITATIONS**

A. General. Administrative weight limitations in this paragraph and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is entitled to HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Entitlement. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place where Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,000 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus transportation of unaccompanied baggage. See subpar. C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is entitled individually to transportation of unaccompanied baggage, PBP&E (see U5310-C), and required medical equipment (see U5310-K).

#### **C. Exceptions**

1. General. Administrative weight limitations do not apply:
  - a. to shipments from nonforeign OCONUS areas to any location where there is no Service administrative weight limitation;
  - b. to members with a weight allowance of less than 2,000 pounds; or
  - c. to members on duty as U.S. Defense Attaches.

2. Government Furnishings Unavailable. When an item of Government furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.
3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance, may be authorized/approved through the Secretarial Process in the following circumstances:
  - a. the member is assigned COT from an unrestricted to a weight restricted area;
  - b. the member extends a tour for one year or longer within the same weight restricted area;
  - c. additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or
  - d. circumstances exist that would cause undue hardship if the weight restriction were enforced.

***NOTE: The combined weights of stored HHG plus transported HHG shall not exceed the weight allowance in par. U5310-B.***

4. Additional HHG at Member's Expense. The Government may transport additional HHG at the Government rate; however, the member is responsible for the cost of transporting the excess weight.

#### **U5317 HHG TRANSPORTATION ENTITLEMENT DISALLOWED**

HHG transportation entitlement does not exist for members: (*See par. U5203-B for related dependent transportation*)

1. of reserve components when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);
2. on leave;
- \*3. who are in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B3 (see also par. U5900-D2, item h), and U5370-H;
- \*4. serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such members who have dependents, see pars. U5370-B1, U5370-B3 (see also par. U5900-D2, item h), and U5370-H);
5. under orders to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);
6. called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);
7. when less than 12 months remain in an OCONUS tour after the scheduled arrival date of the HHG at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;
8. transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

**U5318 RE-TRANSPORTATION OF THE SAME HHG**

HHG transportation shall not be made for a member's convenience to some other place for re-transportation later.

**U5320 METHODS OF TRANSPORTATION**

A. HHG. HHG transportation is authorized by the transportation mode which provides the required services satisfactorily at the best value to the Government.

B. Unaccompanied Baggage. Unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. Unaccompanied baggage in excess of 1,000 pounds (net) may be transported if authorized in accordance with Service regulations.

C. Government - Procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with subpar. A.

D. Personally-Procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Reimbursement claims should be prepared and submitted in accordance with Service regulations (see par. U1010-B7). The Government's cost limit is linked to the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) (See par. U5385.)

***NOTE: Members who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc.***

1. Government-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is entitled to reimbursement of the actual cost:

- a. when a shipping or transportation officer is not available, or
- b. the member is instructed by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

(See Transportation of HHG in Appendix A and NTS in par. U5380.) The cost of the direct hire or rental of a conveyance (with or without operator) and/or hire of an operator of a conveyance is included as part of the actual cost. The special routing and services in par. U5340-E are not included as part of the actual cost.

2. Government-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is entitled to:

- a. reimbursement of the actual cost not to exceed the Government's constructed transportation and/or NTS cost, or
- b. payment of a monetary allowance equal to 95% of the Government's constructed cost

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructive cost.

b. When Weight Certificates are Unobtainable. Through the Secretarial Process, use of constructive weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

- (1) a public scale or a Government scale was not available; or
- (2) if HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructive weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructive HHG weight. When Government-procured transportation and/or NTS is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess shall be charged to the member.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

E. Split Shipment. A member may ship HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed:

1. the member's authorized HHG weight allowance, and
2. the cost of Government-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

#### **U5330 FACTORS AFFECTING HHG TRANSPORTATION**

A. Combining Weight Allowances When Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to:

1. a joint residence in the vicinity of the new PDS of the member remaining on active duty from which that member is to commute to the new PDS, or
2. a joint residence being established by both retirees/separatees at the HOS/HOR (limited by the lesser entitlement.)

If one member/spouse dies, see par. U5372-F for the authorized weight allowance of the surviving spouse/member.

\*B. Impact of Effective Date of Orders. The entitlement to HHG transportation accrues and becomes fixed on the effective date of PCS orders. Except as authorized in par. U5370-F for members reduced in grade, the weight allowance is based on the grade held on the effective date of the orders authorizing the HHG transportation.

C. Orders Amended, Modified, Canceled, or Revoked. HHG transported after PCS orders are received shall be transported to the proper destination at Government expense when the orders are later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370, U5372, and U5905 improperly transported or otherwise unavoidably misdirected, through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the best value to the Government, and not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments shall be charged against the weight allowance in par. U5310-B.

F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and this subparagraph, HHG transportation is not authorized for members who elect mobile home allowances.

2. PCS Between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When concurrent travel of dependents is authorized or is to be authorized within 20 weeks and dependent travel shall not be performed by all the dependents, a member is entitled to:

(1) HHG and unaccompanied baggage transportation to the OCONUS PDS, and

(2) mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized and mobile home allowances are elected to a designated place in CONUS or Alaska, the member is entitled to HHG and unaccompanied baggage transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at Government expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who is returned to CONUS or Alaska under PCS orders and who elects mobile home allowances within CONUS or Alaska, also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member is not entitled to HHG or unaccompanied baggage transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

(1) whose dependents are returned to CONUS or Alaska under par. U5240 or U5900; and

\* (2) who elects mobile home allowances within or between CONUS or Alaska under par. U5540-A and U5915;

also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the designated place, except for items of HHG removed from the mobile home to meet safety requirements.

b. A member:

\* (1) whose dependents are returned from Alaska to CONUS under par. U5900-D, and

(2) who elects mobile home allowances from Alaska to CONUS, is not entitled to HHG or unaccompanied baggage transportation, except for items of HHG removed from the mobile home to meet safety requirements.

#### 4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized as in subpars. b and c.

b. Mobile Home Transported by Government-Procured Transportation. When a Government-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized. The total cost of HHG transportation may not exceed what would have been payable under par. U5510-A, if the mobile home had been delivered at the destination, less any cost to the Government for mobile home transportation to the point of breakdown.

c. Mobile Home Transported by Member. When a member or a personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized. The total cost of the HHG transportation may not exceed what would have been payable under par. U5510-A, if the mobile home had been transported by Government-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. U5510-B for mobile home transportation to the point of breakdown.

5. HHG Removed from Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense. The cost of transporting these HHG shall be deducted from the total cost of what it would have cost the Government to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home shipment under par. U5505.

#### G. HHG Transportation Before Orders Issued

1. General. Except as indicated in subpar. 2, HHG transportation (before PCS orders are issued) is authorized if the request for transportation is supported by a:

a. statement from the PCS order-issuing official or a designated representative that the member was advised before such orders were issued that they would be issued;

b. written agreement signed by the applicant to pay any additional costs incurred for transportation to another point required because the new PDS named in the orders is different than that named in a statement prescribed in item a; and

c. written agreement to pay the entire cost of transportation (if PCS orders are not later issued to authorize the transportation) is signed by the applicant. The length of time before the PCS orders are issued, during which a member may be advised that orders are 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 and the date on which the orders are actually issued. General information furnished to the member concerning the

issuance of 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) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)

2. Members Assigned to Vessels Preparing to Enter Overhaul. HHG transportation before PCS orders are issued is authorized for members assigned to a vessel which has been scheduled for an overhaul, provided the order-issuing official or the designated representative provides a statement that the vessel's homeport is to be changed incident to the overhaul. This statement may be issued when there is less than 90 days between the time of specific overhaul site determination and the actual departure of the vessel to such site. If the scheduled vessel overhaul is canceled, subpar. C above applies (59 Comp. Gen. 509 (1980)).

H. Time Limitation. Unless otherwise prescribed in this Volume, a member's entitlement to HHG transportation may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

### U5335 DETERMINING THE NET WEIGHT

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the actual weight of unpacked and uncrated HHG should be established before packing and used in determining if the weight allowance has been exceeded. When the actual weight of unpacked and uncrated HHG is unknown, the weight is determined under subpars. B, C, or D.

B. Government-Arranged Move and Transportation at Personal Expense. When the actual weight of unpacked and uncrated HHG is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is arranged by the Government or at personal expense, allowance is made for interior packing materials weight. The HHG weight is determined by subtracting 10 percent from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.

#### C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross weight and the weight of the shipping boxes is known, weight is determined by subtracting 20 percent from the difference between the gross weight of the loaded container and the stenciled weight of the empty container. When only the shipment gross weight is shown on the shipping document, the weight is determined by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

D. Unaccompanied Baggage. When the Government arranges transportation, and the net weight of unaccompanied baggage is unknown, the weight is determined by subtracting 50 percent from the gross weight shown on the shipping documents. When the unaccompanied baggage shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or unaccompanied baggage shipment weight is unobtainable by the methods in subpars. B, C, or D, the weight is 7 pounds per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in subpars. B and C, the appropriate official may deviate from these allowances.

## U5340 EXCESS CHARGES

### A. General

\*1. Transportation. The member is financially responsible for all transportation costs arising from the services listed, if the Government's constructed cost for transporting the authorized weight is exceeded:

- a. transportation of HHG in excess of the authorized allowance;
- \*b. transportation other than between authorized locations;
- c. transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
- d. transportation of unauthorized articles; and
- e. special services requested by the member incident to HHG transportation.

2. NTS. The Government's maximum obligation for NTS is the cost of storage of the difference between the member's weight allowance prescribed in par. U5310-B and the weight of HHG transported incident to the same PCS orders. If the weight of the HHG in NTS plus the weight of the HHG transported on the same orders exceeds the member's prescribed weight allowance, the Government may pay the costs associated with storage of the excess weight if requested to do so by the member. Costs for storage of the excess weight must be collected from the member (see par. U1010-B8).

### B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on PCS Orders. When the member makes only one shipment (that is, nothing is placed in NTS) the total cost of transportation, less the cost of transporting unauthorized articles as determined in subpar. D, shall be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the excess is computed on the basis of 500/8500 of all costs of HHG transportation.

#### 2. Multiple Shipments Made on PCS Orders

a. Member Not Administratively Weight Restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the cost attributable to the excess weight shall be computed on the shipment which results in the least excess cost to the member.

#### b. Member Assigned to or from Administratively Weight Restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to or from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight shall be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation.

(2) Weight Within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

\*C. HHG Transportation Other Than Between Authorized Locations

1. General. A member may have HHG transported between any points. However, the Government's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized point or home of legal heir, is limited to that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Government. This also applies to members on orders from administratively weight restricted areas.

\*2. HHG Moved from Designated Place at Personal Expense. When HHG are transported to a designated place at Government expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the same weight from the designated place to the new PDS. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the same weight of HHG from Detroit, MI.

D. Transportation of Unauthorized Articles. Non-HHG articles (see "HHG" definition in Appendix A) should be transported apart from authorized HHG. The member should arrange for separate transportation. When non-HHG articles are disclosed, the member is liable for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under subpar. B.

E. HHG Transportation With Special Routing or Services Provided. When special routing or services have been furnished at the member's request, the member is liable for the transportation cost above the cost of transporting the HHG without the special routing or services. Subject to subpars. A through D and upon the member's or heirs' (of deceased members) written request and agreement to pay any additional cost, the member or heirs may:

1. turn over the HHG to a transportation officer for transportation at different times to the same destination;
2. have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;
3. have transportation between any points, limited to the cost in subpar. C (This may be applied to transportation to the HOS (see par. U5365) when, upon the member's release from active duty, HHG are located at the HOR or PLEAD and were not brought into the Service. However, it shall not be applied to HHG if the member is not entitled to a HOS move.);
4. have HHG transportation of one final shipment of HHG articles legally awarded to a former-spouse incident to a divorce when a member has a transportation entitlement under PCS orders, including separation and retirement (61 Comp. Gen. 180 (1981)).

## U5345 TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS

(See par. U5222 for related dependent travel.)

### A. Entrance Into the Service

1. Initial Reporting. Commissioned, reinstated or warrant officers appointed or reappointed in the regular services, and persons enlisted from civil life or reserve components are authorized HHG transportation from the home or PLEAD to the first PDS (see subpar. 2).

2. Members Who Reenter the Service Within 1 Year of Discharge or Release from Active Duty. A member who reenters any Uniformed Service, within 1 year from the date of discharge or separation under honorable conditions, is entitled to HHG transportation to the new PDS from any combination of the following places:

- a. home or PLEAD;
- b. the last or any previous PDS;
- c. an authorized place of storage; or
- d. any place to which HHG were transported at Government expense.

B. Called/Ordered to Active Duty

1. Called/Ordered to Active Duty for 20 or More Weeks at One Duty Station. A member of a reserve component called/ordered to active duty under conditions other than those in subpar. 2 is entitled to HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

2. Called/Ordered to Active Duty for Less Than 20 Weeks at One Duty Station. A member of a reserve component called/ordered to active duty under the following conditions is entitled to HHG transportation within the TDY weight allowance from HOR (or HOS, if applicable) to the first or any subsequent duty station:

- a. initial active duty for training for less than 6 months,
- b. active duty (including active duty for training) for less than 20 weeks, or
- c. active duty for training for 20 or more weeks with less than 20 weeks at any one location.

HHG transportation under this subparagraph is subject to the same limitations and requirements as in par. U4705.

3. Recalled to Active Duty. A member released from active duty, entitled to HHG transportation to a HOS as in par. U5365-A and recalled to active duty, is entitled to HHG transportation from the:

- a. selected home, or
- b. PLEAD, if recalled after selecting a home, or
- c. place to which such HHG were last transported at Government expense (including place of NTS) in any event.

4. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including a graduate of officer candidate's school), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned or appointed if such place is, in fact, the member's first PDS as a commissioned or warrant officer.

5. Commissioned from Service Academies. Members of a graduating class of a Service academy commissioned as officers, are authorized HHG transportation from the academy to the home of the individual or from the academy and/or from the home to the first PDS.

C. PCS with TDY En Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment

1. PCS With TDY En Route or While on TDY. A member, ordered to make a PCS with TDY en route, or while on TDY is ordered to make a PCS without return to the old PDS, is entitled to HHG transportation to the new

PDS. The member may elect HHG transportation of up to the TDY weight allowance to the new PDS via TDY station(s) if such HHG are necessary for the member's personal use. This entitlement to TDY HHG transportation exists regardless of the provisions of par. U4705. The member also is entitled to NTS under par. U5380-L, table item 1, for the TDY. Temporary storage of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the order-issuing official, the destination transportation officer, or any other Service-designated official at the TDY station, if necessary. Upon completion of TDY, the member's TDY HHG may be transported (including temporary storage under par. U5375) to locations authorized under the basic orders. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic orders.

2. PCS Following TDY Pending Further Assignment. A member, whose HHG were placed in NTS at Government expense when the member was ordered to a TDY station pending further assignment, is entitled to NTS for the full TDY period. When the new PDS is OCONUS or at a station to which HHG transportation is prohibited or restricted, or when for reasons beyond the member's control the HHG cannot be withdrawn during the first 90 days after the date of arrival at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, or within 90 days following TDY completion, an additional 90 days of NTS may be authorized/approved as under par. U5375-B2. When the new assignment is to sea duty, OCONUS duty, or duty at a PDS to which HHG transportation is prohibited and the designated place under par. U5222-D is at or in the vicinity of the NTS location, HHG transportation from storage to the residence is authorized under par. U5310-I3.

D. Course(s) of Instruction of 20 or More Weeks at One Location

When member is on/ordered to active duty to attend a course(s) of instruction (including Foreign Service Schools) at a school/installation (where the scheduled cumulative duration at one location is 20 or more weeks):

1. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the home or PLEAD to the place where the course is conducted; and/or
2. NTS. Upon authorization/approval by the Service concerned, NTS at origin may be converted to temporary storage at the member's request, in whole or in part if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. However, any storage costs accruing for periods in excess of 180 days are the member's responsibility. Unless otherwise provided in par. U5375-B3, no additional storage of the HHG is authorized before further PCS orders are issued.

\*A member who, at the conclusion of the course is permanently assigned to the place where the course is conducted, is entitled to transportation of HHG placed in NTS to the PDS and to transportation of any HHG not placed in storage under par. U5370-G. A member, called/ordered to active duty under this subparagraph, is entitled to transportation of HHG in NTS from the place of storage to the HOR or PLEAD upon release from active duty, or to the PDS if retained on active duty. (See par. U5317, item 7.)

E. CONUS Area to Which HHG Transportation Is Prohibited. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is entitled to:

1. HHG transportation from the last PDS to a CONUS designated place; and/or
2. NTS.

When the restriction is removed or the member is ordered on PCS to a PDS where HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

F. Ordered to a CONUS Hospital

1. General. Except when the PDS or hospital from which a member is transferred is OCONUS, the entitlement to HHG transportation incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and the period of observation and/or treatment

in that hospital is expected to be prolonged. Unaccompanied baggage, not to exceed 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization. Unaccompanied baggage improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the opinion of the commanding officer at origin, circumstances require use of this mode. For HHG transportation of members officially reported as injured or ill under 37 U.S.C. §554, see par. U5372.

2. From CONUS Duty Stations or Hospitals. A member on active duty, who's transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is entitled to HHG transportation as for a PCS. The HHG entitlement shall not exceed the cost from any of the combination of the last or any previous PDS, the place to which the HHG were last transported at Government expense, or the place of storage, to the hospital. In lieu of transportation, HHG may be placed in NTS. At the member's option, part of the HHG may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized may be continued in storage.

3. From OCONUS Duty Stations or Hospitals. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is entitled to HHG transportation from any authorized place(s) to the hospital or to NTS or, at the member's option, part may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized, may be continued in storage. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, as prescribed in subpar. 1, is not required. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, subpar. 2 applies.

4. Transportation to Another Location. Upon transfer to a hospital, a member is entitled to HHG transportation to any place in CONUS; cost may not exceed the cost of transporting the HHG to the hospital. When HHG transportation is from OCONUS, the entitlement to CONUS transportation is limited to the cost of transportation to the hospital from the port through which transportation was made. For overland transportation from Canada and Mexico, the entitlement is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the place of origin to the CONUS hospital.

5. Completion of Hospitalization. A member, released from observation and/or treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to HHG transportation from the last or any prior PDS or place where HHG were last transported at Government expense, or any combination thereof, to a destination otherwise authorized in this Part. HHG previously transported incident to hospitalization may be transported from the place where located; cost may not exceed the cost from the hospital to the authorized destination.

G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation

1. Ordered from CONUS PDS. A member, ordered from a CONUS PDS, may place HHG into NTS. Upon receipt of orders assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

2. Ordered from OCONUS PDS. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown. If orders to the new PDS are not available when HHG arrive at the place to which transported, the HHG may be placed in NTS. Upon receipt of the orders naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the orders involving detachment from the OCONUS PDS and the orders naming the new PDS are one PCS order. However, if the member takes physical possession of the HHG, the Government shall not transport the HHG (see par. U5318).

transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior specified location to the new PDS, or from the old PDS to a specified location. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior specified location, or from the old PDS to a specified location. When partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior specified location to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Homeports Identical. Except for cases under subpars. D and E, when a member is ordered from sea duty to sea duty between afloat units having identical homeports, HHG transportation is not authorized.
2. Homeports Not Identical. Except for cases under subpars. D and E, when a member is ordered from sea duty to sea duty between afloat units not having identical homeports, HHG transportation or NTS in any combination is authorized:
  - a. from old homeport to the new homeport;
  - b. from a former PDS to the new homeport;
  - c. from a previously designated place to new homeport;
  - d. from NTS to the new homeport;
  - e. NTS in lieu of transportation prescribed in item a, b, or c.

H. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport. When a member departs from/arrives at a vessel, afloat staff, or afloat unit while deployed away from the homeport unaccompanied baggage transportation from/to the deployed unit is authorized without regard to distance.

I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed. A member assigned to a vessel, afloat staff, or afloat unit, not specified as unusually arduous sea duty on the effective date of a homeport change, is entitled to HHG transportation or NTS in subpar. H2. A member assigned to a vessel, afloat staff, or afloat unit, specified as unusually arduous sea duty (par. U5222-D2) on the effective date of a homeport change is entitled to the HHG transportation to the destination authorized for dependents in par. U5222-D5 and/or NTS. HHG transportation to a new homeport shall not be made when a member receives PCS orders, directing detachment from the unit undergoing the homeport change, before the HHG are transported to the new homeport.

J. Reassignment OCONUS Before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action. A member, involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action is entitled to HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour. In lieu of transportation, HHG may be placed in NTS. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the length of time served. (See par. U5317, item 7.)

## U5355 LOCAL MOVES

A. General. Necessary local moves of HHG within prescribed weight allowances are authorized within the same city, town, or metropolitan area upon:

1. reassignment or PCS (subpar. B),

2. moving to or from Government quarters (subpar. C),
3. vacating local economy housing (subpar. D1),
4. involuntary tour extension (subpar. D2),
5. separation (par. U5360-F),
6. retirement (par. U5365-G), or
- \*7. death of the midshipman or cadet owner (par. U5370-E).

B. Local Move Incident to Reassignment or PCS

1. PCS Between PDSs Located in Proximity or Reassignment Between Activities at the Same PDS. A local move of HHG is authorized for a PCS between two PDSs in proximity to each other or a reassignment between activities at the same PDS if the Secretarial Process (for DoD not lower than the gaining installation/ship commander (O-5 or above)) certifies that relocation of the member's household is:

- a. mission essential,
- b. in the Government's best interest, and
- c. not primarily for the member's convenience.

Duty stations are in proximity to each other if:

- a. both are in an area ordinarily serviced by the same local transportation system, or
- b. a member could commute daily from home to either PDS.

The local move of HHG must be to a residence from which the member will commute daily.

***NOTE: Service regulations may require this certification for a local move of HHG to, from, and between designated location(s) to which dependent travel is authorized under par. U5222-D2. Otherwise certification is not required for these local moves of HHG. This subparagraph also does not apply to retirement or separation from the Service.***

2. PCS Between PDSs Not in Proximity to Each Other. A local move of HHG between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

3. Separation from the Service or Retirement. A local move of HHG between residences or from NTS in an area to a residence within the same city, town, or metropolitan area is authorized when a member is separated from the Service or relieved from active duty as prescribed in par. U5360, or retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as prescribed in par. U5365. This local move is the final transportation authorized by par. U5360 or U5365.

C. Local Move and NTS Incident to Assignment or Termination of Government or Government-Controlled Quarters. Subpars. 1 and 2 apply world-wide to all members, except incident to separation or relief from active duty under honorable conditions or retirement from the Service. Neither the weight allowance in par. U5310-B nor the 18,000 pound limit imposed by 37 U.S.C. §406(b)(1)(D) apply to this subparagraph. For information on NTS incident to occupancy of Government or Government-controlled quarters, see par. U5280-G. See pars. U5360-F and U5365-G, respectively, for local moves when the member is required to vacate Government or Government-

controlled quarters incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement.

1. Moving to/from Government Quarters. A member is entitled to a local move of HHG, between Government quarters and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

- a. assignment to Government quarters to use idle housing,
- b. vacating Government quarters (e.g., orders, unfit for occupancy, some unusual Service operational requirement),
- c. reassignment to Government quarters when the conditions in item b have been rectified or alleviated; or
- d. assignment to privatized housing.

The local move may be made from or to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS subject to the member paying the Government all costs in excess of the authorized transportation costs. *A local move of HHG incident to moving to/from Government quarters due to personal problems or for the convenience or morale of individual members is not authorized.*

2. Moving from Government Controlled Quarters. When a member occupying quarters under the jurisdiction of a Service (other than Government quarters) is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is entitled to a local move of HHG to other local quarters from which the member is to commute on a daily basis to the PDS. If vacating the quarters is for a temporary period, the member is entitled to a combination of a local move and NTS under subpar. U5380-G1b and to a return local move from the temporary residence and/or NTS.

#### D. Local Move and NTS Incident to Vacating Local Economy Quarters

1. Member Directed by Competent Authority to Vacate Local Economy Quarters. A member is entitled to a local move of HHG from local economy quarters to other local economy quarters (e.g., rental guarantee and, in CONUS and non-foreign OCONUS areas, privatized housing) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the quarters for the convenience of the Government. Such a move would be at Government expense, for example, when the member is directed by competent authority to vacate local economy quarters because the commander has: (1) determined the member's residence does not meet Service health or sanitation standards, or (2) placed the housing area/complex "off-limits". Except as noted in subpar. 2, when a member moves from local economy quarters as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity or requirement (52 Comp. Gen. 293 (1972)). For NTS, see par. U5380-G2a.

2. Member Vacates Local Economy Quarters Incident to Involuntary Tour Extension. A member is entitled to a local move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). The member is entitled to a local move:

- a. to other local economy quarters;
- b. from NTS to Government or economy quarters,

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

**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**

(See pars. U5125 and U5225 for related member/dependent transportation.)

A. General. Except when a member is:

1. separated from the Service or relieved from active duty to continue in the Service (subpar. C);
2. separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (subpar. D);
3. in a reserve component and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (subpar. E);
- \*4. stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (subpar. I); (For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, with or without dependents, who are separated from the Service under other than honorable conditions, see par. U5370-B3.); or
5. separated under conditions in par. U5365-A.

A member on active duty, who is separated from the Service or relieved from active duty, is entitled to HHG transportation to the place elected by the member under par. U5125, from whichever of the following applies:

1. the last or any previous PDS,
2. a designated place, or
3. an authorized place of storage.

HHG transportation may be between places other than the authorized places if the member pays all costs in excess of transportation from the place of authorized origin to the place the member elects under par. U5125 (see par. U5340-C). If, under par. U5340-C, the member elects HHG transportation to other than that place, excess costs are computed on the basis of the cost that would have been incurred by the Government for transportation of a like weight of HHG in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Government, to that place. HHG transportation from the HOR or PLEAD is not authorized for HHG not brought into the Service for use in the member's household during the current tour of active duty.

B. Storage

1. Nontemporary Storage. A member who is entitled to transportation of HHG under subpar. A, F or H is entitled to NTS. The entitlement begins on the date orders are issued and terminates at the expiration of the 180th day from the date of termination of active duty. (Also see subpar. G).
2. Temporary Storage. Temporary storage of HHG transported from NTS under subpar. A, F or H is authorized only when:
  - a. necessary because of conditions beyond the member's control;
  - b. such conditions arise after HHG transportation from NTS; and

- c. authorized/approved in accordance with Service regulations.

Any HHG not placed in NTS may be placed in temporary storage under par. U5375 in connection with transportation under subpar. A, F or H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is entitled to HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service. A member, separated or relieved from active duty due to expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to HHG transportation or NTS.

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. A member of the reserve components who is ordered to:

1. initial active duty for training for less than 6 months;
2. active duty (including active duty for training) for less than 20 weeks; or
3. active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is entitled to the HHG transportation (including temporary storage not to exceed 30 days) of the weight allowance in par. U4710-A, upon relief from such duty, from the:

1. member's last duty station, or
2. place to which such HHG were last transported at Government expense, to the:
  - a. HOR, or
  - b. PLEAD or active duty for training.

***NOTE: NTS is not authorized.***

F. Member Required to Vacate Government or Government Controlled Quarters Upon Separation or Relief from Active Duty. A member, authorized HHG transportation under subpar. A, who is required by competent authority to vacate Government quarters or other quarters under the jurisdiction of a Service, is entitled to a local move of HHG at Government expense from the vacated quarters to a temporary residence in the vicinity of the vacated quarters. Neither the member's PCS weight allowance nor the 18,000 pound limit imposed by 37 U.S.C. §406(b)(1)(D) apply to local move. HHG transportation is authorized within the time limit in subpar. G, within the member's prescribed weight allowance, from the local temporary residence to the place elected by the member under par. U5125.

G. Time Limit. Entitlement to HHG transportation terminates on the 181st day following separation from the Service or relief from active duty unless a written application for HHG transportation is turned in to a transportation officer or a designated representative before the expiration of the 180th day. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The transportation officer or designated representative determines "practicability" based on the facts and circumstances in each case. In hardship cases, an extension of the time limit may be authorized/approved for a specific additional period of time through the Secretarial Process. An extension of the time limit for transportation in no way extends the Government's obligation for storage costs for longer than the period authorized/approved under

subpar. B (for NTS) or par. U5375-B (for temporary storage). HHG in NTS belonging to a member for whom the 180-day time limit for transportation has been extended may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

1. continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. the member agrees to pay all costs for NTS for any period in excess of the authorized (not to exceed 180 days) storage period.

Following the expiration of NTS, the HHG must be transported as soon as possible to the final destination.

H. Members Ordered Home to Await the Results of Disability Proceedings. A member, who is::

1. found by a physical evaluation board unfit to perform the duties of the member's grade,
2. not entitled to a HOS move under par. U5130,
3. but who, for the convenience of the Government, ordered home or to a specific location to await the results of the disability proceedings,

is entitled to HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results. Entitlement to HHG transportation when separation or other orders are ultimately issued is in addition to the transportation made under this subparagraph. However, the entitlement upon final results of physical disability proceedings shall be for the cost for the distance from the member's PDS at the time the member received the orders directing the member to proceed in an awaiting-orders status to the point to which the member is entitled incident to separation or relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

\*I. Member Serving in CONUS Who Has No Dependents and Is Separated from the Service Under Other Than Honorable Conditions. A member serving in CONUS, who has no dependents and is separated from the Service under other than honorable conditions, is not entitled to any HHG transportation or NTS. For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, see par. U5370-B3.

J. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is entitled to HHG transportation from:

1. the last or any previous PDS,
2. a designated place, or
3. an authorized place of storage.

Shipment may be made between other places. The member is responsible for payment of all transportation costs in excess of transportation from the place of authorized origin to one of the authorized destinations. The member is entitled to storage entitlements as in subpar. B above.

#### **U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATIONPAY, INVOLUNTARY SEPARATION, OR SEPARATION UNDER THE VSI OR SSB PROGRAM**

(See pars. U5130 and U5230 for related member/dependent transportation.)

A. HOS Authorized. A member on active duty is entitled to HHG transportation from the last or any previous PDS, from a designated place in CONUS, from storage, or any combination thereof, to the member's HOS (under par.

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

#### U5380 NONTEMPORARY STORAGE

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

#### B. Place of NTS

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

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

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

\*C. NTS as an Alternative to Transportation. Notwithstanding any provision of this paragraph, a member is entitled to NTS as an alternative to transportation of any of the member's HHG when such storage is in the Government's best interest. However, NTS shall not be authorized as an alternative to the transportation under par. U5370-B1 incident to return of dependents under par. U5900-D2, item h. With this exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is entitled to NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process. The place of NTS is an authorized point of origin from which transportation may be made when a member later becomes entitled to HHG transportation.

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

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

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

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

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

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

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

\*NTS incident to Government quarters assignment for the convenience or morale of the member is not authorized. If a member voluntarily vacates Government quarters for personal reasons or convenience, neither Government funded NTS of the HHG from the Government quarters, nor continued NTS of the HHG in NTS as excess to the Government quarters, is authorized. Charges for handling out delivery to the member's local residence, and unpacking HHG delivered from NTS are payable by the Government. NTS shall not be authorized under this subparagraph when termination of Government quarters assignment is incident to the advance return of dependents and HHG under pars. U5900-D2, item h and U5370-B3, respectively.

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

2. Incident to Vacating Local Economy Quarters

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

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

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

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

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

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

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

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

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

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

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

<p>7. PCS to PDS located at or in the vicinity of the place of storage (par. U5345-H) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable.</p>	<p>7. Ninety days after the member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (see par. U5345-H for storage in excess of 90 days).</p>
<p>8. PCS from CONUS to OCONUS PDS (pars. U5350-A and C).</p>	<p>8. Member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>9. Assignment to duty under any of the conditions listed in par. U5350-B.</p>	<p>9. Date of member's detachment in CONUS, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a vessel designated as operating OCONUS continuously for 1 year or more or assigned to staff duty in connection with such vessel (par. U5350-D).</p>	<p>10. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. U5350-F).</p>	<p>11. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>12. Involuntary tour extension (par. U5355-D2).</p>	<p>12. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.</p>
<p>13. Separation from the Service or relief from active duty (par. U5360).</p>	<p>13. As prescribed in par. U5360-B1.</p>
<p>14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary separation with readjustment or separation pay (par. U5365).</p>	<p>14. As prescribed in par. U5365-C.</p>
<p>*15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. U5905-C2).</p>	<p>15. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>*16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. U5370-C).</p>	<p>16. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>17. Member dies while entitled to basic pay (par. U5372-D3a).</p>	<p>17. One year after date of death. If the member described in par. U5372-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse-member's next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse-member's date of death, whichever is longer.</p>
<p>18. Officially reported as absent for a period of more than 29 days in a missing status (par. U5372-D3b).</p>	<p>18. One year from date of official missing status report, unless further extended through the Secretarial Process (see par. U5012-I).</p>
<p>19. Member is declared dead while in a missing status (par. U5372-D3c).</p>	<p>19. One year after date of official notice of death.</p>
<p>20. Member is returned to active duty from a missing status (par. U5372-E).</p>	<p>20. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.</p>

**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 website 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, and U5910);
  - 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 member's HOR/PLEAD, or authorized HOS 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).

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
Maximum Reimbursement Amount Entitlement:	\$210.00
(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
Member Reimbursement Amount Entitlement:	\$210.00
(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 TRAVEL REIMBURSEMENT 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 authorized a round trip transportation payment at the automobile mileage rate (see par. U2600) 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 in par. U2605 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 par. U2605 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 par. U2605 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 par. U2605 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 par. U2605 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:

F. Costs Not Allowed. When a mobile home is transported by the Government under par. U5510-A or transported at personal expense by the member who is reimbursed for actual transportation costs under par. U5510-B, with the exception of those costs listed in subpar. E, the following costs shall not be allowed:

1. all costs for replacement parts, structural repairs, brake repairs, tire purchases, and for any repairs or maintenance performed en route, except as provided in subpar. E, item 13 (member should ensure that body, frame, springs, wheels, brakes, and tires are in good condition; any extra HHG placed in the mobile home must not result in an overload condition that could result in damage and repair charges);
2. all costs of insurance or excess valuation over the carrier's maximum liability as stated in the carrier's tariffs; and
3. all costs of special handling requested by the member.

### U5510 METHODS OF SHIPMENT

A. Government-Procured Transportation. At the request of a member or dependent entitled to mobile home allowances, and subject to the member's or dependent's written agreement to pay any excess costs involved (see par. U5505-F), the Government shall arrange for transportation of the member's mobile home by commercial or Government means to and from the points authorized in this Part and pay all transport costs, up to what it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS, or between transport points otherwise authorized in this Part. The measure of entitlement for mobile home transportation for a lesser distance than that authorized is the cost for transportation of the member's PCS weight allowance for the authorized distance rather than the lesser distance the mobile home was actually transported. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to determine the member's maximum entitlement. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance shall be determined by using the method the Service would have selected to move the member's HHG.

### B. Reimbursement for Personally-Procured Transportation

1. General. A member or, the dependent of a deceased member, entitled to mobile home allowances under par. U5500 may transport a mobile home at personal expense or arrange or contract personally with a commercial transporter (see Appendix A) for transportation and be reimbursed for the transportation cost (as prescribed in subpars. 2, 3, and 4) up to what it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS or between points otherwise authorized in this Part. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to determine the member's maximum entitlement. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance shall be determined by using the method the Service would have selected to move the member's HHG.

2. Mobile Home Designed To Be Moved Overland by Towing. Reimbursement shall be for actual transportation costs subject to the limitations contained in pars. U5505-E and F. Reimbursement shall not exceed that provided for in subpar. 1. Reimbursement is authorized for temporary storage in par. U5555.

\*3. Self-propelled Mobile Home Driven Overland. Reimbursement is:

- a. at the automobile mileage rate (see par. U2600) for the official distance between the points authorized in this Part, or
- b. for actual transportation costs subject to the limitation in pars. U5505-E and F.

*Reimbursement shall not exceed the amount in subpar. 1.* Reimbursement is authorized for SIT in par. U5555.

\*4. Self-propelled Mobile Dwelling Driven Over Water. Reimbursement is:

- a. for actual transportation costs subject to the limitations contained in pars. U5505-E and F, or
- b. the automobile mileage rate (see par. U2600) per overland mile for the official distance between the points authorized.

*Reimbursement shall not exceed the amount in subpar. 1.* Reimbursement is authorized for temporary dry storage in par. U5555.

## U5515 FACTORS AFFECTING MOBILE HOME TRANSPORTATION

A. Election of Mobile Home Allowances. Applications for Government mobile home transportation under par. U5510-A and claims for reimbursement under par. U5510-B must be supported by a member-signed statement that the member:

1. understands that application for shipment or acceptance of payment for mobile home transportation precludes unaccompanied baggage and HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable (unless such HHG were removed from the mobile home for safe transportation under subpar. G); and
2. has not requested or accepted payment for and shall not request or accept payment for transportation of the member's PCS weight allowance at Government expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable.

Member may receive allowances for mobile home transportation to a designated place under par. U5505-B2 and may later ship unaccompanied baggage and HHG or transport a mobile home under par. U5505-B3.

B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported. The member may subsequently ship HHG under par. U5330-F5.

C. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported therefrom to the proper destination upon authorization/approval of the appropriate transportation officer of the Service concerned. In such cases, the member's obligation shall not exceed that which would have been incurred had shipment been made to the proper destination by the direct route.

D. Orders Amended, Modified, Canceled, or Revoked. When under par. U5510-A or B, a member's mobile home is transported after PCS orders are received and such orders are later amended, modified, canceled or revoked, the member is entitled to mobile home allowances to the original destination (if transportation thereto was completed) or to the point the mobile home was intercepted en route and then to the ultimate new PDS, to another place authorized in this Part, or return to the old PDS, as appropriate. Each segment of such moves shall be computed separately.

E. Mobile Home Transportation from Prior PDS. When a member's mobile home has been retained at some prior PDS, mobile home allowances are authorized from the last PDS:

1. to which unaccompanied baggage and HHG were transported at Government expense;
2. to which mobile home allowances were paid; or
3. at which eligibility to elect mobile home allowances first accrued;

from Fort Lewis and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized shipment within CONUS on the early return travel authorization from Germany is used in the computation for the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ, to Detroit.

B. Mobile Home Transportation Incident to Alert Notice. A member entitled to HHG transportation under par. U5370-F is entitled to mobile home transportation to a designated place in CONUS or in Alaska, if the conditions in par. U5502 are met. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS or Alaska. When the PDS is in Canada, Mexico, or Central America, the measure of entitlement is in par. U5505-C1.

C. Mobile Home Transportation Incident to Tour Extension. A member on a tour of short duration (less than prescribed tour length) at a PDS, who has used the mobile home entitlement upon assignment to that station, is entitled to mobile home transportation at Government expense from the place the mobile home is located to the PDS, up to the entitlement from the old to new PDS. The entitlement is limited to that situation when a tour is extended:

1. due to unusual circumstances, and
2. due to the needs of the Service.

This entitlement also applies if a member chooses not to move a mobile home to that PDS initially because of the anticipated short time of assignment there (B-208861, November 10, 1982).

#### **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

1. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the United States who are officially reported as absent for a period of more than 29 days in a missing status (see Appendix A.)

2. When Transportation Is Authorized. Transportation of a mobile home, for use as a residence by a dependent otherwise entitled to transport HHG under par. U5372, is authorized to a member's official HOR or to another location authorized/approved by the official designated by Service regulations when official notice is received that the member is absent for a period of more than 29 days in a missing status.

\*3. Additional Moves--Member Reported as Missing for More Than 1 Year. A mobile home transported under subpar. 2 may again be transported 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 the circumstances in the case justify an additional move. Also, if HHG were previously transported under par. U5370-E, a mobile home may be transported under this subparagraph.

4. Entitlement. A dependent authorized to transport a mobile home under this subparagraph is entitled to one or a combination of the following:

- a. transportation by a transportation officer by Government or commercial means;
- b. personally arranged transportation via a commercial transporter;
- c. transportation by a means other than those specified in items a and b.

All transportation and incidental costs of moving a mobile home under this subparagraph shall be borne by the Government. The ceiling prescribed elsewhere in this Part is inapplicable. Any payment authorized by this subparagraph may be made in advance of the transportation.

B. Upon Death of Member. When a member with a mobile home dies while on active duty, one dependent of the member is entitled to the mobile home allowances from the place the mobile home is located on date of death to a place designated by that dependent, provided:

1. the mobile home is to be used by the dependent as a residence at destination, and
2. mobile home transportation is completed within 1 year after the member's death, or
3. the mobile home is turned over to a transportation officer within 1 year after the member's death when transportation is to be arranged by the Government.

An extension of the time limits in items 2 and 3 may be authorized/approved by the Secretarial Process (see par. U5012-I).

### U5555 TEMPORARY STORAGE

A. General. Temporary storage is storage authorized with the transportation of a mobile home. This storage is cumulative and may accrue at place of origin, in transit, at destination, or any combination thereof. When storage facilities are unavailable at origin or at destination, storage may be in the nearest available storage facility authorized/approved by the responsible transportation officer. In computing the storage periods, the period of actual storage governs, regardless of commercial billing practices. The temporary storage cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the measure of entitlement authorized. Except as provided in subpars. C and D, the member shall bear all temporary storage costs when a mobile home is placed therein under PCS orders and then not transported.

#### B. Time Limits

1. First 90 Days of Storage. A member is entitled to mobile home temporary storage at Government expense for 90 days with any authorized mobile home transportation. When a mobile home remains in storage after the initial 90-day period, all storage charges accruing after expiration of the first 90-day period shall be borne by the member unless additional storage is authorized/approved under this paragraph.

2. Storage After the First 90 Days. When, because of conditions beyond the member's control, a mobile home must remain in temporary storage after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer or other officer designated by the Service concerned. Requests for authorization/approval of additional storage must be accompanied by the member's statement of all the facts in the case. Among the reasons for which additional storage may be authorized/approved are:

- a. serious illness of the member;
- b. serious illness or death of a dependent;
- c. directed TDY after arrival at PDS;
- d. nonavailability of suitable permanent location for mobile home; or
- e. acts of God.

## PART G: DISLOCATION ALLOWANCE (DLA)

### U5600 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS or incident to an evacuation (see par. U6012 and U6059). This allowance is in addition to all other allowances authorized in this Volume and may be paid in advance (37 U.S.C. §407).

### U5605 DEFINITION OF TERMS

A. Member With Dependents. As used in this Part, "member with dependents" means a member who, on the effective date of PCS orders, has dependents entitled to transportation in connection with the PCS. (A member, whose spouse is a dependent on the effective date of the member's PCS orders, is considered to be a member with dependents for DLA entitlement purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983)).

B. Member Without Dependents. As used in this Part, "member without dependents" means a member who:

1. has no dependents;
2. is not entitled to travel and transportation allowances for travel of dependents under par. U5203-B in connection with a PCS (see subpar. A for exceptions in parenthesis); or
3. has dependents entitled to travel and transportation allowances under par. U5203, but the dependents do not relocate in connection with a PCS (59 Comp. Gen. 376 (1980)).

### U5610 ELIGIBILITY

A. Member With Dependents. A member with dependents is entitled to a DLA when dependents:

1. relocate in connection with a PCS,
2. move in connection with the closure or realignment of a military installation (see par. U5630-B12),
3. move to a designated place incident to an evacuation (IAW pars. U6012 and U6059), or
4. as otherwise authorized in this Part.

B. Member Without Dependents. A member without dependents (see par. U5630-E for rules that apply when a member is married to a member) is entitled to DLA when:

1. transferred to a PDS where Government quarters are not assigned, or
2. ordered to move in connection with the closure or realignment of a military installation (see par. U5630-B12).

In the circumstances of item 1, Government quarters occupancy upon arrival at a new PDS does not preclude entitlement to a DLA if the Government quarters were assigned for a period of 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days.

### U5615 DETERMINING AMOUNT PAYABLE

A. General. DLA rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. U5630-B6 only). DLA is based on the member being with or without dependents (par. U5605) on the effective date of the PCS orders or orders directing the member to move in connection with the closure or realignment of a military installation.

B. Dependents Authorized to Relocate in Connection With PCS but Delay Their Travel. When dependents are authorized to travel but do not move with the member, DLA at the without dependent rate may be paid provided the member is not assigned Government quarters at the new PDS. If the dependents later join the member and are entitled to such travel at Government expense, the member may be paid the difference between the DLA entitlement at the with dependent rate and the without dependent rate.

#### **U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA**

A. General. Under 37 U.S.C. §407, members are entitled to only one DLA during a fiscal year, unless the:

1. Secretary concerned determines the exigencies of the Service require more than one PCS during the current fiscal year (The authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned. Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned.);

2. member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;

3. eligible dependents are relocated to a designated place incident to an evacuation (see par. U6012 and U6059);

4. movement of a member's household is made in conjunction with a national emergency or in time of war;

5. movement of a member and/or dependents is made as envisioned by pars. U5630-B6, B8 or B10; or

6. movement of member's and or dependents household is made in connection with closure or realignment of a military installation.

B. Application of Fiscal Year Limitation on Payment of DLA

1. When determining the fiscal year in which entitlement to a DLA occurs, the date of the member's departure (detachment) from the old PDS in compliance with PCS orders will govern.

2. Prior PCS moves in the same fiscal year for which a DLA was not authorized shall be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Government quarters carry no DLA entitlement. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at an installation of the Services, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

3. Except under the conditions in subpar. A, items 2 and 5, and item 2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

#### **U5630 FACTORS AFFECTING ENTITLEMENT**

A. General. Under par. U5610, members are entitled to DLA for PCS moves and evacuation of dependents. These are the normal categories of entitlement. There are a number of other situations in which members may or may not be entitled to DLA. The following subparagraphs explain the entitlement under these special circumstances. B. Special Categories DLA Authorized

1. Member's Old and New PDSs in Proximity to Each Other or Member Reassigned Between Activities at Same PDS. A DLA is payable where the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a local move of HHG at Government expense (42 Comp. Gen. 460 (1963)).

2. PCS Between PDSs Not in Proximity to Each Other. When dependents make a proximity move based on a PCS between PDSs not in proximity to each other, a statement that the relocation of the household was necessary as a direct result of the PCS is required to support payment of a DLA. When the PCS is from or to a dependent restricted tour, the member's statement shall be accepted. When the PCS is not from or to a dependent restricted tour, a statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required. The designated representative may not redelegate this authority.

3. Movement of Dependents to/from Designated Place. When dependents are moved to or from a designated place on the member's PCS orders, DLA is payable when the dependents complete travel. No further entitlement to DLA accrues for that PCS unless authorized under subpar. 9. DLA is paid when, in connection with an evacuation, eligible dependents move to a designated place (see pars. U6012 and U6059).

4. Transfer to Hospital in CONUS

a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to Hospital in CONUS from Inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the commanding officer of the receiving hospital.

5. Interservice Transfer. When a member:

- a. is separated or relieved from active duty to continue on active duty in another Service, and
- b. is transferred with no break in service from one Service to another under the authority of 10 U.S.C. §716 or any similar statutory provision,

the member is entitled to DLA when the household is relocated incident to an ordered PCS resulting from a change of service. (***NOTE: The service performed after such separation is a continuation of the prior period of service.***)

6. Orders Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from the place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence in connection with a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable in connection with each move. No more than two DLAs are authorized by this paragraph. ***NOTE: In this situation only, the amount of the second DLA paid is taken from***

**Table U5G-2. This paragraph does not authorize more than one DLA for dependents who move twice under the authority in par. U5222-C3a.**

7. Member Without Dependents Assigned to Two-Crew Nuclear Submarine (SSBN)

a. No Change of Homeport. A member without dependents assigned to a two-crew nuclear submarine is entitled to DLA upon arrival at the vessel's homeport, provided the member is not assigned Government quarters and occupies non-Government quarters for a period of more than 15 days before reporting aboard the assigned vessel (57 Comp. Gen. 178 (1977)).

b. Change of Homeport. A member without dependents, assigned to a two-crew nuclear submarine when the homeport is changed, is entitled to DLA at the new homeport, provided the member is not assigned to Government quarters and occupies non-Government quarters for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

8. Member Reported as Dead or Absent for More Than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same duty station after completion of the initial tour of duty is entitled to a DLA if the dependents make an authorized move to or from the OCONUS PDS in connection with the change-of-tour status.

\*10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, C, or D, the member is entitled to a DLA the day one or more dependents arrive at the location of their permanent residence or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member who:

a. **has no dependents,**

b. is assigned to permanent duty aboard a ship,

c. elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or (**effective 1 July 1997**) is authorized BAH for a member in the grade of E-5, and

d. occupies non-Government quarters ashore,

is entitled to DLA (B-252098.2, October 18, 1993).

12. Ordered to Move in Connection With Closure or Realignment of a Military Installation. A member is entitled to DLA when the member is ordered to move in connection with the closure or realignment of a military installation and, as a result, the member's dependents actually move or, in the case of a member without dependents, the member actually moves. For the purpose of this paragraph, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility.

13. Member Without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 who:

a. has no dependents,

- b. is assigned to quarters of the United States that do not meet the minimum adequacy standards established by DoD for members in such pay grade, or
- c. is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
- d. elects not to occupy such quarters or facility,

is entitled to DLA.

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

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

(73 Comp. Gen. 6 (1993).

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

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

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

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

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

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

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

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

**Table U5G-1**

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

2. may choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s);
3. and dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. should use available Government quarters (see par. U1045).

***NOTE:** When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).*

**D. Reimbursement Example:**

1. A member occupies temporary quarters at the new PDS for 12 days (1-12 April).
2. The member's dependent(s) also occupy temporary quarters for 12 days (18-29 April).
3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
4. Reimbursement for the daily **combined** total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) shall not exceed \$110 per day.

**E. Reimbursement Computation**

**\*Step 1:** Determine Maximum Daily TLE Allowance. Multiply the percentage in the following table by the applicable locality per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrform.html>.

<b>No. of Eligible Persons Occupying Temporary Quarters</b>	<b>Percentage Applicable</b>
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent add:	25%

***NOTE:** For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent.*

**Step 2:** Determine M&IE Equivalency

- a. Multiply the daily TLE allowance computed in Step 1 by 46% if:
  - (1) it is the first or last day of TLE, or
  - (2) lodgings used do not have facilities for preparing/eating meals, or
  - (3) lodgings are provided by a friend/relative, or
  - (4) a Government mess is not used for all three meals, **otherwise**
- b. Multiply the daily TLE allowance computed in Step 1 by 23%.

The installation commander determines if temporary lodging facilities (see Appendix A) are adequate for preparing/eating meals. The member certifies adequacy/inadequacy of facilities for preparing/eating meals at other than temporary lodging facilities.

**Step 3: Determine Gross Daily Equivalency.** Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes).

**Step 4: Determine Net Daily Equivalency.** Deduct the total daily allowances (housing allowances and BAS) received from the result in Step 3.

**NOTE: Do not deduct:**

1. *housing allowances when staying with friends/relatives,*
2. *housing allowances for a member with a dependent(s) if the claim is for the member only,*
3. *housing allowances if the member is assigned to Government quarters that are uninhabitable or the member does not receive a housing allowance, and*
4. *BAS when not paid, or if TLE is being computed only for dependents.*

**Step 5: Determine Applicable Daily Rate**

Compare \$110.00 with the amounts found in Steps 1 and 4. Pay the least of these three amounts for each day.

**EXAMPLE 1 -- TLE ALLOWANCE**

***(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).***

A member with no dependents is ordered on a PCS from one CONUS PDS to another. Each PDS has a different per diem rate. After reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights \$47.50 (42.75 per night plus tax \$4.75). The new PDS locality per diem rate is \$112. The member is entitled to TLE computed as follows:

1. Determine maximum rate (given percent x locality rate).	65% x \$112.00 = \$72.80
2. Multiply result in Step 1 by 46% (or 23% when applicable).	46% x \$72.80 = \$33.49
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	\$33.49 + \$47.50 = \$80.99
4. Deduct daily allowance(s) from Step 3.	\$80.99 - \$28.30 = \$52.69
Housing Allowance =	\$22.60
BAS =	\$ 5.70
Total =	\$28.30
5. Compare \$110 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$52.69 per day.	\$110.00 vs. \$72.80 vs. \$52.69; \$52.69 x 4 days = \$210.76

**\*EXAMPLE 2 -- TLE ALLOWANCE**

*(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. See par. U2025 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.)*

A member with a spouse (not entitled to basic pay) and two children is ordered on a PCS from one CONUS PDS to another (the standard CONUS per diem rate applies to both PDSs). After reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 4 nights at \$80 (72 per night plus tax \$8). The member certifies that Government quarters are not available. The member is entitled to a TLE, computed as follows:

1. Determine maximum rate (given percent x locality rate).	150% x \$85.00 = \$127.50
2. Multiply result in Step 1 by 46% (or 23% when applicable).	46% x \$127.50 = \$ 58.65
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost.	\$58.65 + \$85.00 = \$143.65
4. Deduct daily allowance(s) from Step 3.	\$143.65 - \$26.65 = \$117.00
Housing Allowance =	\$ 22.66
BAS =	\$ 3.99
Total =	\$ 26.65
5. Compare \$110 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$110.00 per day.	\$110.00 vs. \$127.50 vs. \$117.00; \$110.00 x 4 days = \$440.00

**\*EXAMPLE 3 - TLE ALLOWANCE**

*(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. See par. U2025 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.)*

A member-married-to-member couple with two dependents is ordered on a PCS from one CONUS PDS to another. The Standard CONUS per diem rate applies to both PDSs. After reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 4 nights at \$100 (\$90 per night plus tax \$10). Each member is entitled to TLE up to \$110 per day. The \$100 lodging cost is divided evenly between both members. The members certify that Government quarters are not available. TLE in this case is computed as follows:

<b><u>Member #1 (with 1 dependent)</u></b>	
1. Determine Maximum rate (Given percent x locality rate)	100% x \$85.00 = \$ 85.00
2. Multiply result in Step 1 by 46% (or 23% when applicable)	46% x \$85.00 = \$ 39.10
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	\$39.10+ \$55.00 = \$ 94.10
4. Deduct daily allowance(s) from Step 3 result	\$94.10 - \$22.24 = \$ 71.86
Housing Allowance =	\$ 17.25
BAS =	\$ 4.99
Total =	\$ 22.24
5. Compare \$110 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$71.86 per day.	\$110.00 vs. \$85.00 vs. \$ 71.86; \$71.86 x 4 days = \$287.44

<b><u>Member #2 (with 1 dependent)</u></b>	
1. Determine Maximum rate (Given percent x locality rate)	100% x \$85.00 = \$ 85.00
2. Multiply result in Step 1 by 46% (or 23% when applicable)	46% x \$85.00 = \$ 39.10
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	\$39.10+ \$55.00 = \$ 94.10
4. Deduct daily allowance(s) from Step 3	\$94.10 - \$25.47 = \$ 68.63
Housing Allowance =	\$ 20.48
BAS =	\$ 4.99
Total =	\$ 25.47
5. Compare \$110 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$68.63 per day.	\$110.00 vs. \$85.00 vs. \$ 68.63; \$68.63 x 4 days = \$274.52

The combined **daily** amount paid to both members is \$140.49 (\$71.86 + \$68.63). The combined amount paid to both members for 4 days is \$561.96 (\$140.49 X 4).

**EXAMPLE 4 - TLE ALLOWANCE**

***(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).***

A member occupies temporary quarters at the new PDS for 12 days (1-12 April) at \$45.00 (40.50 per night plus \$4.50 tax). The new PDS locality per diem rate is \$95.00. The member's dependents (spouse and 1 child) occupy temporary quarters at the old PDS for 12 days (18-29 April) at \$60 (54.00 per night plus tax \$6). The locality per diem rate for the dependents' location is \$115.00. The period 1-10 April (member) and 18-27 April (dependents) were selected by the member for TLE.

	Member	Dependent(s)
1. Determine Maximum rate (given percent x locality rate).	65% x \$95.00 = \$61.75	100% x \$115.00 = \$115.00
Combined Total:	\$61.75 + \$115 = \$176.75	
2. Multiply result in Step 1 by 46% (or 23% when applicable).	46% x \$61.75 = \$28.41	46% x \$115.00 = \$52.90
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	\$28.41 + \$45.00 = \$73.41	\$52.90 + \$60.00 = \$112.90
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 x 10 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.

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)).

#### U6006 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 have not taken delivery of a POV shipped to the designated place under par. U6008. 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 these 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. U6008-D for expenses incurred to rent a motor vehicle.

Effective 12 March 2001

#### U6007 HHG TRANSPORTATION

##### \*A. General

1. HHG. 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 for the member at Government expense minus any weight of HHG otherwise in storage at Government expense. When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the member's/dependents' responsibility. ***Non-temporary storage (NTS) of HHG in excess of 18,000 lbs is not authorized.*** Members who personally procure the HHG transportation authorized below are authorized reimbursement in accordance with subpar. U5320-D, unless the member has PCS orders, in which case reimbursement is under subpar. U5320-D or E.

2. Unaccompanied Baggage. Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent age 12 years or older, and 175 lbs for each dependent under age 12. The 1000-lb expedited shipment mode limitation (and exception authority) provisions of subpar. U5320-B 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.

3. Air Freight Allowance and Air Freight Replacement Allowance. An air freight allowance for unaccompanied air baggage may be authorized/approved as indicated in subpar. 2 for ordered/authorized departure from and return to PDS trips. If the air freight allowance is not used to ship unaccompanied baggage because of circumstances beyond the evacuee's control, an air freight replacement allowance (in lieu of an air freight allowance for travel from the PDS) may be authorized/approved to help defray costs of items ordinarily part of the authorized air freight shipment which must be purchased. The flat amounts are as follows: one evacuated dependent: \$250; two evacuated dependents: \$450; three or more evacuated dependents: \$600. No receipts are required for this allowance. (***Note: Even when the air freight replacement allowance is authorized incident to travel from the PDS, evacuees are still eligible for an air freight allowance when/if they return to the PDS.***)

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 will 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. U6004, the member is entitled to transportation of:

- a. unaccompanied baggage for the dependents, and petent authority as needed for the dependents' comfort and well-being at the safe haven,

from the member's overseas 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 overseas PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to PDS When Evacuation Authorized or 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 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 is 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.

## **PART F2: TRAVEL WHEN PER DIEM NOT AUTHORIZED**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U7125</b>	<b>Travel When Per diem Not Authorized</b> <ul style="list-style-type: none"><li>A. Orders to Active Duty - no PDS Designated</li><li>B. Undergoing Processing</li><li>C. TDY Station Changed to PDS</li><li>D. Bedpatient or Inpatient</li><li>E. Assignment to Rehabilitation Center or Activity</li><li>F. Members of Missions</li></ul>

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

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U7140</b>	<b>Member's Assigned TDY as Observers to UN Peacekeeping Organizations</b>

## **PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U7150</b>	<b>Reserve Component Travel</b> <ul style="list-style-type: none"><li>A. Active Duty With Pay</li><li>B. Active Duty Without Pay</li><li>C. Inactive Duty Training With Pay</li><li>D. Active Duty Training Without Pay</li><li>E. SROTC Members</li><li>F. Travel Allowances for Member Entitled to Medical and Dental Care</li><li>G. Funeral Honors Duty</li><li>H. Station Allowances</li></ul>
<b>U7155</b>	<b>Retired Members Called (or Ordered) to Active Duty With or Without Pay</b>
<b>U7175</b>	<b>Muster Duty Allowance for Ready Reserve</b>

## **PART H: LEAVE TRAVEL AND TRANSPORTATION**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U7200</b>	<b>Leave Between Consecutive Overseas Tours (COT)</b> <ul style="list-style-type: none"><li>A. Entitlement</li><li>B. Scheduling</li><li>C. Reimbursements</li></ul>

- U7205**                    **Transportation in Personal Emergencies**  
A.    Transportation Authorization  
B.    Eligibility  
C.    Authorized Locations
- U7206**                    **Personal Emergencies for Members on TDY or Away from Homeport**
- U7207**                    **FEML Transportation**  
A.    Policy  
B.    Eligibility  
C.    Limitation  
D.    FEML Locations/Destinations  
E.    Transportation
- U7210**                    **Convalescent Leave Transportation**  
A.    Entitlement  
B.    Transportation Allowances
- U7215**                    **Ship Relocated During Authorized Absence**  
A.    Entitlement  
B.    Limitation  
C.    Special Circumstances
- U7220**                    **Recall from Leave**  
A.    Member's Responsibility  
B.    Recall for Operational Reasons

**PART I: TRAVEL OF MEMBERS IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS**

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<u>Paragraph</u>	<u>Contents</u>
U7250	<b>Definitions of Terms Used in This Part</b> A.    Escort B.    Attendant
U7251	<b>Members on TDRL Required to Submit to Periodic Physical Examination</b> A.    General B.    Travel Allowances C.    Allowances While at the Hospital D.    Members Who Require an Attendant or Escort
U7252	<b>Transfer of Member Patients, Including Insane or Mentally Incompetent Patients, to or from Hospital or to Home</b> A.    Patients With or Without Attendants or Escorts B.    Travel of Attendants or Escorts C.    Transportation in Kind
U7253	<b>Discharged from St. Elizabeth's Hospital or Other Department of Health and Human Services Hospitals, or Veterans Administration Hospitals</b> A.    Discharged from Service Upon Entry Into Hospital B.    Not Discharged from Service Upon Entry Into Hospital

## PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY

### U7150 RESERVE COMPONENT TRAVEL

#### A. Active Duty With Pay

##### 1. General

a. Applicability. This subparagraph applies to Reserve Component members called (or ordered) to active duty for any reason with pay under orders which provide for return to home or PLEAD.

\*b. Travel and Transportation Allowances When Member Commutes. There is no travel and/or transportation allowances entitlement for travel between the home/PLEAD and the place of active duty when:

- (1) both are in the corporate limits of the same city or town,
- (2) the member commutes daily between home/PLEAD and the place of active duty, or
- (3) the order-issuing official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

\*However, members commuting under pars. U7150-A1b(2) and U7150-A1b(3) are authorized the applicable automobile or motorcycle mileage rate (see par. U2600), for one round trip between the duty station and,

- (a) home,
- (b) place of unit assignment, or
- (c) place from which called (or ordered) to active duty.

In determinations required by item (3), areas within a reasonable commuting distance are described in par. U3500-B. Regarding item (3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and Government quarters and/or Government mess are unavailable. For this duty, the member is entitled to AEA as computed under par. U4510 for all meals and quarters, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Chapter 3, Part F.

c. No Per Diem or AEA for Certain Periods of Active Duty. There is no entitlement to per diem or AEA under subpar. 4 for:

- (1) members performing annual training duty when both Government quarters (other than temporary lodging facilities) and a Government mess are available;
- (2) members ordered to involuntary active duty for training because of unsatisfactory participation in their reserve commitments when both Government quarters (other than temporary lodging facilities) and a government mess are available;
- (3) newly enlisted members who are undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes members attending courses of instruction with a break in active duty between courses of instruction and both

Government mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to members who are on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course of instruction for which per diem is authorized; or

(4) PHS officers called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

Reservists performing active duty for training, who are not entitled to per diem or AEA, may be reimbursed the actual cost of lodging when they occupy transient Government housing.

2. Physical Examination in Connection With Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is entitled to PCS allowances from the place orders are received or addressed to the place of physical examination (whichever is less) and (as directed in the orders):

- a. return, or
- b. then to the new PDS, or
- c. return and then to the new PDS.

Travel required in connection with these examinations is in accordance with subpar. 3.

3. Travel to, from, and Between Duty Stations

a. Active Duty for Less Than 20 Weeks at One Location. Members described in subpar. 1a, called (or ordered) to active duty for less than 20 weeks at one location (subpar. 4a or b) are entitled to travel and transportation allowances as for TDY under Chapters 3 and 4.

b. Active Duty for 20 or More Weeks at One Location. Members described in subpar. 4c(1), are entitled to per diem, travel and transportation allowances as for PCS (Chapter 5).

4. Per Diem/AEA at the Duty Station

\*a. Active Duty for Less Than 20 Weeks. Except if subpars. 1b and c apply, when the active duty period contemplated by an order at any location is for less than 20 weeks (except as noted in par. U2146), per diem or AEA, as applicable, and travel and transportation allowances are payable as provided for TDY in Chapter 4.

b. Additional Periods Beyond 20 Weeks. When, during a period of active duty of less than 20 weeks, the duty must be extended due to unforeseen circumstances and the prospective extended period is less than 20 weeks, per diem or AEA entitlement continues for the entire period. When the prospective extended period is for 20 or more weeks, no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in subpar. d. See par. U2146 for examples of extensions.

c. Active Duty for 20 or More Weeks

(1) General. When a member is called to active duty for 20 or more weeks, no per diem or AEA is payable at any location where the duty to be performed is for 20 or more weeks (except as noted in par. U2146), regardless of the availability of Government quarters and Government mess except as authorized in subpar. d.

**U7205 TRANSPORTATION IN PERSONAL EMERGENCIES**

\*A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) for DoD Services and/or Service regulations (see par. U1010-B9)) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation to the CONUS international airport closest to the location from which that traveler departed if space-required Government transportation is not reasonably available. (***NOTE: Commanders must determine “reasonable availability” after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member.)***)

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.

***NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.***

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under subpar. U5242-A incident to the burial of a deceased member.

3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

**B. Eligibility**

1. Eligible Members. Eligible members are those:

- a. on permanent duty OCONUS,
- b. assigned to an OCONUS ship or unit operation, or
- c. with OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or B) in CONUS.

***NOTE: Cadets/midshipmen are not eligible members for this transportation.***

2. Eligible Dependents. Eligible dependents are those who:

- a. are command sponsored and reside OCONUS with the member,
- b. reside at an OCONUS location and for whom the member receives a station allowance, or
- c. reside in CONUS and the member:
  - (1) is on permanent duty OCONUS, or
  - (2) has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in this paragraph, domicile is a member's HOR or place:

- a. from which first called (or ordered) to active duty,
- b. of first enlistment, or

- c. of permanent legal residence.

*A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.*

\*C. Authorized Locations. Eligible members and dependents are authorized transportation from an originating location to a destination point. They are authorized return transportation from the destination point to the originating location or PDS, if transportation is provided to the destination point under this paragraph.

***NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.***

1. Members and Dependents OCONUS. For members described in subpars. B1a and b and dependents described in subpar. B2a and b:

- a. Authorized originating locations are:

- (1) a member's PDS;
- (2) dependents' other OCONUS location; or
- (3) member's or dependents' location when notified of the personal emergency;

- b. Authorized destination points are:

- (1) Either:

- (a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or

- (b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; (***NOTE: This creates a cost limit to be used for transportation.*** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.)); or

- (2) an airport in a nonforeign OCONUS area (see Appendix A); or

- (3) any other OCONUS location, as determined by the Secretarial Process.

***NOTE: There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS.***

2. Members and Dependents in CONUS. For members described in subpar. B1c and dependents described in subpar. B2c:

- a. Authorized originating locations are the international airports nearest the:

Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

**DEPENDENT.** Defined by 37 U.S.C. §401.

***NOTE: Exception.*** For entitlement purposes under JFTR:

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

\*Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: (See exception ***NOTES*** above.)

1. a member's spouse;
2. a member's unmarried child under 21 years of age (including an infant born after the effective date of PCS orders when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987)));
3. a member's unmarried stepchild under 21 years of age (including an illegitimate child of the member's spouse, B-177061/B-177129, December 13, 1974) (***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood;***);
4. a member's unmarried adopted child under 21 years of age (including a child placed in the home of the member by a placement agency for the purpose of adoption);
5. a member's unmarried illegitimate child under 21 years of age if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations;
6. a member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. a member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; (***NOTE: Children under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations;***);

8. for transportation authorized in JFTR, par. U5215-B, a member's unmarried child who traveled at Government expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, otherwise would cease to be a dependent of the member, while the member is serving at an OCONUS PDS;
9. a member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age who:
  - a. is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary concerned; or
  - b. became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;
- \*10. for return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. (See JFTR, par. U5900-E.);
11. for a dependency determination made on or after 1 July 1994, an unmarried person who:
  - a. is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and
    - (1) has not attained the age of 21, or
    - (2) has not attained the age of 23 years and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or
    - (3) is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and
  - b. is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary concerned; and
  - c. resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary concerned may by regulation prescribe; and
  - d. is not a dependent of a member under any other paragraph.

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

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

1. is eligible to travel to the member's PDS incident to the PCS orders (Except for acquired dependents and children born after the effective date of PCS orders.),
2. is authorized by the appropriate authority to be at the member's PDS, and

3. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

***(NOTE: In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.)***

**GOVERNMENT-FURNISHED AUTOMOBILE.** An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. owned by an agency;
2. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. leased by the Government for 60 days or longer from a commercial firm.

**GOVERNMENT-FURNISHED VEHICLE.** A Government-furnished automobile or a Government aircraft.

#### **GOVERNMENT MEAL RATE**

The daily rate (discount or standard) charged for meals in a Government dining facility.  
Effective 1 October 2000.

1. Discount Government Meal Rate: \$6.60 per day
2. Standard Government Meal Rate: \$8.00 per day

***(NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.)***

**GOVERNMENT MESS.** See *GOVERNMENT DINING FACILITY/GOVERNMENT MESS.*

**GOVERNMENT-PROCURED TRANSPORTATION.** Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

#### **GOVERNMENT QUARTERS.**

1. Sleeping accommodation owned, operated, or leased by the U.S. Government;
2. lodgings or other quarters obtained by U.S. Government contract;
3. quarters in a state-owned National Guard camp;
4. sleeping facilities in a National Guard armory when these facilities actually are used or competent authority for annual or year-round annual training directs their use even though not used;
5. temporary lodging facilities as defined in this Appendix;
6. permanent lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations;
7. family-type housing owned or leased by the U.S. Government.

***NOTE 1: Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant on a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.***

**NOTE 2:** *Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.*

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see GOVERNMENT CONVEYANCE.*)

**GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169).** A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

**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 Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. (**NOTE: Members, traveling together under orders directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.**)

**HOME OF RECORD (HOR).** The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

**NOTE 1:** *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

**NOTE 2:** *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

**NOTE 3:** *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

**HOME OF SELECTION (HOS).** The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in JFTR, par. U5130-A1

**\*HOUSEHOLD GOODS (HHG).** Items (*except those listed in 2 and the NOTE 1*) associated with the home and all personal effects (*see NOTE 1*) belonging to a member and dependents on the effective date (*see NOTE 2*) of the member's PCS or TDY order that legally may be accepted and transported by an authorized commercial transporter.

**NOTE 1:** *See par. U5310-E for articles involving weight additives.*

**\*NOTE 2:** *HHG acquired after the effective date of orders but before entering an IPCOT may be shipped when par. U5370-IIb or U5370-I2 applies.*

1. HHG also include:

- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
- b. spare POV parts (see definition in this Appendix) and a pickup tailgate when removed;

**ITINERARY, VARIATION IN.** A change in routing of travel or points of TDY in connection with official business, justified by the mission's nature and requirements.

**KEY BILLET.** An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. (**NOTE:** *Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.*)

**LAST DUTY STATION.** For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

**LOCAL MOVE.** As used in Chapter 4, Part G, and Chapter 5, Part D, a move:

1. involving HHG drayage or shipment for a short distance between residences;
2. to or from a NTS facility in the area of the member's PDS;
3. in the area of the member's last PDS when the member is authorized a final move during a separation or retirement;
4. incident to reassignment or PCS to a new PDS near the old PDS;
5. between residences within a metropolitan area; or
6. not during a PCS, a move between residences within the daily commuting distance of the PDS.

**NOTE:** *A local move of HHG includes necessary packing, crating, hauling, unpacking and uncrating.*

**LOCALITY RATES.** Maximum per diem rates prescribed for specific localities.

**LODGINGS-PLUS PER DIEM SYSTEM.** The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

**MEMBER (UNIFORMED SERVICES).** A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (**NOTE:** *"Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.*)

**\*MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. U2600 for current rates.

**MISSING STATUS.** The absence status of a member who is officially carried or determined to be:

1. missing;
2. missing in action;
3. interned in a foreign country;
4. captured, beleaguered, or besieged by a hostile force; or
5. involuntarily detained in a foreign country.

**MIXED MODES.** Travel using POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation,
2. Government-procured commercial transportation,
3. Government transportation.

**MOBILE HOME.** A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.

**\*MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).** A rate per mile for the authorized use of a POC during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. U2605 for current rates.

**NONCOMMAND SPONSORED DEPENDENT.** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NONFOREIGN OCONUS AREA.** The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NONTEMPORARY STORAGE (NTS) OF HHG.** Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

**OCONUS.** Outside CONUS.

**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. U4520, item 16b 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) 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 incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.)*

**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);

8. the Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Quarters that are not hotel or hotel-like accommodations.

**SECRETARIAL PROCESS.** Action by the Secretary concerned or the Secretary's designated representative.

**SECRETARY CONCERNED.** As defined in 37 U.S.C. §101(5):

1. the Secretary of the Army, with respect to matters concerning the Army;
2. the Secretary of the Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy;
3. the Secretary of the Air Force, with respect to matters concerning the Air Force;
4. the Secretary of Transportation, with respect to matters concerning the Coast Guard when it is not operating as a service in the Navy;
5. the Secretary of Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. the Secretary of Health and Human Services, with respect to matters concerning the Public Health Service.

**SEPARATED FROM THE SERVICE.** Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SERVICES.** See *UNIFORMED SERVICES*.

**SPARE PARTS FOR A POV.** See *POV, SPARE PARTS*.

**SPECIAL CONVEYANCE.** Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

**SPECIAL NEEDS.** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

**\*STANDARD CONUS PER DIEM RATE.** The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>.

**STANDARD GOVERNMENT MEAL RATE.** See definition of "Government The daily rate charged for meals in a Government dining facility including the operating cost Meal Rate" for current rates.

**SUBSISTENCE EXPENSES.** See *PER DIEM ALLOWANCE*.

**SUBSISTING OUT.** The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment does not require one.

**TEMPORARY DUTY (TDY).**

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

**TEMPORARY DUTY (TDY) LOCATION.** See *TEMPORARY DUTY STATION*.

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES.** Specifically identified interim housing facilities operated by the services to provide short term housing accommodations, that a cash charge is levied without direct charge against the quarters allowances of the occupants. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. (*NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.*)

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site [www.saipan.com](http://www.saipan.com))
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

**TERRITORY OF THE UNITED STATES.** Also see *TERRITORIES AND POSSESSIONS OF THE UNITED STATES*. An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States.

**APPENDIX B**

**OCONUS MAXIMUM PER DIEM RATES**

*For current per diem rates, please see the Per Diem Committee website at:*

*[\\*http://www.dtic.mil/perdiem/opdrform.html](http://www.dtic.mil/perdiem/opdrform.html)*

**APPENDIX D**

**CONUS MAXIMUM PER DIEM RATES**

*For current per diem rates, please see the Per Diem Committee website at:*

*\*<http://www.dtic.mil/perdiem/pdrform.html>*

## APPENDIX E

## INVITATIONAL TRAVEL ORDERS

## PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

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

## INVITATIONAL TRAVEL ORDER

Name \_\_\_\_\_ TRAVEL ORDER NUMBER \_\_\_\_\_

Address \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

You are invited to proceed from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_ (Date)

for the purpose of \_\_\_\_\_

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

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

- The order-issuing agent has arranged Transportation.
- Transportation tickets are included with this order.
- Transportation tickets shall be provided at a later date
- To arrange transportation call: (\_\_\_\_) \_\_\_\_\_
- You may arrange your transportation. The following rules apply:

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

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

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

You are authorized to travel by privately-owned conveyance (POC) as advantageous to the Government. Reimbursement shall be at the rate of **\$0.345** cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

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

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

\* You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Order, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned. Even if your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

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

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

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

Actual Subsistence Expense Allowance (AEA) Authorized:

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

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

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

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

## APPENDIX E

## INVITATIONAL TRAVEL ORDERS

## PART III: 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

1. GSA airlift contracted through the Contract City Pair Program shall be used. **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:

**Effective 9 June 00**

a. 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.

b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.

\*c. 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 non-contract carrier is limited 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 through a centrally billed account.***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. 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.

f. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and:

(1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and

(2) 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 shall be used for all domestic travel, and for international travel when Air Mobility Command (AMC) Category B/Patriot Express is not available or does not meet the mission requirement.

2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares (including Contract City Pair fares) when purchasing commercial airline tickets.

***NOTE:*** See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

#### T4000 INTRODUCTION

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

#### \*T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement are listed in JFTR, par. U2600 and JTR, par. C2505. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in JFTR/JTR, Appendices B and D; or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

#### T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

#### B. Traveler Rights and Responsibilities

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

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

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

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

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

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

\*9. Frequent traveler benefits received for services paid for by the Government belong to the Government. These benefits may:

a. be used for official travel and accommodation upgrades (*not first class*) if authorized/approved by the AO based on Service regulations, *but*

b. *not be used for personal travel or airline club memberships.*

***NOTE: The traveler must maintain records to be able to account for all Government-owned frequent traveler credits earned and used (67 Comp. Gen. 79 (1987)).***

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

#### **T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)**

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, reimbursement is not authorized to uniformed personnel, and a civilian employee may only receive transportation reimbursement up to the cost of the directed transportation mode.***

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

cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

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

## 2. Eating

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

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

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

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

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

***NOTE 1: Applicable to civilian employees:***

*(a) The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.*

*(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.*

### **Effective 29 March 2001**

***\*NOTE 2 - Applicable to uniformed members:***

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

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel, except that for training, the training location commander, not the AO, decides if use of Government quarters is directed (par. T4040-A1b) and if one of the two M&IE rates based on Government mess availability is appropriate.
2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.
3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

**C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels.** Other reimbursable expenses (par. T4040-E and F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.
2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

**JOINT TASK FORCE OPERATIONS TDY OPTIONS**

**SUBSIST ASHORE**

<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate <sup>1/</sup> for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate <sup>2/</sup>
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals <b>(In AOR only)</b>	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

**SUBSIST ABOARD GOVERNMENT VESSEL <sup>3/</sup>**

	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
TDY	Government Lodging and Government Meals	None	Civilian Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

***NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.***

Table 1. Deployment - Joint Operations TDY Options

#### D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

E. Miscellaneous Expenses. Travelers are entitled to reimbursement for necessary travel-related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

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

6. fees for:

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

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

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

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

8. CTO service and processing fees;
9. authorized/approved expenses for:
  - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
  - b. clerical assistance;
  - c. services of guides, interpreters, packers, or vehicle drivers;
  - d. storage of property used on official business;
  - e. room rental at a hotel/other place used for official business;
  - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
  - g. official local and long distance phone calls (see par. T4060-B5);
  - h. excess baggage transportation costs;
  - i. conference registration fees;
  - j. dual lodging costs; (***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.***); and
  - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***);
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling *Government property at terminals and hotels*;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling *any baggage* at transportation terminals; and
17. **CIVILIAN EMPLOYEES ONLY**:
  - (a) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is* a separately reimbursable travel expense when travel *within CONUS* requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

**(Effective 1 April 2001)**

\*18. **UNIFORMED MEMBERS ONLY:**

(a) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY travel *within CONUS* requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);

(b) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for OCONUS travel.

19. similar travel related expenses (**NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.**)

F. Reimbursement for Travel Expenses At the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. duty sites,
  - b. lodgings,
  - c. dining facilities,
  - d. drugstores,
  - e. barber shops,
  - f. places of worship,
  - g. cleaning establishments, and
  - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

**T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL**

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, *Assigned Unit* is a reserve member's designated post of duty and *TDY Station* is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservists on active duty without pay;

3. Newly enlisted members undergoing training when both Government quarters and meals are available;

4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;

7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. to active duty for other than training for 20 or more weeks because of unusual or emergency circumstances or exigencies of the Service, per diem entitlement is determined under business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation entitlement under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & D.

**\*APPENDIX T****STANDARD DATA ELEMENTS FOR TRAVEL****(Commercial Transportation Information)**

<b>Group name</b>	<b>Data elements</b>	<b>Description</b>
Transportation Payment		Method traveler used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	Central Billing Account	A Contractor centrally billed account.
	Government Charge Card	In accordance with and as provided by agency guidelines.
	Cash	
Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Gov't credit card number.
Transportation Method Indicator	Air (Premium Class)	Common carrier used as transportation to TDY location.
	Air (Non-premium Class)	
	Non-contract Air, Train, Other	
Local Transportation Indicator	POC, Car rental, Taxi, Other	Identifies local transportation used while on TDY.

**TRAVEL EXPENSE INFORMATION**  
**(Standard Data Elements for Federal Travel)**

<b>Group name</b>	<b>Data elements</b>	<b>Description</b>
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed Lodging, Meals & Incidentals	The amount of money traveler claims as per diem expense.
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the traveler files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the traveler charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the JFTR or JTR as appropriate.

Transportation Method Cost	Air (Premium Class)	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Other	Bus or other form of transportation.
Local Transportation	POC Distance	Total number of miles driven in POC.
	POC mileage expense	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POC.
	Car rental, Taxis, Other	
Constructive cost	Constructive cost	The difference between the amount authorized to spend versus the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

**STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL  
(Accounting & Certification)**

<b>Group name</b>	<b>Data elements</b>	<b>Description</b>
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Agency accounting code.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date	Date traveler signed "fraudulent claim/responsibility" statement.
	Claimant Signature	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.