

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 179

Alexandria, VA

1 November 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 November 2001 unless otherwise indicated.

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This change includes all material written in MAP Items 106-00; 48-01(E) through 50-01(E) and 53-01(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 178 cover page.

BRIEF OF REVISION

These are the major changes made by Change 179:

U2010-D; U2515; Appendix E; Appendix O. Explains that a traveler is responsible for the loss of a ticket and will need to purchase a ticket with private funds until the Government is refunded by the transportation company for the unused ticket. In addition, the traveler is instructed to return unused tickets to the CTO.

U2145-A; U2145-B. Adds Comptroller General decision references to 6 month rule.

U3125-C. Replaces a definition of "U.S." in JFTR and references to points in the U.S. with references to CONUS, non-foreign OCONUS, and OCONUS.

U3145; Appendix E. Revises the POCs for GSA's Airline City Pairs Program.

U4525; U5109; U5800; U5805. Moves the pet quarantine reimbursement information from par. U4525 to Chapter 5, Part I, to align it with the 'Permanent Duty Travel' information.

U5310-F. Corrects errors in Example 1.

U6001-A3; U6002-B4; U6004; U6005-D6; U6005-D6a. Updates references in JFTR, Chapter 6, Part A.

U7207-A. Updates the paragraph/subsection reference to DoD Directive 1327.5.

U9110-D; U9110-E. Authorizes OHA at the without-dependents rate for a member's PDS location and OHA at the with-dependents rate for (a) the location of dependents, or (b) for the member's last PDS location if determined to be more equitable, when transportation at Government expense for the dependents is not authorized, the dependents do not reside in the vicinity of the member's PDS, and Government quarters are not available for the member. Additionally, it allows a member assigned between PDSs by a low-cost or no-cost PCS to be authorized OHA at the without-dependents rate for the old PDS instead of the new PDS. Authorization for without-dependent OHA at the old PDS rate requires that the Secretary concerned determine that it would be inequitable to base OHA on the new PDS housing cost.

U9116-C. Lowers the dollar threshold amount of security deposit that a member may request be postponed for repayment for overseas housing allowance from \$1,000 to \$500. In addition, it clarifies that the entire \$500 or more does not have to be repaid until the member vacates the housing and is repaid by the landlord.

U9301-B1. Alerts the reader to the new provisions in JFTR, par. U9110-D and U9110-E regarding OHA entitlement when dependents are not permitted to accompany the member.

Appendix A. Corrects the definition of "Field Duty" to read that all members (rather than just officers) are subject to paying the discounted meal rate on field duty.

Appendix E. Clarifies that LOIs must not contain accounting information or data or be made to resemble travel orders. Inclusion of accounting information and/or data may cause confusion and make the LOI look like an authorized/approved DoD-issued travel order document.

Appendix S. Changes the authorized FEML destinations for Alice Springs, Burma, China, India, Mongolia and Singapore and re-certifies the FEML locations for U.S Pacific Command until 31 August 2003.

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Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "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.

*D. Lost/Stolen/Unused Transportation Tickets. *Travelers must guard transportation tickets carefully.* However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the proper official IAW the Service's regulations. The traveler is financially responsible to purchase a replacement ticket. (See par. U2515 for reimbursement involving lost/stolen tickets.) Also, travelers must return unused transportation tickets to the CTO.

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:

<i>LODGING</i>	<i>M&IE</i>	<i>TOTAL</i>
\$55	\$30	\$85

PART B: TRAVEL ORDERS

U2100 GENERAL

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

Generally, a written travel order is not necessary when:

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

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

U2115 ORDERS FOR TRAVEL AND REIMBURSEMENT

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

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

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

meets the requirement for written orders.

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

U2135 ITINERARY VARIATION

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

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

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

U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN TYPES OF ORDERS

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

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

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

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

NOTE: Blanket travel orders are not used in DTS.

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

U2145 TIME LIMITATIONS FOR PERIODS OF TDY

*A. 180-Day Time Limitation. Except when authorized under par. U2145-B, TDY assignments at any one location are limited to periods of 180 or fewer consecutive days (36 Comp. Gen. 757(1957)). Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to:

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

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

*B. TDY Periods in Excess of 180 Consecutive Days. When circumstances or Service exigencies require TDY at one location for more than 180 consecutive days, the appropriate authority determines if TDY is appropriate (38 Comp. Gen. 853 (1959)). This determination should be made before the order is issued. If the situation does not permit delay, the order may be issued and the case submitted immediately to the appropriate authority who must:

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

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

PART F: TRAVEL CLAIMS AND RECEIPTS

U2500 SUBMISSION OF TRAVEL VOUCHERS

Members should submit travel vouchers as specified in Service administrative and/or procedural directives and DoDFMR, Volume 9. *The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*

U2505 FRAUDULENT CLAIMS

When there is a reasonable suspicion of a falsified expense (other than the cost of lodging, meals or incidentals), the suspect expense shall not be allowed. When there is a reasonable suspicion of a falsified expense for lodging, meals or incidentals, the applicable per diem or AEA shall be denied for the entire day on which the suspected expense is claimed. If payment is made before discovery of a suspected falsified expense, the member must reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)). See DoDFMR, Volume 9 (or appropriate Service regulations for the non-DoD Services) for the requirements regarding payments when expense(s) are suspected of being fraudulent.

U2510 RECEIPT REQUIREMENTS

A. General. Receipts are required for:

- a. lodging expenses regardless of amount, and
- b. expenditures of \$75 or more.

A receipted bill or other form of receipt must show when specific services were rendered or articles purchased, and the unit price.

B. Lost Receipts. If receipts are impracticable to obtain or have been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room, and the cost incurred.

NOTE: *Travelers are advised to retain ALL receipts for tax or other purposes.*

*U2515 LOST/STOLEN TRANSPORTATION TICKET REIMBURSEMENT

If the Government pays for a transportation ticket that becomes lost or stolen, the traveler must not be reimbursed for a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket.

NOTE: *Travelers without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual Service procedures (see DoD 4900.9-R (DTR, Part I)). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence.*

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- c. necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See par. U3125-C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.
- g. obtained as an accommodations upgrade through the redemption of frequent traveler benefits (see par. U2010-B5).
- h. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.
- i. travel is direct between authorized origin and destination points (one of which is OCONUS) which are separated by several time zones, and the scheduled flight time (including stopovers) is in excess of 14 hours. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. A rest stop (see par. U4325-D) is prohibited when travel is authorized by premium-class accommodations.*

NOTE: When use of premium class other than first class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.

5. Documentation Requirements

- a. Orders. Travel orders authorizing premium-class accommodations should be annotated "(first/premium class or premium-class other than first-class) authorized by (cite reference)." When the travel orders do not authorize premium accommodations use, first/premium class or premium-class other than first-class service may be provided if the original order, and copies thereof, are annotated that "(first/premium class or premium-class other than first-class issued, only first/premium class or premium-class other than first-class available between authorized origin and destination points.)"
- b. Travel Voucher. Specific authorization/approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. ***In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.***

*C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. U3125-C3, U.S. flag air carrier service is available if:

- a. the carrier performs the commercial foreign air transportation required, and
- b. the service accomplishes the mission, even though:
 - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
 - (2) noncertificated air carrier service is preferred by the service/traveler,
 - (3) noncertificated air carrier service is more convenient for the service/traveler, or

* (4) the only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 U.S.C. §40102).requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
- e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

- (1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or
 - (2) extend travel time by at least 6 hours or more; or
 - (3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
- h. The order-issuing official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case by case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***
- k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).
- l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if noncertificated service was used (56 Comp. Gen. 216 (1977)).
- m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a noncertificated carrier is available which does not require travel at those hours (the traveler may travel by noncertificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp. Gen. 629 (1977)).
3. **Nonavailability Documentation.** When the order-issuing official determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a noncertificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel orders and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

*a. **General.** Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines:

- (1) when U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;
- (2) when U.S. flag air carrier service is not available at origin or an interchange point, noncertificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

*(3) when schedule selection leaves the traveler at a location from which there is no choice but to use non-certificated air service between the CONUS or non-foreign OCONUS location, and a foreign OCONUS location, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par.U3125-C4a. when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (*schedules are for illustrative purposes only and do not reflect actual airline schedules*):

Schedule I
Monday/Tuesday/Thursday/Saturday/Sunday

	City	Time	Air Carrier
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Foreign
Arrive:	Stuttgart	1410	

Schedule II
Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III
Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Schedule IV
Daily (except Saturday)

	City	Time	Air Carrier
Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

6. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part or all of the trip, the transportation cost on the foreign air carrier *is not payable* (41 CFR §301-10.143).

U3130 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial ship transportation may be directed for transoceanic travel only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents may have travel by car ferry authorized/approved as specified in par. U5116-C3. Without authorization/approval, reimbursement is based on constructed air transportation costs.

B. Authorization To Use Commercial Ship. Commercial ships use may be authorized/approved by the order-issuing official when:

1. the travel can be completed only by ship;
2. the travel can be performed more economically or efficiently by ship; or
3. competent medical authority certifies that the traveler is medically unable to use air transportation and ship transportation is the only reasonable alternative.

C. Accommodations on Ships. Members who travel by ship shall use least costly first-class ship accommodations. More costly first-class ship accommodations may be used only as permitted in par. U3130-D.

D. Authorization/Approval for More Costly First-Class Ship Accommodations Use

1. Authorization/Approval. Except for travel using Coast Guard funds, use of more costly first-class accommodations under the circumstances specified in par. U3130-E may be authorized/approved by the order-issuing official. The Commandant/Vice Commandant of the Coast Guard must authorize/approve more costly first-class accommodations when Coast Guard funds are used.

2. Requirements. Authorization for more costly first-class ship accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

E. More Costly First-Class Ship Accommodations Use. More costly first-class accommodations may be authorized/approved only when:

1. least costly first-class accommodations are not available;
2. necessary to accommodate a member's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. More costly first-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7251-D and U7252-B to accompany an attended traveler when the attended traveler is authorized more costly first-class accommodations use and requires the attendant's service en route;

3. there are exceptional security requirements. Examples are:
 - a. a member whose use of least costly first-class accommodations would entail danger to the member's life or Government property;
 - b. agents of protective details accompanying individuals authorized to use more costly first-class accommodations; and
 - c. couriers and control officers accompanying controlled pouches or packages.

F. U.S. Registry Ship Use

1. General. U.S. flag ships shall be used except as provided in pars. U3130-F2 and U3130-F3 (46 U.S.C. §1241 (a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. flag ship cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, May 1, 1978).
2. U.S. Flag Ship Use Impracticable. When U.S. flag ships use would seriously interfere with/prevent the performance of official business, the order-issuing official may authorize/approve foreign flag ship use. Documentation required by par. U3125-C4 explaining why U.S. flag ship use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
3. U.S. Flag Ship Unavailable. When U.S. flag ships are not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. U3125-C4 is used explaining why U.S. flag ships are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
4. Determination Required. The authorizations/approvals referred to in pars. U3130-F2 and U3130-F3 must not be based on inconvenience in securing transportation on U.S. flag ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

U3135 TRAIN TRANSPORTATION

A. Policy. Except as noted in this paragraph, members who travel by train must use coach-class accommodations. When adequate reserved coach accommodations are available, order-issuing officials shall require that those accommodations be used to the maximum extent possible. For overnight travel, members shall use slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. First-Class Train Accommodations Use

1. Authorization/Approval. Under the circumstances specified in par. U3135-C, the transportation officer may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. The Commandant/Vice Commandant of the Coast Guard must authorize/approve first-class accommodations use.
2. Requirements. Authorization for first-class train accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

C. Circumstances. First-class accommodations may be authorized/approved only when:

1. advantageous to the Government and no coach-class train accommodations are reasonably available. For the purpose of this paragraph, reasonably available means available and scheduled to leave within 24 hours of the member's proposed departure time, or scheduled to arrive within 24 hours of the member's proposed arrival

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

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

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

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

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

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Gov't funded travel to FEML, Emergency, COT and R&R leave locations and TDY ordered while on leave is considered official travel and therefore contract fares may be used to and from these authorized leave locations (see pars. U7200-A2, U7205-C, U7206, U7207-D3, U7300-C3 and U4105).***

Example:

Travel authorization states the official travel itinerary as:

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Eddie Murphy
Contract Specialist
703/305-3376
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Ms. Andrea Dingle
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703/305-6190
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PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

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U4305	Actual Travel Time
U4310	Travel by Government Conveyance Directed
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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-B4g.

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

A. General. A member is entitled to reimbursement for meals and/or quarters as provided in par. U4510-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 <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.
2. Meals. If the order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as prescribed in subpars. U4125-A3b(1)(a)3 or (b)3 based on the per diem rate as prescribed in Appendices B or D for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

*U4520 MISCELLANEOUS EXPENSES

A. General. Travelers are authorized reimbursement for necessary travel and transportation-related expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passport and visa fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel (Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable.);

NOTE: Travelers ordinarily travel on the no-fee passport. However, when travel on official orders is to or from high threat areas or high risk airports (see Appendix N) by commercial air and travelers are authorized to obtain and use regular fee passports, fees for such passports are reimbursable. Those traveling solely by military air or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.

5. taxes on lodging (except when MALT PLUS for POC travel is paid) in ***the United States and non-foreign OCONUS areas***, limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the amount of taxes on \$55, which is the maximum authorized lodging amount);

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 authorized 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 ***salary*** checks/drafts); and

c. airport transit, service 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. CTO service and processing fees;

8. transportation-related tips for taxis, limousines, and courtesy transportation;

9. public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

10. customary tips for handling ***any baggage*** at transportation terminals; and

11. 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.***)

B. TDY Travelers. In addition to those expenses listed in par. U4520-A, reimbursable expenses for TDY travelers include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);

2. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) to and from the terminal (see par. U3320);

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

4. authorizing/order-issuing official authorized/approved expenses for:

a. services, including associated equipment needed for 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 (used for official business) at a hotel/other place;

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 (see par. U3015-C);
 - 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.***;
 - l. expedited charge card delivery (*effective 1 May 2001*);
5. Certain laundry/dry-cleaning expenses
- a. The cost incurred during TDY travel (*not after returning to/arriving at 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.;
6. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes; and
8. customary tips for handling Government property at terminals and hotels.
- C. PCS Travelers. Members are authorized the expenses listed in par. U4520-A for PCS travel. In addition to those expense listed in par. U4520-A, the member is authorized reimbursement for:
- 1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);
 - 2. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels; and
 - 3. when dependents travel without the member MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, when POC used to and from the transportation terminal.

***U4525 NOT USED**

U4535 REGISTRATION FEES

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

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

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

PART G: DISLOCATION ALLOWANCE (DLA)

<u>Paragraph</u>	<u>Contents</u>
U5600	Purpose
U5605	Definition of Terms <ul style="list-style-type: none">A. Member With DependentsB. Member Without Dependents
U5610	Eligibility <ul style="list-style-type: none">A. Member With DependentsB. Member Without Dependents
U5615	Determining Amount Payable <ul style="list-style-type: none">A. GeneralB. Dependents Authorized to Relocate in Connection With PCS but Delay Their Travel
U5620	Fiscal Year Limitation on Payment of DLA <ul style="list-style-type: none">A. GeneralB. Application of Fiscal Year Limitation on Payment of DLA
U5630	Factors Affecting Entitlement <ul style="list-style-type: none">A. GeneralB. Special Categories DLA AuthorizedC. Special Categories DLA Not AuthorizedD. Relocation of Household Incident to Alert NotificationE. Entitlement When a Member Married to a Member is Transferred to a New PDS

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

<u>Paragraph</u>	<u>Contents</u>
U5700	Purpose
U5705	Entitlement
U5710	Time Limitations
U5715	Temporary Quarters
U5720	Reimbursement <ul style="list-style-type: none">A. Member Married to MemberB. Per Diem Rate UsedC. Maximum ReimbursementD. Reimbursement ExampleE. Reimbursement Computation
U5725	Advance of Funds

PART I: PET QUARANTINE

<u>Paragraph</u>	<u>Contents</u>
U5800	Purpose
U5805	Pet Quarantine Reimbursement

PART J: EARLY RETURN OF DEPENDENTS

<u>Paragraph</u>	<u>Contents</u>
U5900	Dependent Travel <ul style="list-style-type: none">A. GeneralB. Official SituationsC. National InterestD. Personal Situations and Travel of Dependents in CONUS When Disciplinary Action is Taken Against Member Stationed OCONUSE. Divorce of Annulment
U5905	HHG Transportation <ul style="list-style-type: none">A. From Other Than the U.S. Due to Official SituationB. National InterestC. From OCONUS Due to Personal Situations and in CONUS When Disciplinary Action is Taken Against a Member Stationed OCONUS
U5910	POV Transportation <ul style="list-style-type: none">A. OCONUS Dependent Transportation AuthorizedB. Dependent Currently at an Appropriate Destination – Orders Not IssuedC. Ex-Family Members' Travel Incident to Divorce or AnnulmentD. Dependents' Return to OCONUS Areas AuthorizedE. Entitlement on Next PCS
U5915	Mobile Home Transportation <ul style="list-style-type: none">A. GeneralB. Member Assigned to Full PCS Weight Allowance AreaC. Member Assigned to Administrative Weight Restricted Area

expense, the member shall not be reimbursed for transportation costs. If the directed Government conveyance is not available in time to comply with the orders, see par. U5105-B or U5105-C.

B. Common Carrier. Each Service may issue regulations prescribing conditions under which order-issuing officials may direct members traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement) to use common carriers. The regulations must indicate the Service exigencies that require such action. In the absence of such regulations, orders directing common carrier transportation are without effect. Ordinarily, travel is directed by Government-procured transportation. *If the member fails to travel by the directed mode and that mode is available in time to comply with the orders, the member shall not be reimbursed for transportation costs.*

C. Members Traveling Together Under Orders Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the orders. The guidelines and considerations in directing TDY in Chapter 4, Part A also apply for PCS. Members shall not be reimbursed for transportation costs. Necessary transportation (including sleeping accommodations, if available and required) must be furnished by the Government. Quarters and meals (by meal tickets (par. U5018), or otherwise) should be provided by the Government. No per diem or AEA is payable. If meals and/or quarters are not furnished, reimbursement is authorized for occasional meals and quarters in the same manner as for members on TDY under par. U4510. Most members pay the food cost without operating expense for Government meals and are not reimbursed this amount under occasional meals.

D. Transportation Mode Directed to First Duty Station Upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations authorizing order-issuing officials to direct in travel orders the use of Government transportation or common carriers and meal tickets for travel of enlistees, reenlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. *If a member fails to travel by the mode directed in the member's orders and that mode is available in time to comply with the orders, the member shall not be reimbursed for transportation costs.* When the directed mode is not available, reimbursement is authorized. In such cases, a member traveling by POC is entitled to reimbursement at the applicable MALT rate for the official distance of the ordered travel and a member who procures common carrier transportation at personal expense is entitled to reimbursement under par. U3110 or U3115, as applicable. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government or Government-procured transportation and meal tickets are used, the member is entitled to reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F.

E. When Foreign Government Transportation Is Directed or Used. *When transportation, under the terms of a contract or agreement between the United States and a foreign government and at no cost to the United States or the member, is directed and available but the member travels by a different mode, the member shall not be reimbursed for transportation costs. When a member uses transportation furnished by a foreign government on a complimentary basis, there is no entitlement to transportation allowance for that portion of the travel.*

*U5109 MISCELLANEOUS REIMBURSEMENT

For reimbursement of miscellaneous travel expenses incurred during a PCS move, see Chapter 4, Part F and Chapter 5, Part I..

U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED

A. Rate. The per diem rate for the new PDS and the procedure in par. U4125 are used for PCS travel when transportation is personally procured (par. U5105-C), furnished in kind, or Government procured (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for that day is the stopover or TDY location rate. M&IE for the arrival day at the new PDS is the new PDS rate whether or not there is a stopover. **NOTE:** *See par. U5113-D when the new PDS is a ship.*

B. Partial Days of Travel. The 75% rate in par. U4125-A3a applies to the days of departure and arrival at PDSs, designated places, or COT leave locations when lodgings-plus per diem is payable. If travel begins and ends on the

same day, per diem is 75% of the appropriate M&IE rate (par. U4125-A3). MALT PLUS per diem always is paid in whole days (see par. U5105). Whenever PCS travel is completed on a single calendar day with more than one leg of a journey involved (par. U3010), and at least one leg is performed by POC, the member is entitled to per diem as in par. U4125.

C. Travel Time. When a member takes leave in connection with a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location where the ship is boarded. If the ship is at sea, then the last place departed is the “new PDS rate.” The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS Nimitz homeported in Bremerton, WA. Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.
2. A member travels PCS from NAS Jacksonville, FL, to USS Carr, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS Carr arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.
3. A member travels PCS from USS Enterprise to USS Normandy, both of which are away from their homeports. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. (This does not preclude per diem under par. U5120-F.)

U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as specifically provided in pars. U5116-B and U5116-C, members traveling on PCS orders that neither direct a transportation mode nor specify that the members is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are entitled to:

1. the applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;
2. transportation by available Government aircraft or vessel, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and
3. the applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under par. U5116-A1 and/or U5116-A3, see par. U5413.

B. When Land Travel Only Is Involved. Except as specifically provided in par. U5116-C, a member on PCS orders not involving transoceanic travel (see Appendix A) is entitled to the applicable allowances prescribed in par. U5105 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

- a. personal travel under par. U5116-A;

C. Professional Books, Papers, and Equipment (PBP&E). A member is authorized PBP&E transportation, when the member certifies the PBP&E as necessary for official duty. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E. Articles which lose their identify as PBP&E are HHG, if otherwise qualified.

NOTE: PBP&E must be declared at origin and identified on the inventory

Effective 10 November 1998

D. Additional Consumable Goods. A member, assigned to a PDS designated in Appendix F, Part I is entitled to transportation of consumable goods in addition to the authorized HHG weight allowance. The consumable goods must be for the personal use of the member and/or dependents. OCONUS locations and their consumable goods weight allowances are contained in Appendix F, Part I. Instructions for adding a location to the list are contained in Appendix F, Part II.

E. Certain Articles Involving a Weight Additive. When HHG include an article (such as a boat or trailer in excess of 14 feet) for which a weight additive is assessed by a carrier (as prescribed in the applicable tariff), the weight additive is added to the shipment’s actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. In instances when an article that involves a weight additive also requires special packing, crating, and handling, the member is responsible for these expenses.

F. Excess Costs for Transportation of Boats as HHG. The following examples outline the method to determine excess cost, using various rates available from MTMC that might arise in connection with the movement of a boat.

NOTE: The various Government ‘rates’ in the examples are used strictly for the examples and should not be used for actual calculations.

***EXAMPLE 1**

Member on PCS from San Diego, CA, to Washington, DC (2,595 miles).

Member is 0-6 with a weight allowance of 18,000 lbs.

Member transports HHG weighing 12,000 lbs. (net less 10%) and a boat (no trailer) weighing 20,000 lbs. (includes weight additive, see par. U5310-D).

The lowest usable applicable Government rate (MTMC’s D-X or discount rate plus the MaxPac rate) for HHG transportation of 18,000 lbs. between authorized points is \$69.65/cwt.

The MTMC one-time-only (OTO) rate for movement of boat between authorized points is \$5,000.

EXCESS COST COMPUTATION

STEP 1:

Government’s Maximum Transportation Cost Liability. Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat’s actual weight plus any weight additive(s).

NOTE: If the sum exceeds the member’s authorized weight allowance, multiply the lowest usable applicable Government rate, times the member’s maximum weight allowance.

HHG transported (net less 10%)		12,000 lbs.
Weight of boat and additive(s)		+ 20,000 lbs.
Total weight of HHG and boat (including additive(s))		32,000 lbs.*
* Exceeds member's maximum weight allowance		
Member's maximum weight allowance (18,000 lbs. = 180 cwt)	180 cwt	
Times lowest usable applicable Government rate	x \$69.65/cwt	
Gov't's maximum transportation cost liability	\$12,537.00	

STEP 2:

Actual HHG Transportation Cost.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable Government rate, times the weight of HHG actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		\$ 5,000.00
Weight of HHG actually transported (12,000 lbs. = 120 cwt)	120 cwt	
Times lowest usable applicable Government rate	X 69.65	\$ 8358.00
Total		\$13,358.00

STEP 3:

Compare the results of STEPS 1 and 2.

In this case, the cost in STEP 2 is less than the cost in STEP 1.

The member owes for excess:

Total STEP 2	\$13,358.00
Less STEP 1	- \$12,537.00
Difference (if negative amount enter zero)	\$ 821.00
Additional accessorial costs member owes (lift on/off charges)	+ \$ 300.00
Total cost member owes for transportation	\$ 1,121.00

EXAMPLE 2

Member on PCS from Scott AFB, IL, to Andrews AFB, MD (790 miles).

Member E-6 (with dependents) with a weight allowance of 11,000 lbs.

Member transports HHG weighing 8,000 lbs. (net less 10%) and a 17' bass boat and trailer weighing 2,800 lbs. (includes weight additives, see par. U5310-D).

The lowest usable applicable Government rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 11,000 lbs. between authorized points is \$39.05/cwt.

The MTMC OTO rate for movement of boat/trailer between authorized points is \$900.

EXCESS COST COMPUTATION

STEP 1:

Government's Maximum Transportation Cost Liability.

Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight plus any weight additive(s).

NOTE: If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable Government rate, times the member's maximum weight allowance.

HHG transported (net less 10%)		8,000 lbs.
Weight of boat and additive(s)		+ 2,800 lbs.
Total weight of HHG and boat (including additive(s))		10,800 lbs.*
*Does not exceed member's maximum weight allowance		
Weight of HHG actually transported (10,800 lbs. = 108 cwt)	108 cwt	
Times lowest usable applicable Government rate	X \$ 39.05/cwt	
Gov't's maximum transportation cost liability		\$ 4,217.40

STEP 2:

Actual HHG Transportation Cost.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable Government rate, times the weight of HHG actually transported, other than a boat.

***PART I: PET QUARANTINE**

U5800 Purpose

Pet quarantine reimbursement is for PCS moves with an effective date on or after 4 December 2000.

U5805 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.

CHAPTER 6 EVACUATION ALLOWANCES

PART A: AUTHORIZED OR ORDERED MOVEMENTS OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

U6000 REFERENCES

1. Title 37, U.S.C. 405a.
2. DoD Directive 3025.14, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," November 5, 1990.
3. (For DoD Services) DoD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A)).
4. (for Coast Guard) COMDTINST M7220.29 (series), "U. S. Coast Guard Pay Manual."

U6001 GENERAL INFORMATION

*A. **General.** An evacuation, as defined in par. U6002-C, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, denial or revocation by host government of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude). The evacuation applies to:

1. both command and noncommand sponsored dependents who, at the time the evacuation is authorized or ordered, are residing at (or in the vicinity of) the member's PDS;
2. command sponsored dependents who are en route to the member's PDS (or vicinity of the member's PDS) to establish a residence with the member;
- *3. student dependents who are authorized to travel to the member's PDS under par. U5243-D;
4. a dependent who resides at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, if a departure of dependents is authorized or ordered by competent authority from the duty station at which or in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority; and,
5. dependents of a member assigned to an OCONUS PDS who dies before the dependents are evacuated from the PDS or while the dependents are in an evacuation status from there.

When a member whose dependent(s) are receiving evacuation allowances dies, the evacuation allowances shall continue for the dependent(s) in the same manner as if the member had not died.

NOTE: Title 37 U.S.C. 405a, the statute pertaining to evacuation of dependents, does not apply to uniformed members. Uniformed members who are ordered to depart an area being evacuated must be either in a TDY or PCS status.

B. **Funding.** The Joint Plan for DoD Noncombatant Repatriation contains the fund cites chargeable for evacuation allowances for dependents of members of each of the DoD Services. Questions relating to fund cites should be addressed to the proponent of the Joint Plan: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; telefax numbers: DSN 223-2708 or COML (703) 693-2708 for unclassified material; phone DSN 227-2186, COML (703) 697-2186.

C. Payments of Evacuation Allowances. The allowances authorized by this Part may be paid to the following individuals:

1. the member's evacuated command sponsored dependent spouse;
2. any command sponsored dependent at least 18 years of age or older if at a different location than the spouse or when there is no spouse present;
3. the member (as the natural guardian) for command sponsored dependents who are under 18 years old; or
4. the member's dependent spouse, any dependent at least 18 years of age or the member (as the natural guardian) under the circumstances described in par. U6001-A4.

NOTE: *Dependents are entitled to evacuation allowances only if they actually evacuate their homes.*

D. When Payments of Allowances May Be Made. Allowances authorized in this Part may be paid beginning on the date one of the officials described in par. U6003-A1 or U6003-A2, authorizes/orders an evacuation.

U6002 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location selected by the evacuated dependents, as the place where they should establish a permanent residence when it has been determined by competent authority that their return to the PDS should not take place or is not expected to take place in the near future. Command sponsored dependents transported to a designated place incident to an evacuation are expected to establish a permanent residence there as soon as practical.

B. Evacuated Dependent. A dependent (as defined in Appendix A) who:

1. at the time of the evacuation, is residing in a command sponsored or noncommand sponsored status at the member's PDS or in its vicinity;
2. is command sponsored but temporarily absent from the member's PDS or its vicinity;
3. is a command sponsored dependent en route to the member's PDS or its vicinity for the purpose of establishing a residence with the member;
- *4. is a student dependent who, had it not been for the evacuation, would have traveled to the member's PDS under par. U5243-D, but who instead travels (or converts the current location) to a safe haven or designated place; or,
5. resides at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, if a departure of dependents is authorized or ordered by competent authority from the duty station at which or in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized or ordered movement of dependents from a specific OCONUS area, when authorized or ordered by the appropriate authority indicated in par. U6003-A. Evacuation refers to movement or departure from one area to another (both areas may be in the same city or country, or each may be in a different city or country).

D. Safe Haven. A location within or outside the United States named in the evacuation order, or subsequent modification to that order, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the overseas PDS or proceed to a designated place. If CONUS is named in the evacuation order as the safe haven, evacuees, upon arrival at the port of debarkation in CONUS, must select the exact safe-haven location within the CONUS safe haven to which they shall travel at Government expense.

U6003 RESPONSIBILITIES**A. Authorizing or Ordering an Evacuation**

1. Foreign Areas. The decision to evacuate dependents from a foreign area rests with the State Department. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants ***NOTE: The authority of the Secretary of Defense does not apply to noncombatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DoD, 14 July 1998). If timely communication with the State Department is not possible or there is no State Department presence in the area concerned, the Commander of the Combatant command or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing or ordering an evacuation of the area. The Department of Defense (USD(P&R) DSN: 225-0711, Comm: (703) 695-0711) is primarily responsible for the evacuation of dependents at the U.S. Naval Base, Guantanamo, Cuba (DODD 3025.14, 5 November 1990).

2. Non-Foreign Areas. The following officials are responsible for authorizing or ordering an evacuation of the dependents of uniformed service personnel from non-foreign OCONUS areas :

- a. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN 225-0711, Comm (703) 695-0711), for the dependents of DoD components, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Transportation;
- b. The Secretary of Transportation, or the Secretary's designated representative (Commandant (G-WP) Comm (202) 267-1652), for the dependents of Coast Guard personnel;
- c. The Secretary of Health and Human Services, or the Secretary's designated representative, for the dependents of Public Health Service personnel;
- d. The Secretary of Commerce, or the Secretary's designated representative, for dependents of NOAA personnel;
- e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependents of members of their respective Services (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Transportation);
- f. The head of a DoD component (see definition in Appendix A) or designated representative;
- g. The commander of a U. S. installation (see definition in Appendix A) or Coast Guard District Commander (for the dependents of Coast Guard personnel) or designated representative; and
- h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to Safe Haven or Designated Place. The anticipated length of an evacuation is the key to determining if dependents should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve to the extent that the evacuated dependents can return to the member's PDS, dependents are evacuated to a safe haven. If circumstances are not expected to improve, dependents are evacuated to a designated place.

1. Designation of Original Safe-Haven Location. The original safe-haven location is normally designated by the Department of State, in coordination with DoD. The only exception is that DoD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or from non-foreign OCONUS areas. If CONUS is named in the evacuation order as the original safe haven,

evacuees select an exact safe-haven location in CONUS for themselves to which they shall travel at Government expense.

2. Designation of Alternate Safe-Haven Location. For DoD Services, the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) has the authority to authorize/approve an alternate safe haven for evacuated dependents and to authorize/approve transportation at Government expense from one safe haven to another safe haven when circumstances warrant. For non-DoD Services, that authority is vested in the Secretarial Process. For all Services, Secretarial Process may authorize/approve an alternate location within a safe haven for evacuated dependents and transportation at Government expense thereto when circumstances warrant.

3. Designating an OCONUS Designated Place. The Secretary concerned or designated representative must authorize/approve an OCONUS designated place.

C. Termination of Safe-Haven Status and Directing Dependents to Select Designated Place. For DoD Services, USD(P&R) has responsibility to determine when evacuated dependents at a safe haven must select a designated place and move thereto, or select their safe haven as their designated place. For non-DoD Services, that authority is vested in the Secretarial Process.

D. Termination of Evacuation Status. For DoD Services, USD(P&R) has responsibility to terminate evacuation status and to authorize the return of dependents to the overseas duty station. For non-DoD Services, that authority is vested in the Secretarial Process.

U6004 TRANSPORTATION OF DEPENDENTS

A. General. This paragraph provides for the necessary relocation of dependents incident to an evacuation, to include dependents of a member assigned to an OCONUS PDS who dies before or during an evacuation of that PDS. Entitlements for transportation of dependents under this paragraph are the same as those authorized for PCS. The accompanied baggage allowed in connection with such dependent travel is limited to the free checkable baggage allowed by the carrier. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting in the capacity of the transportation officer in the area being evacuated, or the order-issuing authority, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when deemed necessary by the circumstances.

*B. Command Sponsored Dependents and Student Dependents at OCONUS PDS at Time Evacuation Authorized or Ordered. Command sponsored dependents and student dependents authorized to travel under par. U5243-D, who are at or in the vicinity of the member's PDS when the evacuation is authorized/ordered, are authorized transportation to a safe haven or to a designated place if competent authority directs the travel. Dependents are residing in the PDS vicinity when they reside in the foreign country or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependents and commutes to the PDS from a place located in an adjacent country (except the United States), the dependents also are residing in the vicinity of the member's PDS. A dependent, who was moved at Government expense to the member's OCONUS PDS and who became age 21 at the PDS is a dependent for transportation under this subparagraph. Further, such dependent, and any dependent transported under this subparagraph who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. U6004-I1a.

C. Dependents Residing at or in Vicinity of Overseas Station (Other Than Member's Duty Station) at Time Evacuation Authorized or Ordered. Dependents who reside at or in the vicinity of a member's former duty station following the assignment of the member elsewhere, or who reside at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, when an evacuation of the duty station where the dependents reside is authorized or ordered, are entitled to transportation to a safe haven or to a designated place if such travel is directed by competent authority. A dependent, who was moved at Government expense to the member's former duty station or a duty station (other than the duty station of the member) and who became 21 years of age is a dependent for transportation under this subparagraph. Further, such dependent, and any dependent transported under this subparagraph who turns 21 years of age at the safe haven or designated place while the member is serving at the overseas PDS, is a dependent of the member while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated.

D. Dependents Temporarily Absent From Member's PDS When Evacuation Authorized or Ordered

1. Command Sponsored Dependents Temporarily Absent From Member's PDS When Evacuation Authorized or Ordered. Command sponsored dependents, who have established a residence at or in the vicinity of the member's OCONUS PDS but who are temporarily absent from the PDS for any reason (to include student dependents attending dormitory schools overseas away from the member's PDS) when the evacuation is authorized or ordered, shall be retained in a safe-haven status at the place they are located when the evacuation is authorized or ordered or will be furnished transportation to another safe haven or a designated place, whichever is considered appropriate by competent authority. Only one departure is permitted an evacuee under an evacuation order. Any subsequent evacuation order for the same locality will apply only to evacuees departing under that subsequent order.

*2. Student Dependent Attending School in United States When Evacuation Authorized or Ordered. When a dependent is attending school in the United States and the member is entitled to transportation or reimbursement therefore for that dependent to the PDS under par. U5243-D, the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. U5243-D. If the student dependent joins other family members at the safe haven or designated place, the student dependent is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the student dependent is the member's only dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the student dependent is authorized transportation to and from the exact safe haven location within CONUS that the student dependent or member selects. Such transportation has no effect on the student dependent travel entitlement between the school and the member's OCONUS PDS under par. U5243-D.

*E. Command Sponsored Dependents and Student Dependents En Route to Member's OCONUS PDS When Evacuation Authorized or Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command sponsored dependents, or student dependents traveling under par. U5243-D:

1. with a port call for the travel to the member's PDS or with official authorization to travel to the member's PDS on personally procured transportation subject to reimbursement by the Government (i.e., it was not intended to issue a port call for that travel by dependents), and
2. who have disestablished their residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS,

*must be requested to remain where they are located (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. For dependents with port calls, the official issuing the port call must ascertain the appropriate course of action to take in each case from the headquarters of the member's Service and furnish timely notification to the dependents concerned. For dependents without port calls, the authorizing/order-issuing official of the member's Service determines the appropriate course of action to take in each case and furnishes timely notification to the dependents concerned. The dependents are authorized transportation from the place they received notification of the evacuation to the safe haven or designated place, whichever is considered appropriate by the official implementing the State Department evacuation instructions. A dependent, who has disestablished a residence after receipt of a port call or official authorization to travel to the member's OCONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. Dependents who have neither received a port call nor official authorization to travel to the member's PDS are not entitled to any transportation under this Part. (See par. U6005-F for per diem payable.)

F. Command Sponsored Dependents and Student Dependents at Safe Haven Ordered or Authorized to Move to Another Safe Haven or to Designated Place. When competent authority directs or authorizes a command sponsored dependent or student dependent evacuated to a safe haven under this paragraph to move from that safe haven to another safe haven or to a designated place, transportation of the dependents will be authorized to that new safe haven or designated place.

G. Noncommand Sponsored Dependents. Noncommand sponsored dependents at the member's OCONUS PDS when the evacuation is authorized or ordered will be authorized transportation to a safe haven or designated place, whichever the authority authorizing or ordering the evacuation considers appropriate. Noncommand sponsored dependents who are en route to, but have not yet arrived at, the PDS when the evacuation of dependents is authorized or ordered, are not entitled to any transportation under this Part.

H. Allowances for Escort for Dependent(s) Incapable of Traveling Alone Due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6004-H2 are payable to a member, a U.S. Government civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under this Part who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by this subparagraph may be paid in advance.

2. Travel and Transportation Allowances

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

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

c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Government civilian employee, whose travel is authorized as an escort for a dependent(s) under this subparagraph, will be issued invitational travel orders (see Chapter 7, Part T and for persons to whom orders are issued by the Coast Guard, the Department of Transportation Travel Guiding Principles, DOT 1500.11 (series)). Individuals designated to travel as escorts are entitled to travel and transportation allowances in the same manner as authorized for U.S. Government civilian employees.

I. Subsequent Entitlement to Transportation of Dependents When Evacuation Status Canceled for Member's PDS

1. Command Sponsored Dependents and Student Dependents

a. Transportation to Member's PDS. When the situation at the OCONUS PDS permits, for the DoD Services, USD(P&R) will authorize evacuated dependents who are command sponsored dependents or student dependents to travel to the member's OCONUS PDS. For the non-DoD Services, that authority is vested in the Secretarial Process. When that authority has been granted, command sponsored dependents at a safe haven or designated place will be authorized transportation to the member's current OCONUS PDS provided the member has at least 60 days remaining in the tour at the OCONUS PDS on the date the dependents are scheduled to arrive there. If less than 60 days remain in the member's tour on the date the dependents are scheduled to arrive, transportation from the safe haven or designated place, as applicable, to the member's overseas PDS shall not be allowed unless authorized by the Secretarial Process. Transportation so authorized shall not exceed transportation from the safe haven or designated place, whichever applies. A dependent evacuated to a safe haven or designated place under par. U6004-B, who had become 21 years old at the overseas PDS before the evacuation, or who turned 21 years old while at the safe haven or designated place, shall be considered the member's dependent for the purpose of return transportation to the member's overseas PDS under this subparagraph.

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

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

When two or more command sponsored dependents travel together by POC, only the operator of the POC is entitled to the allowance in par. U6004-I1b(4). Per diem or reimbursement for meals and lodging are not authorized in connection with this travel.

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

U6005 PER DIEM ALLOWANCES FOR COMMAND SPONSORED DEPENDENTS AND STUDENT DEPENDENTS

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

NOTE:

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

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

B. General

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

U4125 apply to evacuated command sponsored and student dependents. Because many such evacuated dependents stay with friends or relatives while at a safe haven, it is noted that the rule in par. U4125-A1d applies to them. That is, if an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative. This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command sponsored and student dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in par. U6005-G). The availability or use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Per diem allowances payable under this paragraph may be paid in advance as prescribed in par. U6013-A.

2. Termination of Entitlement. Entitlement to allowances:

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

If not terminated under par. U6005-B2a or U6005-B2b above, per diem allowances authorized in this paragraph will terminate on the date the member detaches/departs from the PDS from which the evacuation of dependents was authorized or ordered except when:

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

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

1. the place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6004-D or par. U6005-F to a safe haven or designated place;
2. a member's OCONUS PDS to a safe haven or designated place;
3. one safe haven to another safe haven;
4. a safe haven to a designated place, or;
5. a safe haven or designated place to return to member's OCONUS PDS; the per diem allowance payable to
 - a. 12 years of age or over is equal to that payable to members traveling on TDY, computed under par. U4125 using the lodgings plus method;
 - b. under 12 years of age is not to exceed one half of the amount payable to members traveling on TDY.

*D. Per Diem Allowances While at Safe Haven

1. Per Diem Allowance Payable. Command sponsored dependents and student dependents in an evacuation status are authorized per diem allowances for 30 consecutive days beginning on the date the dependents arrive at the safe haven. Student dependents in evacuation status who join the evacuated command sponsored dependents at the safe haven are authorized per diem allowances for any of those 30 days the command sponsored dependents are authorized per diem. The per diem allowance is computed as shown in examples in par. U6005-G, in

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

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

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

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

sent via message to

PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

or sent via telefax to

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

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

2. Per Diem Allowances When Movement to Another Safe Haven Directed or Authorized. Competent authority may direct the movement of command sponsored and/or student dependents from one to another safe haven. Per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized for any period beyond that authorized in par. U6005-1. When dependents are directed to move from one to another safe haven (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), per diem allowances as prescribed in par. U6005-D1 for not to exceed 180 consecutive days begins again on the arrival date at the new safe haven. If at the dependents or member request

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

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

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, per diem for the travel day(s) is paid under par. U6005-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes command-sponsored dependents to return, per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized beyond the period authorized in par. U6005-D1.

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

- a. the maximum 180-consecutive-day period authorized in par. U6005-D1,
- b. the date dependents depart the safe haven for the designated place (or convert the safe haven to the designated place), or
- c. the expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services.

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

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

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

- c. starts attending classes at school,

whichever occurs earliest.

7. Per Diem Allowances When Away From Safe Haven. Command sponsored dependents at a safe-haven location, and student dependents at the safe-haven location under par. U6005-D6, who are absent from the safe haven for personal reasons, are entitled to a continuation of per diem allowances during such absences provided:

- a. they do not join the member to establish a residence (or occupy the old residence) at the PDS, and
- b. student dependents (at the safe haven under par. U6005-D6) do not depart the safe haven to return to school to resume class attendance there.

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

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

1. dependents who move to a designated place are authorized per diem as in par. U6005-D.
2. dependents who convert their safe haven to a designated place, or student dependents who converted the location of their school to a designated place, are authorized per diem as in par. U6005-D, except for those

- (1) member's PDS, or
 - (2) member's or dependents' location when notified of the personal emergency.
- b. Authorized destination points are:
- (1) an international airport in a nonforeign OCONUS area; or
 - (2) any other OCONUS location, as determined by the Secretarial Process.

U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT

1. Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are authorized round-trip (*if applicable*) personal emergency transportation between the TDY/unit location or ship and the:

- a. PDS,
- b. homeport, or
- c. other location.

2. Space-required Government transportation must be used if reasonably available, otherwise transportation arrangements are made through the CTO the same as if traveling on TDY.

3. Transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the transportation cost between the TDY/unit location and the PDS or homeport.

4. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's transportation cost to the PDS directly from the other location is limited to the balance of the transportation cost from the TDY/unit location to the PDS not used under item 3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

5. The locations listed in par. U7206, item 1 above are official travel locations (including par. U7206, item 1c other location) to and from which available contract city pair fares may be used

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.

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

*A. Policy. FEML policy is established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19.

B. Eligibility

1. Members. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEML if they:

- a. are command sponsored, and

b. reside with the member at the FEML PDS.

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking *IPCOT assignments* are entitled to additional FEML trips based on the above table.

2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.

3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from these alternate locations is official travel and contract city pair fares may be used.

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) *before* the indicated recertification date.

E. Transportation

CHAPTER 9
STATION ALLOWANCES

PART A: DEFINITIONS

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U9102	Concurrent Payment of OHA and TLA
U9103	OHA Entitlement Incident to PCS Between PDSs in Close Proximity
U9104	OHA Continuation Following Member's Death
U9105	Determining Monthly Rent <ul style="list-style-type: none">A. GeneralB. Sharers
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U9107	MIHA <ul style="list-style-type: none">A. GeneralB. MIHA Rules and Information
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- U9109 OHA Entitlement for a Member Without Dependents**
- A. General
 - B. Noncommand Sponsored Dependents in Vicinity of PDS
- U9110 OHA Entitlement for Members With Dependents**
- A. Member Paying Child Support Assigned Government Quarters
 - B. OHA Reduction
 - C. Dependents Arrive Before Member at or in Vicinity of a PDS Outside the United States
 - D. Dependents Are Not Permitted to Accompany Member
 - E.. No-Cost Low-Cost PCS Move
- U9111 Members Occupying Government Trailers or Rental Guarantee Housing**
- U9112 Geographic OHA Locations**
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- U9114 Submission of Housing Reports**
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- A. General
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- U9116 Advance Payment of OHA and Interim OHA**
- A. Entitlement
 - B. Amount
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 - D. Advance Rent Currency Rate Protection
- U9117 Station Allowances for Members of the Reserves**

PART B2: COST OF LIVING ALLOWANCE (COLA)

<u>Paragraphs</u>	<u>Contents</u>
U9150	COLA A. Purpose B. Allowances Payable
U9151	COLA Start/Stop A. Start B. Stop C. Secretarial Extensions
U9152	Concurrent Payment of COLA and TLA A. General B. COLA Paid and Not Deducted from TLA C. COLA Paid But Deducted from TLA
U9153	COLA Entitlement Incident to PCS Between PDS in Close Proximity
U9154	COLA Entitlement for a Member Without Dependents A. Government Mess Availability B. Leave Periods

1. is entitled to dependent transportation;
2. is ordered to a PDS at which an accompanied-by-dependents tour may be elected, and
3. elects to serve an unaccompanied tour but is accompanied or joined by dependents;

is not entitled to OHA when available Government quarters are not occupied based on the presence of noncommand-sponsored dependents in the PDS vicinity. If the member changes the election and agrees to serve the accompanied tour, par. U9110 applies from the date dependents are command-sponsored.

U9110 OHA ENTITLEMENT FOR MEMBERS WITH DEPENDENTS

OHA is payable to a member with dependents at all times except as indicated in par. U9110-A or when Government quarters are assigned to, or occupied jointly by, the member and dependents.

A. Member Paying Child Support Assigned Government Quarters. A member with dependents authorized:

1. BAH-II at the with dependent rate (members who were assigned to Government quarters and receiving BAH-II at with dependent rate based solely on the payment of child support on December 4, 1991); or
2. BAH-DIFF;

solely because the member is paying child support is not entitled to OHA if the member is assigned:

1. Government quarters; or,
2. to sea duty and elects not to occupy assigned unaccompanied quarters, unless the member is in a grade above E-6.

B. OHA Reduction. BAH-II at the without-dependent rate for the member's grade is used to make the reduction in par. U9109-A when computing OHA for a member who is entitled to OHA at the without-dependent rate and is being paid:

1. BAH-II at the with-dependent rate;
2. BAH-II at the without-dependent rate plus BAH-DIFF; or
3. BAH-DIFF only (member in grade above E-5 assigned to sea duty who elects not to occupy assigned unaccompanied quarters).

C. Dependents Arrive Before Member at or in Vicinity of a PDS Outside the United States. When dependents arrive at or in the PDS vicinity outside the United States in advance of a member, OHA entitlement begins as indicated in pars. U9110-C1 and U9110-C2.

1. Old PDS Outside the United States. If the old PDS is outside the United States, OHA entitlement begins on the day one or more dependents arrive, except that OHA may not be paid for any day before the date PCS orders are issued.
2. Old PDS in the United States. Except as provided in par. U9301-D, entitlement begins on the day the dependents arrive, if on or after the effective date of the PCS orders, or the date a member departs the United States, whichever is later. ***NOTE: If a vessel having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the day of departure from CONUS.***
3. Homeport Changes. If a member:
 - a. is currently assigned to a ship or other fleet unit with an announced homeport change, or

- b. is in receipt of PCS orders to a ship or other fleet unit with an announced homeport change, and
- c. dependents are authorized travel to the new homeport,

the new homeport is the member's PDS for OHA purposes effective on the dependent's arrival date (65 Comp. Gen. 888 (1986)).

4. Amended PCS Orders Change PDS. When, before joining dependents at a PDS originally designated in PCS orders, a member receives amended PCS orders to a different PDS, OHA entitlement at the original location ends the day the dependents depart for the newly-designated PDS. OHA entitlement at the original location may not extend beyond 60 days after the effective date of the amended orders unless specifically extended through the Secretarial Process. OHA entitlement at the with dependents rate at the new PDS begins on the day dependents arrive.

Effective 8 August 2001

*D. Dependents Are Not Permitted To Accompany Member. If a member's dependents are not permitted to travel to the member's PDS at Government expense, the member is entitled to OHA at the without-dependents rate for the member's PDS if:

1. the member's dependents do not reside at or in the vicinity of the PDS; and
2. Government quarters are not available for assignment to the member.

The member also is entitled to an OHA at the with-dependents rate for the location where the dependents reside. If requested by the member, OHA may be paid for the member's last PDS location, if the Secretary concerned determines that the rate for the last PDS location is more equitable. ***NOTE: If dependents reside in the U.S., applicable housing allowances for the dependents are in DoD 7000.14-R, Volume 7a, Chapter 26, section 2601 for DoD members, and Service pay regulations for members of non-DoD Services.***

Effective 8 August 2001

*E. No-Cost Low-Cost PCS Move. If the member described in par. U9110-D (assigned to PDS "A") is later reassigned to a different PDS ("B") under conditions of a low-cost PCS or no cost transfer, OHA at the without-dependents rate for the member is based on the rate for the first PDS ("A") instead of PDS "B" if:

1. requested by the member, and
2. the Secretary concerned determines that it would be inequitable to base the allowance on the housing cost in the second PDS ("B") area to which the member is reassigned.

U9111 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING

Unless provided in Appendix K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of July 14, 1952 (66 Stat. 622) or Government owned trailers purchased under Sec. 408 of the Act of September 1, 1954 (68 Stat. 1126), or any other statute.

U9112 GEOGRAPHIC OHA LOCATIONS

The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in Appendix K, Part I, par. A. For specific OHA rates, select 'Rates,' 'Overseas Housing Allowances (OHA),' 'Appendix K Tables' on the PDTATAC website at: <http://www.dtic.mil/perdiem/>.

U9113 COMPUTATION DATA

OCONUS commanders, or their designated representatives, shall periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by Appendix M, or PDTATAC.

U9114 SUBMISSION OF HOUSING REPORTS

For submission of housing reports, see Appendix M

U9115 INTERIM OHA

A. General. A member who is required to procure non-Government family type housing before dependents arrive is entitled to OHA as a member with dependents for a period starting on the procurement date and stopping either 60 days later, or on the day before the day the dependents arrive in the PDS vicinity, whichever occurs first. The Secretarial Process may authorize/approve entitlement beyond the 60-day maximum when it is factually determined that delayed dependent arrival was for reasons beyond the member's control. Entitlement under this paragraph is not affected by assignment to or use of Government quarters. A member entitled to OHA under this paragraph is not thereafter entitled to TLA authorized in par. U9200. OHA as a member without dependents is not payable during the period a member is entitled to an allowance under this paragraph.

B. Conditions. The interim OHA is payable only when supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose, that the member:

1. has applied for dependent transportation to the PDS;
2. was required by an order or regulation of general application within the command to procure non-Government family-type housing as a condition precedent to the acceptance of the application; and
3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA

SEE APPENDIX K, PART II FOR DETAILED INFORMATION ON AREAS WITH RENTAL ADVANCE PROTECTION UNDER OHA.

A. Entitlement

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances and attendant issues.
2. Advance Rent of Less Than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see par. U9116-A2. below), security deposits, and/or MIHA-related expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
 - (a) law,
 - (b) local custom for everyone, including local nationals, or

(c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations where rental advances of 4 or more months may be paid must be authorized/approved by the PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Unified Commander to:

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

NOTE: Once a location is authorized by PDTATAC and listed in Appendix K, Part II as a country currently designated as authorized for rental advances, individual requests may be authorized by the Senior Officer in country or designee.

B. Amount. The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA, or interim OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed

1. the anticipated housing expenses, or
2. the OHA or interim OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment Within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.

2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's tour at the PDS.

*3. Advance Rent Repayment Postponement Until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

*4. Security Deposit Repayment Postponement Until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

*6. Currency Fluctuation Effects. Any loss due to currency fluctuations when liquidating advance security deposits shall be absorbed by the Service concerned. Any gains due to currency fluctuations shall be collected from the member. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U9116-D.

*7. Pay System Reporting of Monthly Rent. In countries where rate protection for advance rent, per par. U9116-D, has not been implemented, the monthly rent entered in the respective pay system when a member has taken an advance for rent should be entered in dollars.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. The protection is for losses incurred on or after July 1, 1997. PDTATAC has announced previously the countries receiving advance rent currency exchange rate protection for the period July 1, 1997 through November 16, 1997. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rent ceiling in effect at the time of the advance, or
2. any higher rent ceiling implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H3 regarding station allowances application to member of Reserve components called or ordered to active duty, or active duty for training.

**PART D: MISCELLANEOUS CONDITIONS AFFECTING
PAYMENT OF ALLOWANCES**

U9300 MEMBERS ASSIGNED TO SHIPS OR FLEET UNITS

A. Member With Dependents Assigned to Duty Aboard a Ship or Other Fleet Unit. A member with dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is entitled to receive the appropriate station allowances for a member with dependents when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependents have established a residence at or in the vicinity of the homeport. The applicable station allowances are payable in such cases even though the member is being fed, quartered, or both, in kind aboard ship or with the member's fleet unit. The rates payable are the rates applicable to the homeport of the ship or fleet unit. When determining the rates of station allowances payable, and the rules applicable under this Part, to a member assigned to a vessel or fleet unit whose dependents have established a residence at or in the vicinity of the homeport of such vessel or fleet unit, such homeport is considered as though it were the "member's duty station" or "PDS."

B. Member Assigned to Duty Aboard a Two-Crew Submarine (SSBN)

1. When Member Reports to Homeport Before Reporting on Board. When a member, assigned by PCS orders to a two-crew nuclear submarine (SSBN), reports to the homeport of the vessel, the member is entitled to station allowances. When determining the rates payable and the rule applicable, the homeport of the vessel is considered as though it were the member's PDS (see pars. U2200-C3 and U4102-I (57 Comp. Gen. 178 (1977))).

2. Member Without Dependents Ordered to TDY at Homeport. The payment of HA and COLA is authorized under Parts B1 and B2 to a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the OCONUS homeport of the vessel. When determining the rates payable and rules applicable in connection with HA and COLA under this subparagraph, the homeport of the vessel is considered as though it were the member's duty station. This subparagraph does not apply to entitlements other than HA and COLA (53 Comp. Gen. 535 (1974)).

C. Fractional COLA for Member Without Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is entitled to a fractional COLA as prescribed in par. U9156 when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974)).

D. Officer Without Dependents Assigned to Sea Duty-Quarters Become Uninhabitable (Not Applicable to Coast Guard Except When Operating as a Service in the Navy). An officer, without dependents and assigned to a ship or an afloat staff homeported OCONUS, is entitled to HA when quarters on board become uninhabitable due to overhaul and/or repairs and there are no Government quarters available ashore. A COLA is authorized when there is no Government mess available ashore or aboard ship. When determining the rates payable in connection with HA and COLA under this subparagraph, the rates applicable to the location of overhaul or repair of the ship shall apply (B-188481, June 13, 1978).

U9301 MEMBERS ORDERED PCS TO A DEPENDENT RESTRICTED OR UNACCOMPANIED TOUR

A. General. A member with dependents who is reassigned from an OCONUS PDS to a dependent restricted or unaccompanied tour at an OCONUS PDS may be authorized to receive station allowances as provided in this paragraph. Such authorization cannot be retroactive. A member who is reassigned from a PDS in CONUS to a PDS in a dependent restricted tour area or to an OCONUS unaccompanied tour is entitled to station allowances on behalf of dependents when the dependents move to a designated OCONUS location pursuant to pars. U5222-C3a, U5222-C4, U5222-D1b, U5222-D1c or U5222-D1d (68 Comp. Gen. 167 (1989)).

B. Reassignment from CONUS or from Overseas from Other Than a Dependent Restricted or Unaccompanied Tour to a Dependent Restricted or Unaccompanied Tour

*1. Dependents Remain in Vicinity of Old PDS (Includes Spouse Separated from the Service or Relieved from Active Duty After Effective Date of Spouse's PCS Order). A member on OCONUS duty, whose dependents are residing in the vicinity of the member's PDS at the time an order is issued reassigning the member to a dependent restricted or unaccompanied tour, is authorized station allowances for the old PDS in the same manner as if the member were present there for duty for the period dependents continue to reside in the old PDS vicinity, if authorized at a level specified by the Secretary concerned. The Secretarial authorization is not required if the PCS order states the member is scheduled to be assigned back to the old PDS to serve an accompanied tour immediately after completing the dependent restricted or unaccompanied tour. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or territory or possession of the United States as the old PDS, station allowances under this subparagraph may be approved at a level specified by the Secretary concerned if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS). In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country. See pars. U9110-D and U9110-E for OHA entitlement when dependents are not permitted to accompany the member.

2. Dependents Move to Designated Place. If dependents move to a designated place under par. U5222-C3a, U5222-C4b or U5222-C4c, or U5222-D1b, U5222-D1c or U5222-D1d, the member is entitled to station allowances (59 Comp. Gen. 353 (1980)) applicable to that designated place in the same manner as if the member were there present for duty. The payment must be supported by a copy of the dependent travel authorization and by the member's statement that the dependents have established a residence at the designated OCONUS place. This includes TLA when the member's PDS is reclassified from "other than an overseas dependent restricted" tour PDS to a "dependent restricted" tour. Entitlement to station allowances for the old PDS, if authorized under par. U9301-B1, shall not continue beyond the day before the date the dependents depart from the old station vicinity. Entitlement to station allowances authorized in Parts B1 and B2 and par. U9200 at the rates authorized for the designated place begin on the date the dependents arrive there.

3. Member Serves Dependent Restricted Tour at the First PDS. When a member serves a dependent restricted tour at the first PDS, entitlement to station allowances for dependents is based on locations described in pars. U5222-D1b, U5222-D1c, or U5222-D1d if the dependents have been authorized/approved to reside there through the Secretarial Process.

C. Reassignment from a Dependent Restricted or Unaccompanied Tour to Another Dependent Restricted or Unaccompanied Tour

1. Dependents Continue to Remain at Member's Prior PDS or Previously Designated Place. A member transferred between dependent restricted tour(s) or unaccompanied tour(s), where dependents do not move, continues to be entitled to station allowances on the same basis and under the same conditions as authorized in subpar. B1 or B2.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. A member transferred between dependent restricted tour(s) or unaccompanied tour(s) in which dependents are not permitted to establish a residence is entitled to the station allowances on the same basis and under the same conditions as authorized in par. U9301-B2.

D. Member's PDS Declared a Dependent Restricted Tour Area. When dependents are residing in the vicinity of member's PDS at the time such PDS is declared to be an area in which dependents may not reside, station allowances entitlement is as authorized in par. U9301-B2 or U9304, as applicable.

E. Entry Permission Withdrawn While Dependents en Route. If dependents are en route to a member's PDS, or to a designated place to which transportation of dependents at Government expense has been authorized, when the PDS is declared a dependent restricted tour area or further orders are issued assigning the member to another dependent restricted tour area, the member is entitled to the station allowances as a member with dependents prescribed in Parts B1 and B2 and par. U9200 for the place to which dependents are diverted, beginning on the day

EXAMPLE 2

Member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2100 miles shall be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.

Authorized reporting date	10 June
Actual reporting date	9 June
Less 1 day travel time	8 June
Add 1 day	9 June
Effective date of PCS order	9 June

***EMPLOYEE.** A civilian individual:

1. employed by an agency (as defined in this Appendix), regardless of status or grade;
2. employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. serving without pay or at \$1 a year (5 U.S.C. §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

FAMILY. See *DEPENDENT*.

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

***FIELD DUTY.** All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. the individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises

NOTE: Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate),, or

2. students are participating in survival training, forage for subsistence, and improvise shelter.

NOTE: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 U.S.C. §41102.

FOREIGN AREA AND FOREIGN COUNTRY.

Any area or country *other than*:

1. the United States, or
2. an area listed as a non-foreign area.

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized citizen of the U.S.; also, children of a foreign-born dependent spouse.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession are separate geographical localities.

NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the traveler.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE:*** A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in JFTR, par. U5320-D (Personally-procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp
NOTE: A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by or made available to them.;
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*8. Contractor Letter of Identification. DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government. ***Letters of identification/introduction should not contain any accounting information/data.***

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

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

SIGNATURE, Title and telephone number of Contracting Officer

APPENDIX E

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

****NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, NTE the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.***

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: _____

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

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

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

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

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

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

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

Example:

Travel authorization states the official travel itinerary as:

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

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

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

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

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

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

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

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

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

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

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

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

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

Mr. Eddie Murphy
Contract Specialist
703/305-3376
eddie.murphy@gsa.gov

Ms. Andrea Dingle
Contracting Officer
703/305-6190
andrea.dingle@gsa.gov

Mr. Thomas Uberto
Contracting Officer
703/305-7822
thomas.uberto@gsa.gov

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL

ACTIVE DUTY WITH PAY 1/

SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	par. T4030 applies	not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	par. T4030 applies	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030	not authorized if Gov't qtrs & mess available
Member commutes or AO determines member can commute	par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits	not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits
Active duty for less than 20 weeks at one location	par. T4030 applies	par. T4040 applies
Active duty for other than training, required by unusual or emergency circumstances or exigencies of Service, for 20 or more weeks	par. T4030 applies	par. T4040 applies

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve	not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

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

4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Government quarters for purposes of this table.

7/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
*Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home	1. *May be authorized reimbursement under par. T4040-F 2. 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.	not authorized
Travel from home/assigned unit to TDY Station	par. T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/ assigned unit to TDY Station	par. T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/ assigned unit to alternate site within the local commuting area	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit	not authorized
Standby Reserves voluntarily performing without pay	not authorized	not authorized

**Table is for informational purposes only. Entitlements are prescribed in par. T4045.*

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

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.

3/ Reservists on inactive duty for training who are not otherwise entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Entitlements for Reserve Component Personnel

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It's the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the entitlement maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also shall reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

*4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must guard tickets carefully.*** However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the CTO. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen transportation ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket. The traveler must return unused transportation tickets to the CTO.

5. Paying for Arranged Services and Getting Cash to Pay for Expenses While Traveling. The CTO shall charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO shall update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has

two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler shall not have to write a check to the travel card company for official expenses charged.

2. Getting it Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.
3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO shall determine the purpose of the travel (see JTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO shall have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

- a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.
- b. Options on use of contract flights. The CTO shall use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:
 - (1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;
 - (2) The contract carrier's flight schedule does not operate during normal working hours;
 - (3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;
 - (4) Rail service is available, 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; or

(6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program.

c. Authorizing Accommodations Above Coach Class. When mission requirements dictate, AOs may authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

- (1) Available coach class accommodations shall not allow timely mission completion;
- (2) A traveler’s documented medical condition requires use of premium class accommodations;
- (3) Security or exceptional circumstances make use essential to accomplish the mission;
- (4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
- (5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or
- * (6) The origin or destination is OCONUS, the scheduled flight time (including stopovers) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.*** (When premium class is authorized for this reason, the AO shall not authorize a rest stop en route or a rest period upon arrival at the duty site.)

****NOTE:*** When use of premium class other than first class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

- (1) No other accommodations are available within 24 hours of the traveler’s proposed departure or arrival time;
- (2) A documented medical condition of the traveler requires use of first-class; or
- (3) Exceptional security circumstances exist.

d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered “available” if:

- (1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- (2) Use of a U.S. flag carrier would require the traveler to wait six hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;

APPENDIX S*AUTHORIZED FEML LOCATIONS/DESTINATIONS**

The following are authorized FEML locations/destinations *for members (and their dependents) of the Uniformed Services only*:

Authorized FEML Location	Command Region	Authorized Destination	Recertification Due Date
Albania, Tirana	European	Frankfurt	31 July 2000
Argentina	Southern	Miami	31 May 2003
Armenia, Yerevan	European	Frankfurt	31 July 2000
Australia, Alice Springs	Pacific	Honolulu	31 August 2003
Australia, Exmouth	Pacific	Perth	31 August 2003
Australia, Learmonth	Pacific	Perth	31 August 2003
Azerbaijan, Baku	European	Frankfurt	31 July 2000
Bahrain	Central	Frankfurt	30 September 2002
Bangladesh	Pacific	Honolulu	31 August 2003
Barbados	Southern	Miami	31 May 2003
Belarus	European	Frankfurt	31 July 2000
Belize	Southern	Miami	31 May 2003
Bolivia	Southern	Miami	31 May 2003
Botswana	European	Frankfurt	31 July 2000
Brazil	Southern	Miami	31 May 2003
Bulgaria	European	Frankfurt	31 July 2000
Burma	Pacific	Honolulu	31 August 2003
Cambodia, Pnom Penh	Pacific	Honolulu	31 August 2003
Cameroon	European	Frankfurt	31 July 2000
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	31 July 2000
Chile	Southern	Miami	31 May 2003
China, Beijing	Pacific	Honolulu	31 August 2003
Columbia	Southern	Miami	31 May 2003
Cote d'Ivoire	European	Frankfurt	31 July 2000
Croatia, Zagreb	European	Frankfurt	31 July 2000
Cyprus	European	Frankfurt	31 July 2000
Democratic Republic of Congo	European	Frankfurt	31 July 2000
Djibouti	Central	Frankfurt	30 September 2002
Dominican Republic	Southern	Miami	31 May 2003
Ecuador	Southern	Miami	31 May 2003

Egypt	Central	Frankfurt	30 September 2002
El Salvador	Southern	Miami	31 May 2003
Eritrea, Asmara	Central	Frankfurt	30 September 2002
Estonia	European	Frankfurt	31 July 2000
Ethiopia, Addis Ababa	Central	Frankfurt	30 September 2002
Fiji	Pacific	Honolulu	31 August 2003
Georgia, Tbilisi	European	Frankfurt	31 July 2000
Ghana, Accra	European	Frankfurt	31 July 2000
Greece, Athens	European	Frankfurt	31 July 2000
Greece, Larissa	European	Frankfurt	1 January 2003
Guatemala	Southern	Miami	31 May 2003
Guyana, Georgetown	Southern	Miami	31 May 2003
Haiti	Southern	Miami	31 May 2003
Honduras	Southern	Miami	31 May 2003
Hong Kong	Pacific	Los Angeles	31 August 2003
India, New Delhi	Pacific	Honolulu	31 August 2003
Indonesia	Pacific	Honolulu	31 August 2003
Israel, Tel Aviv	European	Frankfurt	31 July 2000
Jamaica	Southern	Miami	31 May 2003
Jordan	Central	Frankfurt	30 September 2002
Kazakhstan, Almaty	Central	Frankfurt	30 September 2002
Kenya	Central	Frankfurt	30 September 2002
Kuwait	Central	Frankfurt	30 September 2002
Kyrgyzstan, Bishkek	Central	Frankfurt	30 September 2002
Latvia	European	Frankfurt	31 July 2000
Lithuania, Vilnius	European	Frankfurt	31 July 2000
Malaysia, Kuala Lumpur	Pacific	Sydney	31 August 2003
Mali, Bamako	European	Frankfurt	30 April 2002
Marshall Islands, Majuro	Pacific	Honolulu	31 August 2003
Mexico	Southern	San Antonio	31 May 2003
Moldova, Chisnau	European	Frankfurt	31 July 2000
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 August 2003
Morocco	European	Frankfurt	31 July 2000
Mozambique	European	Frankfurt	31 July 2000
Namibia, Windhoek	European	Frankfurt	30 April 2002
Nicaragua	Southern	Miami	31 May 2003
Niger, Niamey	European	Frankfurt	1 January 2003
Nigeria	European	Frankfurt	31 July 2000

Oman	Central	Frankfurt	30 September 2002
Pakistan	Central	Frankfurt	30 September 2002
Panama, Panama City	Southern	Miami	31 May 2003
Paraguay	Southern	Miami	31 May 2003
Peru	Southern	Miami	31 May 2003
Philippines, Metro Manila	Pacific	Honolulu	31 August 2003
Poland	European	Frankfurt	31 July 2000
Qatar	Central	Frankfurt	30 September 2002
Romania	European	Frankfurt	31 July 2000
Russia, Moscow	European	Frankfurt	31 July 2000
Rwanda, Kigali	European	Frankfurt	31 July 2000
Saudi Arabia	Central	Frankfurt	30 September 2002
Senegal	European	Frankfurt	31 July 2000
Singapore	Pacific	Sydney	31 August 2003
Skopje (Former Yugoslav Republic of Macedonia)	European	Frankfurt	31 July 2000
South Africa	European	Frankfurt	31 July 2000
Sri Lanka, Columbo	Pacific	Frankfurt	31 August 2003
Suriname	Southern	Miami	31 May 2003
Syria	European	Frankfurt	31 July 2000
Tanzania, Dar Es Salaam	European	Frankfurt	30 April 2002
Thailand, Bangkok	Pacific	Honolulu	31 August 2003
Thailand, Chiang Mai	Pacific	Honolulu	31 August 2003
Trinidad, Port of Spain and Tobago	Southern	Miami	31 May 2003
Tunisia	European	Frankfurt	31 July 2000
Turkey, Ankara	European	Frankfurt	31 July 2000
Turkey, Izmir	European	Frankfurt	31 July 2000
Turkmenistan, Ashgabat	Central	Frankfurt	30 September 2002
Uganda, Kampala	European	Frankfurt	31 July 2000
Ukraine, Kiev	European	Frankfurt	31 July 2000
United Arab Emirates	Central	Frankfurt	30 September 2002
Uruguay	Southern	Miami	31 May 2003
Uzbekistan, Tashkent	Central	Frankfurt	30 September 2002
Venezuela	Southern	Miami	31 May 2003
Vietnam, Hanoi	Pacific	Honolulu	31 August 2003
Yemen	Central	Frankfurt	30 September 2002
Yugoslavia	European	Frankfurt	31 July 2000
Zambia, Lusaka	European	Frankfurt	30 April 2002
Zimbabwe	European	Frankfurt	31 July 2000