

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 180

Alexandria, VA

1 December 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 December 2001 unless otherwise indicated.

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This change includes all material written in MAP Items 55-01(E) through 59-01(E) and 61-01(E) through 63-01(E).. Insert the attached pages and remove the corresponding pages. Remove pages U4D-3 and U9-v. This cover page replaces the Change 179 cover page.

BRIEF OF REVISION

These are the major changes made by Change 180:

U1040. Explains the 'Gainsharing Program' and clarifies that there is no known authority for such a program for uniformed personnel.

U4105-F. Makes clear that a traveler may only be paid for traveling to and from a leave location when the need for the TDY is unknown prior to the traveler's departure on leave. If the TDY is known prior to departure on leave, the traveler is only authorized reimbursement up to the constructive cost of direct travel from the PDS to the TDY location and return.

U5350-C. Clarifies that members both with, and without, dependents are authorized HHG shipment and/or NTS when assigned to unusually arduous sea duty.

U5466. Spells out that a member is eligible for POV storage upon entering an IPCOT if the IPCOT begins on/after 1 April 1997.

U7200-A3b. Provides examples of COT leave for clarification purposes. It shows an example of no cost constraint for COT leave because the distance is less from the PDS to the COT destination than to the HOR. It also shows an example of a cost restraint because the COT destination is further from the PDS than the HOR.

Appendix A. Clarifies that a horse trailer is not HHG.

Appendix O:

T4040-A1b and T4040-A1c; T4060. Indicates that, as prudent travelers, employees should check for and are encouraged to use Government quarters when TDY to a U.S. installation, even though they are not required to use such quarters and reimbursement for use of other than available Government quarters may not be limited to the cost of Government quarters. Also makes clear that there is authority to prescribe a reduced per diem, before travel begins, based on the cost of available Government quarters for TDY on U.S. installations.

Various Paragraphs. Consolidates information on travel time that applies to both PCS and TDY and moves the information to Chapter 3.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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**CHAPTER 1**  
**APPLICABILITY AND GENERAL INFORMATION**

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## CHAPTER 1

## APPLICABILITY AND GENERAL INFORMATION

**\*U1000 APPLICATION**

*This Volume contains basic statutory regulations concerning official travel and transportation of members of the Uniformed Services.* The regulations in this Volume pertain to travel and transportation and certain station allowances. These regulations are issued under the authority of 10 U.S.C. §2631 -2635 and Chapter 7, 37 U.S.C. *There may be circumstances when payment of certain allowances is prohibited. Those circumstances are stated. However, just because a prohibition is not stated does not mean that an entitlement exists or can be authorized.* All regular and reserve personnel, without regard to the Service to which they are assigned, are covered.

**\*U1005 NOT USED****U1006 COMPLEMENTARY REGULATIONS**

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

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

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

**U1010 IMPLEMENTATION**

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

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

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

**U1015 EXPENDITURE AUTHORITY**

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

**U1020 EFFECTIVE DATE OF REGULATION CHANGES**

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

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

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

**U1030 TERMINOLOGY**

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

**U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES**

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

**U1035 SPACE-AVAILABLE TRAVEL INITIATIVE (SPATI) FOR CHILDCARE TEST**

This paragraph applies to a test conducted by USTRANSCOM allowing members to travel in a space -available status to/from TDY to accompany dependents to/from long -term care providers in CONUS. This test applies to members:

1. permanently assigned to Azores, Okinawa and Aviano AB, Italy local area;
2. ordered to a CONUS TDY that is 30 days or longer;
3. with command sponsored dependent(s) who are unable to care for themselves (meaning children who are under the age of 19 or any dependent incapable of self care because of mental or physical incapacity);
4. who are sole caregivers for dependents; and
5. authorized to participate by their unit commanders.

Members authorized to participate in this test are allowed to travel space -available between their PDS and the CONUS and return to accompany their dependent(s). All travel must be arranged through the CTO as outlined in paragraph U3120. The member travels to and from the TDY location via the care provider's location to drop off/pick up the dependent(s). If the member must purchase other than space-available transportation to the port the member's reimbursement for travel and transportation is limited to the Government's cost for travel from the PDS directly to the TDY location and return to the PDS. If the member and dependent(s) are bumped from the space-available flight the member must contact the closest CTO and either 1) enter the space -required system and purchase space-required tickets for the dependent(s) from personal funds (Applies to OCONUS travel only. Space -required travel for dependants does not exist in CONUS.), or 2) use commercial tickets from the CTO and purchase tickets for the dependent(s) from personal funds. If the member travels space -available between the PDS and CONUS port, the member's reimbursement between that port and the TDY location and return is limited to the Government's cost for direct travel from the port to the TDY location and return to port. *There is no entitlement for travel and transportation allowances for the dependent(s).*

**U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM**

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12 -month period, each course being 20 or more weeks in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and
3. PCS versus TDY cost comparisons are considered before issuing orders.

**U1038 MEMBERS PARTICIPATING IN THE EDUCATIONAL LEAVE PROGRAM RELATING TO CONTINUING PUBLIC AND COMMUNITY SERVICES**

(See par. U7656)

**U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS**

Simplified travel entitlement rules in Appendix O govern TDY for DoD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS -Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS -Limited.

**\*U1040 GAIN-SHARING PROGRAM**

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. While authority exists in 5 U.S.C., Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

**U1045 GOVERNMENT QUARTERS USE/AVAILABILITY**

A. Quarters Available. Members are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a U.S. Installation. Availability/nonavailability documentation must be obtained per JFTR, par. U1045-C. Members should use adequate available Government quarters when TDY to a U.S. Installation; *however, when adequate Government quarters are available on that U.S. Installation and other lodgings are used, lodging reimbursement is limited to Government quarters cost.*

***NOTE: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: Government quarters are available only if use is directed in the order.***

B. Quarters Not Available. Government quarters are not available:

1. when a TDY/delay point is at other than a U.S. installation;
2. when an authorizing/order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
  - a. members attending service schools at an installation; and
  - b. officers in grades O-7 through O-10 who determine their own quarters availability;
3. during all periods of travel en route;
4. for any TDY/delay of less than 24 hours at one location;
5. when travel is in connection with a PCS:
  - a. when per diem is payable under MALT plus (par. U5105);
  - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
  - c. to a ship/afloat staff homeported OCONUS;
    - (1) and a member is accompanied by dependents authorized concurrent travel;

(2) and is put on TDY at the homeport while awaiting arrival of the ship/staff or onward transportation;  
and Government quarters are not available for the entire family; or

6. when a member is TDY at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (see par. U7551).

C. Travel Order/Voucher

1. Documentation. A travel order/voucher must document non -availability by:

- a. confirmation number provided by the Service's registration process;
- b. the date the member attempted to make reservations, and the phone number and name of the billeting office point of contact; or
- c. member certification that Government quarters were not available on arrival.

2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non -availability, the order -issuing authority must authorize/approve reimbursement for commercial lodgings.

**U1050 CONFERENCES/TRAINING AT THE PDS**

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 U.S.C., §404. For authority to pay related training costs at the PDS see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B -244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

**U1051 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS**

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each DoD component must take appropriate steps to strongly encourage members who use commercial lodgings while on official travel to stay at firesafe approved accommodations. Lodgings that have met the Government requirements are listed on the U.S. Fire Administration's internet site at: <http://www.usfa.fema.gov/hotel/index.htm>.

- G. Cost Comparisons
- H. Conference Site Selection
- I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation
- J. Advertisement or Application Form for Conference Attendance
- K. Selection of Attendees
- L. Conference Administrative Costs
- M. Conference Lodging Allowance
- N. Conference Lodging Allowance Approval Authority
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**U2555**

**Conference Attendance**

- A. General
- B. Authority
- C. Government Sponsored Conferences
- D. Non-Government Sponsored Conferences
- E. Registration Fees and Miscellaneous Expense
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**PART H: MILEAGE & MALT RATES**

**Paragraph**

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**U2600**

**TDY & Local Travel**

**U2605**

**PCS Travel**

- A. General
- B. PCS MALT Rates

**U2610**

**Converting Kilometers to Miles**

**U2615**

**Self-propelled Mobile Home**

## 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)).

***Effective 1 June 2001***

\*5. Frequent traveler benefits received for services paid for by the Government belong to the Government. These benefits may:

- a. be used for official travel and accommodation upgrades ( *not to first class*) if authorized/approved by the authorizing/order -issuing official based on Service regulations, but
- b. *not be used for personal travel or airline club memberships.*

***NOTE: The traveler must maintain records to be able to account for all Government-owned frequent traveler credits earned and used (67 Comp. Gen. 79 (1987)).***

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).

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

**PART A: APPLICABILITY AND GENERAL RULES**

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| U3002            | <b>Directing Transportation Mode</b>  |
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| U3105            | <b>Common Carrier Transportation Procurement</b>  |
| U3110            | <b>Reimbursement for Personally-Procured Common Carrier Transportation Incident to TDY</b><br>A. General<br>B. Government/Government -Contracted Transportation/in -house or CTO Available<br>C. Government/Government -Contracted Transportation/in -house or CTO Not Available<br>D. Transoceanic Travel -Government/Government -Procured Transportation Available<br>E. Transoceanic Ferry Fares<br>F. Other Reimbursable Expenses |
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- A. Travel Arrangement Requirements
  - B. Use of Travel Agent Not Under Government Contract (Non -Contract Travel Agent) or Direct Purchase from Common Carrier
  - C. Travel Agency Use to Obtain Transportation on Ships or Aircraft of Foreign Registry
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- U3125 Commercial Air Transportation**
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  - B. Class of Service
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- U3140 Unused Government-Procured Transportation Documents and Tickets**
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| U3310            | <b>POC Use on TDY (Not Advantageous to the Government)</b><br>A. Mileage Plus Per Diem<br>B. Orders Direct Specific Transportation Mode Use<br>C. Transportation by Mixed Mode   |
| U3320            | <b>POC Use to and From Transportation Terminals or PDS</b><br>A. Round-Trip Expenses Incurred for Drop -off or Pick-up at a Transportation Terminal<br>B. Expenses Incurred for Two One -Way Trips To and From a Transportation Terminal<br>C. Member Departs From PDS on TDY<br>D. Two or More Members Travel in Same POC |
| U3325            | <b>POC Use Between Residence and TDY Station</b>   |
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**PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE**

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| U3400            | <b>General</b>  |
| U3405            | <b>Basic Rules</b><br>A. Reimbursement for Miscellaneous Expenses<br>B. Separate Journey  |
| U3410            | <b>Taxicab/Limousine Service Use</b><br>A. To/From Transportation Terminals<br>B. Between Residence and PDS on Day Travel Performed   |
| U3415            | <b>Special Conveyance Use</b><br>A. General<br>B. Selecting a Rental Vehicle<br>C. Reimbursement for Special Conveyance Use<br>D. To/From Carrier Terminals<br>E. Between Duty Stations |

- F. Special Conveyance Use in and Around PDS or TDY Station
- G. Limited to Official Purposes

- U3420**                    **Bus, Streetcar, and Subway Use**
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- U3425**                    **Not Used**
- U3430**                    **Courtesy Transportation Use**

**PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION**

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| <b>U3505</b>     | <b>Travel in the PDS Area</b> <ul style="list-style-type: none"> <li>A. General</li> <li>B. Travel by Commercial Means</li> <li>C. Travel by POC</li> </ul>   |
| <b>U3510</b>     | <b>Travel at the TDY Location</b> <ul style="list-style-type: none"> <li>A. Points of Travel</li> <li>B. Conditions for Entitlement</li> <li>C. Travel by Commercial Means</li> <li>D. Travel by POC</li> </ul> |
| <b>U3535</b>     | <b>Travel Between PDS Duty Site and Residence</b>   |
| <b>U3540</b>     | <b>Vouchers and Supporting Documents</b>  |

## CHAPTER 3

### TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

#### PART A: APPLICABILITY AND GENERAL RULES

##### U3000 SCOPE

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

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

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

***\*NOTE: For the limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DoDD 4500.56, DoD Policy on Use of Government Aircraft and Air Travel, Enclosure 2.***

##### U3001 ALLOWABLE TRANSPORTATION EXPENSES

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

##### U3002 DIRECTING TRANSPORTATION MODE

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

##### U3003 AUTHORIZED MODES

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

**\*U3005 TRAVEL TIME**

A. Travel by Government Conveyance and/or Common Carriers on Government -Procured Transportation. Travel time for travel by Government conveyance (except Government automobile) and/or common carriers obtained by **Government-procured transportation** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Government automobile is computed under par. U3005-C.

B. Travel by other than Directed Mode. A member, directed to travel by an available specific transportation mode but who elects to travel by another mode, is limited to the actual travel time used, not to exceed the allowable travel time for the directed transportation mode.

C. POC. Generally, 1 day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed. This applies to travel by:

1. POC as advantageous,
2. special conveyance (vehicle) as authorized mode for TDY travel, and
3. Government vehicle

**\*U3006 TRAVEL SCHEDULE**

In determining a travel schedule, select the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of this paragraph. Consider:

1. duty hours;
2. duty requirements;
3. lodging availability at points of origin, destination or intermediate stops;
4. the need for onward transportation;
5. the traveler's comfort and well being; and
6. the traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

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

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

1. PDS,

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

**U3015 ACCOMPANIED BAGGAGE TRANSPORTATION**

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

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

C. Baggage Cost Payment

1. Excess Baggage Transportation Charges. Excess baggage transportation costs may be paid only when authorized/approved under par. U3015 -B. Excess baggage charges may be included in Government -procured transportation documents, or the member may be reimbursed for the charges.
2. Baggage Transfer. Itemized necessary baggage transfer expenses are reimbursable except when the member is receiving mileage.
3. Baggage Checking and Handling. Itemized baggage checking expenses are reimbursable except when the member is receiving mileage. See par. U4520 for reimbursement of baggage handling tips.

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

**PART B: TRAVEL BY COMMON CARRIER****U3100 GENERAL****A. Travel/Transportation Policy**

1. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation mode s. See pars. U3125 and U3130 for exceptions.
2. Travel Prudence. Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.
3. GSA City-Pair Air Fares. GSA city-pair air fares contracted through t he Contract City Pair Program are to be used for Government travelers whenever available. See par. U3145 -A for Contract City Pair Policy and Exceptions. City pair air fares must not be used for travel to/from non -official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as COT).
4. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to th e Government. Any additional expense is the traveler's financial responsibility.
5. Usual Routing. The authorizing/order -issuing official must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., pers onal travel detours from the usually traveled route) is the traveler's financial responsibility.
6. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.
7. Accommodations. Common carrier accommodations are addressed specifically in pars. U3125, U3130, and U3135, and apply to all official travel. Authorizing/order -issuing officials should consider physical characteristics and not just medical or disability reasons wh en recommending first -class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/acc ept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.
8. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125 -C or U3130-D.
9. Dependents' Seating. Each dependent is allowed a seat.

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

1. the member is responsible for all excess travel/transportation costs; and
2. constructed costs for each trip leg must be based on the non -capacity-controlled city -pair air fare, if available (not the capacity-controlled city-pair if both capacity-controlled and non -capacity-controlled fares are available).

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

**U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT**

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

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

A. General. A member may not be reimbursed for personally-procured transportation when a specific transportation mode is directed (as distinguished from authorized) to travel by a specific mode (Government/Government -procured, transoceanic or transportation furnished by a foreign government or Government contractor). Otherwise, the member is entitled to reimbursement of transportation cost as prescribed in pars. U3110-B through U3110-F. Reimbursement may not be more than the cost of accommodations prescribed in pars. U3125, U3130 and U3135. See Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U 3010), limits in pars. U3110-B and U3110-C must be reduced by its cost.

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

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

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

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

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

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

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

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

- 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 a 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-C) 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:

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

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

3. there are exceptional security requirements. Examples are:

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

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

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. AMTRAK Metroliner coach accommodations use is advantageous to the Government. Metroliner Club Service is first -class accommodations. First-class accommodations on extra -fare trains may be authorized/approved as provided in par. U3125 -C.

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

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

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in par. U3140 -A for the travel involved.

**U3145 CITY-PAIR PROGRAM**

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

A. Policy

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

- 1. Space or scheduled flights are not available in time to accomplish the purpose of travel (to include space for pets when associated with permanent duty travel, e.g., PCS - USCINCTRANS SCOTT AFB IL//TCJ4LT//091304Z JUN 00), or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip;

- \*2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U 3006);
- 3.. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor-issued charge cards, or through a centrally billed account;***
4. Rail service is available and that service is cost effective and consistent with mission requirements ;
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler ;
6. A through fare, special fare, commutation fare, excursion fare or reduced -rate roundtrip fare is available and;
- a. the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and
- b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

#### B. Scheduled Air Carriers

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

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

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

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

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

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

**PART C: TRAVEL BY GOVERNMENT CONVEYANCE****U3200 GOVERNMENT CONVEYANCE USE ON TDY**

A. Limited to Official Purposes. Use of a Government conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

B. Reimbursable Expenses. Reimbursement is authorized for allowable expenses incurred in operating a Government conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When Government supplies or facilities are not available, examples of allowable expenses are:

1. gasoline and oil;
2. parking fees;
3. repairs;
4. ferry fares;
5. bridge, road or tunnel tolls;
- \*6. trip insurance for travel in foreign countries (par. U4520-B2);
7. guards; and
8. storage fees.

\*C. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When TDY travel is directed and performed by Government conveyance, allowable travel time is computed under par. U3005-A.

D. PCS Travel by Government Conveyance. See par. U5108-A.

**U3210 AERO CLUB AIRCRAFT USE ON TDY**

A. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's cost for commercial transportation. When travel together by two or more travelers in Aero Club aircraft is authorized/approved, reimbursement to the operator (pilot) shall be the lesser of actual necessary expenses or the total commercial transportation costs to the Government for

the pilot and accompanying passengers. The accompanying passengers shall receive no payment for transportation in the Aero Club aircraft. Necessary expenses incurred include:

1. the hourly fee imposed by the Aero Club,
2. fuel charges if not reimbursable by the Aero Club, and
3. landing and tie-down fees (includes hangar in severe weather).

Authorization for travel by Aero Club aircraft must be in accordance with Service regulations.

B. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When travel orders do not direct travel by a specific transportation mode and the member travels by Aero Club aircraft, allowable travel time shall be the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

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

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

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

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

*POC use shall not be directed.*

C. Official Distances. See par. U2020

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

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

\*A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is a authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized mileage for the official ordered travel distance at a rate per mile for the POC type used. See par. U2600 for applicable mileage rates.
2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time computed under par. U3005-C.

B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed in par. U3305-A. However, actual transportation costs may be authorized/approved by the order -issuing official when advantageous under the provisions of par. U3300 -B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses shall be limited to the following for the POC type used:

1. privately-owned automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U452 0);
2. privately-owned aircraft: fuel, oil, parking fees, tie -down fees and hangar fees;
3. privately-owned boat or vessel: fuel, oil, and docking fees.

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

***NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §3701-3721).***

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

D. Mixed Mode Transportation . If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is entitled to the appropriate mileage plus per diem from par. U3305 -A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount may not exceed mileage plus per diem from par. U3305 -A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The authorizing/ order-issuing official may authorize/approve actual travel cost (mileage plus per diem from par. U3305 -A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in unusual circumstances.

### **U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)**

#### **A. Mileage Plus Per Diem**

1. Member Responsible for Paying POC Operating Expenses . If orders direct use of a specific transportation mode, see par. U3310-B. The member responsible for paying the operating expenses (i.e., the cost or portion of cost directly associated with POC use for official travel) is entitled to the lesser of:

\*a. mileage and reimbursable expenses as prescribed in par. U3305 -A1 for the official ordered travel distance plus per diem as prescribed in Chapter 4, Part B, for the actual travel time or the travel time computed under par. U3005-C, whichever is less; or

b. what it would have cost the Government had Government -procured transportation been used between the ordered points, plus per diem under Chapter 4, Part B, for the constructive travel time (including necessary delays) on the Government -procured transportation.

Constructive travel time is based on the carrier's required check -in time plus travel time from home, office, or the place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or the place travel actually ends. The constructive common carrier cost should be placed in the member's orders before the member departs the PDS.

2. Passengers Not Responsible for Paying POC Operating Expenses . If orders direct use of a specific transportation mode, see par. U 3310-B. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage, but is entitled to per diem as prescribed in Chapter 4, Part B, based on whichever of the following results in the lesser amount:

\*a. the lesser of the actual travel time or the travel time computed under par. U3005 -C, or

b. the constructive travel time for travel between the ordered points (including necessary delays) on Government -procured transportation.

Constructive travel time is based on the carrier's required check -in time plus travel time from home, office, or place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ends.

B. Orders Direct Specific Transportation Mode Use . When travel orders direct a specific transportation mode use, but the member travels by POC, payment of mileage is prohibited, unless the order -issuing official certifies that the mode directed was not available at the time and place required, and it was necessary for the member to use a POC.

C. Transportation by Mixed Modes. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier at personal expense, the member is entitled to the appropriate mileage plus per diem under par. U3305 -A for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount shall be limited to the cost had Government -procured transportation been used, plus per diem under Chapter 4, Part B, for constructive travel time for the distance of the ordered travel.

#### U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off or pick-up a member at a transportation terminal, the member responsible for paying POC operating expenses shall be paid mileage for the round -trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

B. Expenses Incurred for Two One-Way Trips To and From a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal and then from the terminal to a residence or duty station when the TDY is completed, a member responsible for paying POC operating expenses shall be paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

***NOTE: Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a member's short TDY is unexpectedly extended after departure), the order-issuing official may waive this cost limitation.***

C. Member Departs From PDS on TDY. When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC shall be paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

D. Two or More Members Travel in Same POC. When a member transports other members to or from the same transportation terminal, mileage is authorized for the additional distance involved. Only one member may be paid mileage for the same trip. A member who pays a parking fee at the terminal may be reimbursed ( ***the NOTE in par. U3320-B applies***).

#### U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

When POC use is authorized/approved as advantageous to the Government for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is entitled to reimbursement for the distance traveled between the residence and the TDY station

#### U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

Members who travel by POC for the entire journey and are paid mileage may not be reimbursed for:

1. fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and
2. transportation to or from carrier terminals (par. U3320).

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

#### U3340 POC USE IN AND AROUND PDS OR TDY STATION

For entitlements when a POC is used within or around a PDS and TDY station, see Chapter 3, Part F.

## **PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL**

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| <b><u>Paragraph</u></b> | <b><u>Contents</u></b>  |
|-------------------------|---|
| <b>U4300</b>            | <b>General</b>  |
| <b>U4305</b>            | <b>Actual Travel Time</b>   |
| <b>U4325</b>            | <b>Scheduling Travel</b> <ul style="list-style-type: none"><li>A. Early Departure</li><li>B. Scheduled Early Arrival</li><li>C. Travel During Normal Rest Hours</li><li>D. Rest Stops</li><li>E. Reduced Travel Fares Use</li></ul> |
| <b>U4330</b>            | <b>POC Travel</b>   |
| <b>U4335</b>            | <b>Special Conveyance Travel</b>  |
| <b>U4340</b>            | <b>Mixed Modes Travel</b>   |

## **PART E: GOVERNMENT MESS USE/AVAILABILITY**

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| <b><u>Paragraph</u></b> | <b><u>Contents</u></b>   |
|-------------------------|--|
| <b>U4400</b>            | <b>Government Mess</b> <ul style="list-style-type: none"><li>A. Mess Available</li><li>B. Mess Not Available</li><li>C. Travel Order/Voucher Documentation</li></ul> |

## **PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**

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| <b><u>Paragraph</u></b> | <b><u>Contents</u></b>   |
|-------------------------|--|
| <b>U4500</b>            | <b>General</b> <ul style="list-style-type: none"><li>A. Scope</li><li>B. Transportation Expenses Incurred in or Around a PDS or TDY Location</li></ul>                     |
| <b>U4505</b>            | <b>Communication Services</b>  |
| <b>U4510</b>            | <b>Reimbursement for Occasional Meals and Quarters</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Computation for Occasional Meals and Quarters</li></ul> |

|       |  |
|-------|--|
| U4520 | <b>Miscellaneous Expenses</b><br>A. General<br>B. TDY Travelers<br>C. PCS Travelers                          |
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**PART G: TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY**

| <b><u>Paragraph</u></b> | <b><u>Contents</u></b>  |
|-------------------------|---|
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**PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS**

| <b><u>Paragraph</u></b> | <b><u>Contents</u></b>  |
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| U4700                   | <b>General</b>  |
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| U4740                   | <b>Called (or Ordered) to Active Duty</b>   |

**PART B: PER DIEM ALLOWANCE****U4100 GENERAL**

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4125-A. *The per diem rate is determined based on the traveler's TDY location, not the lodging location.* If neither Government nor commercial quarters are available at the TDY location, see par. U4125-A. Per diem rates are prescribed at <http://www.dtic.mil/perdiem/pdrates.html>.

**U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED**

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. periods of necessary delay awaiting further transportation,
2. periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. periods of TDY directed in a PCS order,
- \*4. delays to qualify for reduced travel fares (see par. U4325 -E).

**U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED**

A. When Not in a Travel Status. A member is not entitled to per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200 -C).

B. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as leave or proceed time. **NOTE:** *A day used in a constructive travel computation for PCS mixed mode travel does not make that day a travel day (see par. U5160).*

C. When PCS MALT PLUS Is Payable. A member is not entitled to per diem for any day that PCS MALT PLUS is payable.

D. Travel or TDY Within PDS Limits. Except as authorized in par. U4105 -H, a member is not entitled to per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY or away from the PDS. For transportation entitlement see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102 -484, dated 23 October 1992.) Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: A member departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5 -15 August, and then signs in PCS to Ft. Polk on 31 August. The member is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY Within the Local Area of the PDS (Outside the PDS Limits). A member is not entitled to per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par U3500 -B, unless overnight lodging is

required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

F. Round Trips Within 12 Hours. A member is not entitled to per diem for TDY which is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under orders directing no/limited reimbursement (Part A) are not entitled to per diem except as noted in par. U4001. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not entitled to per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-Crew Nuclear Submarines. A member under PCS orders is not entitled to per diem after 2400 on the day the member assigned to a two-crew nuclear submarine (SSBN) arrives at the homeport of the vessel and no further travel is performed away from the homeport under those orders (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Vessel. A member is not entitled to per diem for any period of TDY or training duty aboard a Government vessel when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. The TDY training duty is considered unbroken when a member transfers from one Government vessel to another at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

K. Aboard Vessel Constructed by Commercial Contractor. A member is not entitled to per diem for the period aboard a vessel constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

L. Field Duty. A member on field duty is not entitled to per diem except when the:

1. senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge, and/or Government meals at no charge for enlisted members, were not available during stated periods of the field duty;
2. member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured.

M. TDY Aboard Foreign (Nongovernment) Vessel. A member is not entitled to a per diem allowance for any period of TDY aboard a nongovernment foreign vessel when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure therefrom. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a nongovernment foreign vessel, reimbursement for the cost of such quarters shall be made under par. U4510.

N. Member in Missing Status. A member is not entitled to per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

#### U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

A. TDY in Connection With Fitting -Out or Conversion of a Ship or Service Craft. A member, assigned to TDY in connection with fitting -out or conversion of a ship (or service craft) is authorized per diem during each fitting -out or conversion period. This period includes the day the ship is commissioned or service craft is placed in -service and day the ship is decommissioned or service craft is placed out -of-service. Per diem authorization ends on the date the member's assignment is changed from TDY in connection with fitting -out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship in connection with ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in - (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the Government.

#### B. Travel by U.S. or Foreign Government Vessel for 24 Hours or More

1. Member Not Charged for Meals. A member is not entitled to a per diem allowance when traveling aboard a U.S. or foreign government vessel when meals are furnished without charge, except on days of embarkation and debarkation if otherwise entitled thereto under par. U4105 -C.

2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government vessel, other than an oceangoing car ferry, of 24 hours or more as passengers (except those aboard for TDY or training) who are charged for meals shall be paid a per diem allowance equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

#### C. Travel, TDY Aboard Commercial Vessel or U.S. Government Vessel Totally Leased for Commercial Operation

Except for the day of arrival (day of embarkation) and the day of departure (day of debarkation), a member (including Coast Guard members performing inspection aboard U.S. merchant vessels) traveling on TDY aboard a U.S. Government vessel leased to and operated by a commercial company or a commercial vessel, other than an oceangoing car ferry, is entitled to a per diem allowance of \$6 per day. When the \$6 rate is not sufficient to meet the member's subsistence expenses, a per diem rate equal to the anticipated expenses may be authorized/approved. Such rate may not exceed \$25 and the order -issuing official should state in the orders the circumstances warranting the increased rate.

D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in <http://www.dtic.mil/perdiem/opdrform.html>, for a member of a unit deployed O CONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in <http://www.dtic.mil/perdiem/opdrform.html>, regardless of their OCONUS location and may be paid during periods which would otherwise be considered field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under, <http://www.dtic.mil/perdiem/opdrform.html>, calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no redelegations.

E. Member Dies While in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, mileage, or a MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death not to exceed the official distance of the ordered travel.

\*F. Ordered to TDY While on Leave. *This subparagraph applies only if the need for the TDY is unknown prior to the member's departure on leave.* If the TDY is known before departure on leave, the member is reimbursed actual travel expenses up to the constructed round-trip cost between the PDS and TDY location.

1. TDY at Leave Point. A member on leave away from the PDS, who receives a TDY order to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the order.

## 2. TDY at Other Than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the order is received, whichever applies), and the TDY location (see par. U3100-B). TDY allowances are payable at the TDY location.

b. Directed to Return to PDS upon TDY Completion. A member away from the PDS, who receives a TDY order at other than the leave point, is authorized transportation and per diem for travel from the:

(1) leave address (or place at which the order is received, whichever applies), to the TDY station (see par. U3100-B), and

(2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and transportation allowances for travel performed from the:

(1) old PDS to the leave address or to the place at which the order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and

(2) leave address or place at which the order is received, as applicable, to the TDY station; and

(3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

G. Orders Canceled While Member En Route to TDY Station. If TDY orders are canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY Within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. For transportation entitlements see Chapter 3.

## U4115 INTERNATIONAL DATELINE

Actual elapsed time is used rather than calendar days in computing per diem when crossing the International Dateline (IDL) (180<sup>th</sup> meridian). The IDL is a hypothetical line along the 180<sup>th</sup> meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960).)

## U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

A. General. Per diem computed under this Part is based on the lodgings-plus system. The total amount may not exceed the applicable locality rate. See par. U2510 concerning receipts.

### 1. Lodging Expense

The amount allowed for lodging expense is the amount incurred or the maximum amount prescribed in <http://www.dtic.mil/perdiem/pdrform.html> for lodging for the locality concerned, whichever is less. Lodging cost incurred for the use of other than Government quarters for any day on which Government quarters were available is reimbursed as prescribed in par. U1045.

***NOTE:***

*a. The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrform.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands) are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.*

**\*PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL****U4300 GENERAL**

When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem allowances or AEAs are payable for actual travel performed not to exceed the per diem or AEA that would have been payable if the directed transportation mode had been used. When the directed transportation mode is not available or the order does not specify any transportation mode, per diem or AEA is computed as though the transportation mode actually used was directed. ***However, the total per diem or AEA payable must not exceed that payable for constructed travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the orders and is more economical to the Government.*** In determining constructed travel, the transportation allowances are based on the carrier's required check-in time plus travel time from home, office, or place travel actually began, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ended.

**U4305 ACTUAL TRAVEL TIME**

When the actual travel time is less than the time allowable under this Part, the member's actual travel time is used for computation.

**U4325 SCHEDULING TRAVEL**

A. Early Departure. A traveler may depart early (see par. U4300) to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station. ***NOTE: The traveler should be advised that financial regulations may require that a brief statement explaining the early departure accompany the voucher.***

B. Scheduled Early Arrival. When travel is over a direct route by air to a TDY station, the departure may be scheduled to allow arrival at the TDY station 24 hours before work status begins without interruption of per diem or AEA authorization when:

1. the PDS and TDY stations are separated by four or more time zones;
2. at least one of the duty points is OCONUS; and
3. the itinerary does not involve any scheduled stopovers or planned delays in excess of 8 hours en route.

The time zones in which the origin and destination points are located must not be included in the four time zones separating the travel points (e.g., leave from time zone A, cross time zones B, C, D, and E and arrive at time zone F).

C. Travel During Normal Rest Hours. If par. U3006 cannot be followed, and there is a need for duty performance immediately upon arrival, the authorizing/order-issuing official may authorize/approve rest stops en route, or a rest period at the TDY location before reporting for duty if:

1. the traveler is not authorized premium class accommodations; and
2. it is necessary to schedule travel to begin at, near, or after the conclusion of the regularly scheduled duty hours and the conditions and circumstances in the case so warrant; or
3. the traveler is required to travel during normal sleeping hours; or
4. the scheduled flight time including stopovers exceeds 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.***

D. Rest Stops:

1. must not exceed 24 hours,
2. should not exceed a reasonable rest period plus delay needed to secure the earliest transportation to the authorized destination (transportation schedules or other conditions permitting), and
3. should be scheduled, to the maximum extent practicable, where free stopovers are permitted en route.

E. Reduced Travel Fares Use. When, to qualify for reduced travel fares, a commanding officer authorizes/approves a member staying at a TDY station longer than required by the assignment, per diem or AEA for the additional time is payable if:

1. the additional per diem or AEA cost is offset by the transportation savings, yielding an overall savings to the Government: and
2. the delay does not extend the time on TDY beyond the time when the member is required to be at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

**U4330 POC TRAVEL**

Transportation cost and travel time are computed in accordance with pars. U3305 and U3310.

**U4335 SPECIAL CONVEYANCE TRAVEL**

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3005-C.***

**U4340 MIXED MODES TRAVEL**

When travel is performed between any two points of a separate leg of a journey (par. U3405 -B) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305 -C or U3310-B.

**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 authorized reimbursement for meals and/or quarters as provided in par. U4510 -B when the authorizing/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. 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, U4102-K, and U4102-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 (bed-patient or inpatient);
- \*13. par. U7150-A1 (Reserve Component Travel); or
- \*14. 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);

**PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS****U4700 GENERAL*****Effective 1 April 1997***

\*This Part prescribes TDY HHG shipping and storage entitlements. For POV storage when member is TDY on a contingency operation, see Chapter 5, Part E.

**\*U4705 AUTHORIZING/APPROVING TDY HHG SHIPMENTS**

Carrier baggage limits may preclude a member from transporting necessary HHG items without cost. An authorizing/order-issuing official or commanding officer may authorize/approve shipment of HHG required for the member's personal comfort and well-being while on TDY.

**U4710 BASIC ENTITLEMENT**

A. Shipments In Addition to Authorized TDY Weight Allowance. When TDY, the following may be shipped in addition to the TDY weight allowances:

1. professional books, papers, and equipment (see par. U5310 -C), and
2. required medical equipment (see par. U5310 -K).

\*B. Weight Allowance. The maximum weight allowances in the following table do not include accompanied baggage transported free on a commercial ticket. They are the actual weight of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining the net weight of shipments for specific modes of transportation, see pars. U5335 -B, U5335-C, U5335-D, U5335-E, and U5335-F.

| <i>*TDY Weight Allowances (Pounds)</i>                                      |   |                                  |                         |
|---|---|----------------------------------|-------------------------|
| <b>Service and Grade 1/</b>   |   |                                  |                         |
| <b>Army, Air Force, &amp; Marine Corps</b>                                  | <b>Navy, Coast Guard, &amp; National Oceanic and Atmospheric Administration Corps</b> | <b>Public Health Service</b>     | <b>Weight Allowance</b> |
| <i>Officer Personnel</i>  |   |                                  |                         |
| General/General of the Army   | Admiral   | N/A                              | 2000 2/                 |
| Lieutenant General  | Vice Admiral  | Surgeon General                  | 1500                    |
| Major General   | Rear Admiral (upper half)   | Deputy/Assistant Surgeon General | 1000                    |
| Brigadier General   | Rear Admiral (lower half)/Commodore   | Assistant Surgeon General        | 1000                    |
| Colonel   | Captain   | Director                         | 800                     |
| Lieutenant Colonel/Warrant Officer (W-5)                                    | Commander/Warrant Officer (W-5)   | Senior                           | 800                     |
| Major/Warrant Officer (W-4)   | Lieutenant Commander/Warrant Officer (W-4)  | Full                             | 800                     |
| Captain/Warrant Officer (W-3)   | Lieutenant/Warrant Officer (W-3)  | Senior Assistant                 | 600                     |
| First Lieutenant/Contract Surgeon/Warrant Officer (W-2)                     | Lieutenant (Junior Grade)/Warrant Officer (W-2)                                       | Assistant                        | 600                     |
| Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1) | Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)                      | Junior Assistant                 | 600                     |
| <i>Enlisted Personnel</i>   |   |                                  |                         |
| E-9   | E-9   | N/A                              | 600 3/                  |
| E-8   | E-8   | N/A                              | 500                     |
| E-7   | E-7   | N/A                              | 400                     |
| E-6   | E-6   | N/A                              | 400                     |
| E-5/E-4 (Over 2 Years Service)  | E-5/E-4 (Over 2 Years Service)  | N/A                              | 400                     |
| E-4 (2 Years Service or Less)/E-3/E-2/E-1                                   | E-4 (2 Years Service or Less)/E-3/E-2/E-1   | N/A                              | 225                     |
| Aviation Cadet  | Aviation Cadet  | N/A                              | 400                     |
| Service Academy Cadet/Midshipman  | Service Academy Cadet/Midshipman  | N/A                              | 350                     |

1/ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the United States.

2/ The Secretarial Process may authorize additional weight up to 2,000 pounds for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

3/ The allowance for a member selected as a Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps is 800 pounds for travel orders issued after receiving notice of selection. It continues for the remainder of the military career.

- U5130 Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty with Readjustment or Separation Pay, Involuntary Separation, or Separation Under the VSI or SSB Program**
- A. General
  - B. Time Limitations
  - C. Recalled to Active Duty Before Selecting a Home
  - D. Recalled to Active Duty After Selecting a Home
  - E. Members on TDRL Who Are Discharged or Retired
  - F. Member Ordered to a Place to Await Disability Retirement
- U5155 Not Used**
- U5160 Allowable Travel Time Computation**
- A. General
  - B. Transoceanic Travel
  - C. Common Carrier at Personal Expense or Mixed Modes Travel
  - D. Elapsed Time is Less Than Authorized
  - E. Additional Travel Time
- U5165 Advance of Funds**

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

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U5215

**Factors Affecting Travel of Dependents**

- A. Members Attain Eligibility for Dependent Travel
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- C. Dependents Acquired on or Before Effective Date of Orders
- D. Effect of Changes in Ages or Dependency Status on Entitlements
- E. Orders Amended, Modified, Canceled or Revoked After Travel Begins
- F. Dependents Temporarily Absent from the Old PDS, Designated Place, or Safe Haven When PCS Orders Are Received
- G. Change of Station While on Leave or TDY
- H. Dependents En Route to the New PDS at the Time of the Member's Death
- I. Spouse Separates from the Service After the Effective Date of Member's PCS Orders
- J. Legal Custody of Children Changes After the Effective Date of PCS Orders

U5218

**Travel and Transportation Involving Old and/or New Non-PDS Location**

U5220

**Dependents Join or Accompany Member During TDY En Route**

- A. General
- B. Payable MALT Rate
- C. Per Diem

U5222

**Various PCS Orders**

- A. Called (or Ordered) to Active Duty
- B. Assigned to Foreign Service Colleges
- C. Ordered to an OCONUS Station to Which Dependents' Travel is Authorized
- D. Ordered on a Dependent -Restricted Tour, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- E. Reassigned OCONUS Before Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action
- F. Consecutive Overseas Tours (COTs)
- G. Consecutive OCONUS Tours for a Member With Noncommand Sponsored Dependents
- H. Transfer to, from, or Between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
- I. Change of Homeport for Vessels, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty
- J. Assigned to a Mobile Unit or Ship Based Staff
- K. Member Ordered to Hospital in CONUS
- L. Convicted Personnel Awaiting Completion of Appellate Review
- M. Ship Being Constructed or Undergoing Overhaul or Inactivation

U5225

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

- A. General
- B. Duty Station Erroneously Designated as HOR
- C. Separation from the Service or Relief from Active Duty to Continue in the Service
- D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks
- F. Member Serves Less Than Initial Prescribed Period of Service
- G. Time Limit
- H. Member Ordered to a Place to Await Results of Disability Proceedings
- I. Member Ordered to a College

**CHAPTER 5****PERMANENT DUTY TRAVEL****PART A: APPLICABILITY AND GENERAL RULES****U5000 SCOPE**

A. General. This Chapter prescribes a member's entitlements to personal and dependent travel and transportation allowances, HHG and POV transportation allowances, mobile home transportation allowances, DLA, and TLE allowance incident to a PCS. It also prescribes entitlements for travel and transportation of dependents, and for HHG, POV, and mobile home transportation under unusual or emergency circumstances, and various other situations not directly related to a PCS. For non PCS travel entitlements, see Chapter 7.

B. Travel Covered. This Chapter discusses the following types of PCS travel:

1. Transfer. Travel in connection with a transfer from one station to another for permanent duty.
2. Change in Homeport or PDS Location of a Unit. Travel in connection with a vessel's homeport or mobile unit's PDS location change.
3. Call to Active Duty. Travel from home or from the PLEAD to the first PDS upon:
  - a. appointment or re-appointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
  - b. reserve members being called (or ordered) to active duty (including duty for training) for 20 weeks or more at one station;
  - c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or
  - d. enlistment or induction into the Service (regular or during emergency).
4. Separation or Retirement. Travel from last PDS to home upon:
  - a. discharge, resignation, or separation from the Service under honorable conditions;
  - b. reserve members' release from active duty (including active duty for training) to which called for 20 weeks or more at one station;
  - c. transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
  - d. retirement; or
  - e. temporary disability retirement.
5. Travel (Other Than TDY) Not Directly Related to PCS Orders. In addition to PCS entitlements, this Chapter includes entitlements for travel and transportation of dependents, and for HHG, POV and mobile home transportation, under unusual or emergency circumstances, and other situations not involving a PCS.

**U5002 APPLICABILITY**

A. General. The provisions of this Chapter apply to PCS of all regular and reserve members.

B. Special Categories. The following special categories of personnel are entitled to PCS allowances as indicated:

1. cadets and midshipmen (see par. U7000),
2. applicants and rejected applicants of the regular service (see par. U7025),
3. reserve components (see par. U7150), or
4. members whose enlistment has been voided (see par. U7375 ).

C. Persons Not Covered. The following categories of personnel are not entitled to PCS allowances:

1. absentees and stragglers being returned to their PDSs (see par. U7400),
2. members discharged under other than honorable conditions (see par. U7500), and
3. prisoners (see par. U7451).

### U5012 PCS ALLOWANCES

A. General. Following is a general description of PCS travel entitlements. Parts B through H of this Chapter prescribe specific entitlements. Entitlements depend on the member's individual travel circumstances. Table 5-1 provides a general guide.

\*B. Member and Dependent Travel and Transportation Allowances . When a member must travel under an order, the Government either furnishes transportation, reimbursement, or a payment in lieu of transportation at rates prescribed in this Part. Generally, members select the transportation mode (i.e., airplane, train, bus, POC) for travel between the old and new PDSs. Sometimes an order directs a particular mode for the member but not the dependents. For travel time computation when a mode is not directed, see par. U5160. For authorized PCS travel reimbursements, see par. U5105; for travel to the first PDS, see par. U5108 -C. For dependents' travel and transportation, see Chapter 5, Part C.

C. HHG Transportation and Storage. A member directed to make a PCS is entitled to transportation and/or storage of HHG. A member's weight allowance depends on the member's grade and dependency status (see par. U5310 -B). The Service concerned may administratively limit the amount shipped. For example, an E -6 with dependents may ship 11,000 pounds of HHG, if the member is transferred between two CONUS PDSs. However, if the member is transferred to a "weight restricted" OCONUS PDS, only a portion of the member's PCS HHG weight allowance may be shipped. The remainder may be placed in NTS or transported to a designated place. Generally, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS; HHG precluded from shipment due to an administrative weight restriction are placed in NTS until the next PCS. PCS HHG transportation entitles a member to temporary storage, until the member arranges for a new permanent residence, unless prohibited. Temporary storage may be authorized at any combination of the point of origin, in transit, or at destination. See Chapter 5, Part D.

D. Unaccompanied Baggage Transportation . See Appendix A definition of baggage, unaccompanied. The Service concerned may limit unaccompanied baggage weight. See Chapter 5, Part D.

E. POV Transportation. A member ordered to make a PCS to, from, or between OCONUS PDSs, or upon official change in vessel's homeport or mobile unit's PDS location, may be authorized to have one POV , owned or on a long-term lease by the member or dependent(s) , shipped to the vehicle processing center serving the member's new PDS or other authorized place. The POV must be for the member's or dependents' personal use. There are some limitations, restrictions or prohibitions. See Chapter 5, Part E.

F. Mobile Home Allowances. A member ordered on a PCS, or the dependent of a deceased member entitled to HHG transportation, is entitled to any combination of the allowances in Part F for mobile home transportation, including temporary storage, from the old PDS to the new PDS or between other authorized points. Except as

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

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

***NOTE:*** *When residence relocation is unnecessary because the PCS is a short distance move, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.*

**U5105 TRAVEL AND TRANSPORTATION OPTIONS**

A. General. A member may elect to:

1. travel by POC (see par. U5105-B),
2. personally procure common carrier transportation (see par. U5101 -C), or
3. be provided transportation in kind (see par. U5105 -D),

except when:

1. travel is performed partly at personal expense and partly by Government -procured transportation and/or Government conveyance (see par. U5105 -E),
2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

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

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

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

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

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

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

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

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U 3010), entitlement is determined under par. U5105-E2.

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

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

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

**U5106 NOT USED**

**U5107 POC TRAVEL PROHIBITED**

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

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

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

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

member required to procure meals at personal expense outside the PDS limits shall be reimbursed for the meal(s) under par. U4510. When travel outside the TDY area is required, travel, transportation, and per diem allowances under Chapter 4, Part B, are authorized.

***NOTE:*** See par. U4102-D for TDY en route within the limits of the old or new PDS.

E. Orders Canceled, Amended or Modified En Route

1. Orders Canceled Returning Member to the Old PDS. If PCS orders are canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.
2. Orders Amended or Modified to Name a New PDS or En Route TDY Station. If PCS orders are amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which amended orders were received to the last -named new PDS. The amount payable is limited to travel from the old PDS to the last -named new PDS via any en route or added en route TDY locations and the first -named new PDS.

F. Orders Involving Units with Homeports or PDS Locations. PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, or personally drive the member's POC.

1. Homeport Changed. When a unit's homeport is changed, a member may be paid PCS allowances to the old homeport and then to the new homeport via any TDY stations(s). If the unit is at the old homeport, the member may be paid PCS allowances from old homeport to the new homeport and return to the unit via any TDY station. This travel must begin within 1 year from the effective date of the homeport change, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose homeport is changed, the PCS allowances accrue from the leave point to the new homeport via the old homeport, not to exceed the allowances payable from the unit's location when the member departed on leave to the new homeport via the old homeport (57 Comp. Gen. 198 (1977), 60 id. 561 and 564 (1981)).
2. PCS From a Unit When the Unit Is Away from Homeport/PDS. A member, ordered PCS while with the unit away from its homeport or PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old homeport/PDS and any TDY station(s).
3. PCS to a Unit When the Unit Is Away from Homeport/PDS. A member, ordered PCS to a unit that is deployed away from its homeport/PDS, may be paid PCS allowances from the old PDS to the new unit via its homeport/PDS and/or any TDY station(s).
4. PCS to a Unit Whose Homeport Change Has Been Announced and the Member Arrives Before or After the Effective Date of Homeport Change. A member, ordered PCS to a unit whose homeport change has been announced and who travels to the new homeport either before or after the effective date of the homeport change, may be paid PCS allowances from the old PDS to the unit via the new homeport and any TDY station(s) (60 Comp. Gen. 561 (1981)).
5. PCS to a Ship With a Homeport Assignment Effective Upon Commissioning. A member, ordered to a newly commissioned ship and the ship's announced homeport is different from the member's old PDS, may be paid PCS allowances to the old PDS (or homeport), then to the ship's announced homeport via any TDY stations, and then to the place where the ship is located. For two-crew ships, both crews may be paid these

allowances. This travel must begin within 1 year from the effective date of the ship's commissioning (60 Comp. Gen. 561 and 564 (1981)).

6. PCS From a Unit Undergoing a Homeport Change. A member, ordered PCS from a unit undergoing a homeport change and who detaches after the effective date of the homeport change, may be provided PCS allowances from the unit to the new PDS via the old homeport (or a designated place, if applicable) and any TDY station(s) (60 Comp. Gen. 562 (1981)).

7. Travel to/from a Place Other Than The New/Old Homeport. A member traveling under pars. U5120 -F1 through U5120 -F6, may be paid PCS allowances for travel via:

- a. a place other than the old homeport to the new homeport,
- b. the old homeport to a place other than the new homeport, or
- c. a place other than the old homeport to a place other than the new homeport.

Allowances shall not exceed those payable for travel between the locations authorized in the subparagraphs.

G. Travel to/from a Designated Place. A member, ordered on a PCS who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via the designated place,
2. the designated place via any TDY station(s) and then to the new PDS, or
3. any TDY station(s) via the designated place and then to the new PDS

but not for round-trip travel between a TDY station and designated place. On a subsequent PCS that results in relocation of dependents, the member may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via any TDY station(s) and/or the designated place; or
2. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place.

These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must travel to the designated place to assist:

1. in moving dependents,
2. dependents with HHG shipment, or
3. dependent transportation by POC.

(60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the effective date of the subsequent PCS and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up HHG or personal items, or to use the member's or dependent's POC for transportation.

\*H. Member Escorts Dependents to/from a Designated Place in Connection with a Unit PCS Move to/from an OCONUS Unaccompanied Tour.

1. CONUS PDS to OCONUS PDS. Unit members who are required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a

designated place, and return to the PDS before departure for the OCONUS PDS. These members are authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. U3005 -A) as if the travel had been performed by Government -procured transportation.

2. OCONUS PDS to CONUS PDS. Unit members who are required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. Members who do, are authorized round trip PCS allowances between the new PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructive travel time (par. U3005 -A) as if the travel had been performed by Government -procured transportation.

I. Member Ordered PCS from OCONUS PDS from Which Dependents Have Been Evacuated . A member, ordered on a PCS from an OCONUS PDS from which dependents were evacuated under par. U6004, may be paid PCS allowances for travel from the old PDS to

1. the new PDS via the designated place or safe haven, as applicable;
2. the designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;
3. any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or
4. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable;

but not for round-trip travel between a TDY station and a designated place or safe haven. These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must:

1. assist in the transportation of dependents and/or HHG,
2. pick up personal items, or
3. personally drive the member's POC.

Travel to a designated place must occur before the member completes PCS travel.

J. Unable to Travel With Member's Organization . A member, unable to travel to the new homeport/PDS with member's organization for reasons acceptable to the Service, but who later joins it under competent orders, is entitled to the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the orders do not contemplate return to the PDS.

L. Member Dies While En Route to New PDS . PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid shall not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel Over Other than a Usually Traveled Route . When ordered to travel over a route involving a higher cost to the Government on orders that are amended or modified while en route, a member is entitled to allowances over the ordered route.

**U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY SEPARATION, AND SEPARATION UNDER THE VSI OR SSB PROGRAM**A. General1. Travel in CONUS. A member on active duty, who:

- a. is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;
- b. has a break in service of at least 1 calendar day; and
- c. actually travels

is entitled to travel and transportation allowances prescribed in par. U5105 from the last PDS to the HOR or PLEAD, as the member elects. A member traveling to a different location is entitled to allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or
- b. is entitled to travel allowances under this paragraph to an OCONUS HOR or PLEAD; and
- c. has a break in service of at least 1 calendar day; and
- d. actually travels

is entitled to travel and transportation allowances under par. U5116.

3. Travel to and from Place of Separation. A member may travel to the HOR or PLEAD as the member elects from the last PDS via a separation station of the member's choice. The member is entitled to travel and transportation allowances up to the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity (see par. U1010 -B5). The member is entitled to the per diem or AEA appropriate for the separation station away from the PDS while undergoing separation processing.

4. Order Received at a Leave Location. When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is entitled to travel and transportation allowances under par. U5125 -A1 or U5125-A2, whichever applies, from the member's last actual or constructive place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see Appendix A.

5. Member Serves Less Than Prescribed Period of Service. A member:

- a. separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and
- b. whose period of active duty service at separation or relief from active duty is less than 90 percent of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, shall be provided only:

**\*U5160 ALLOWABLE TRAVEL TIME COMPUTATION**

A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. *A member reassigned between activities at the same PDS is allowed no travel time. See par. U5100 for proximity PCS.* The maximum travel time that may be allowed under this paragraph is that which would have been allowed under par. U3005-C had travel been performed entirely by POC. If PCS orders are amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's travel allowances. In cases involving two afloat units or an afloat unit and a shore activity, the unit's location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the Service concerned. In computing travel time, the miles from the home, office, or residence to the local transportation terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under pars. U3005, U5160 -B, U5160-C, and U5160-D. *Travel time allowed may differ from the time allowed for per diem computation purposes.*

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

C. Common Carrier at Personal Expense or Mixed Modes Travel

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

- a. travel time authorized for the total distance traveled by POC in whole days as in par. U3005-C, up to the travel time authorized for the official distance between origin and destination, and
- b. 1 day for commercial transportation other than transoceanic (see par. U5160 -B).

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. U3005-C as if POC were used for the entire travel (unless additional travel time is authorized under par. U5160-E).

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

|  |
|--|
| Step 1--Determine the official distance between authorized travel points as prescribed in par. U2020;  |
| Step 2--Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with par. U3005 -C;       |
| Step 3 --Add one day for travel by common carrier (non -transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and |
| Step 4 --Compare the number of days in step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two.             |

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

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

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

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

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

Example:

A member travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles)  
 Miami to leave location Chicago, IL (1,392 miles)  
 Chicago to new PDS Ft. Irwin CA (2,094 miles)  
 Ft. Belvoir to Ft. Irwin is 2,627 miles  
 Ft. Belvoir to Chicago is 715 miles

If the member travels by POC the entire trip, travel time is computed using 2,627 miles.

If the member travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.

If the member travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.

If the member travels by air from Ft. Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft. Irwin by air, use the distance 1,392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

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

Example: Official distance travel is 1,500 miles. The member is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The member is authorized 4 days as travel time.

E. Additional Travel Time. Additional travel time may be authorized/approved by the member's new commanding officer when actual travel time exceeds authorized travel time for reasons beyond the member's control (such as acts of God, restrictions by Government authorities, difficulties in obtaining fuel for POCs, or other satisfactory reasons). The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate. ***NOTE: Financial regulations may require that a statement of the circumstances that necessitated the delay explanation, together with the commanding officer's action, be attached to the voucher.***

## U5165 ADVANCE OF FUNDS

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

**PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES****U5200 PURPOSE**

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

**U5203 BASIC ENTITLEMENTS**

A. General. Members are entitled to dependents' PCS travel and transportation allowances (except as indicated in par. U5203-B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the entitlement conditions in Part B apply. Except for travel by mixed modes under par. U5105 -E, dependents' PCS travel and transportation allowances are:

1. transportation-in-kind or Government -procured transportation (see par. U5105 -D) plus per diem (see par. U5210); or
2. reimbursement for common carrier transportation procured at personal expense (see par. U5105 -C) plus per diem (see par. U5210); or
- \*3. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the required travel days between authorized points, up to the allowable travel time computed under par. U3005 -C.

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

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

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

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

1. When a member is:
  - a. a cadet or midshipman;
  - b. assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U214 6-B);
  - c. an enlisted member of a Reserve component called (or ordered) to IADT for less than 6 months;
  - d. called (or ordered) to active duty (including active duty for training) for less than 20 weeks (except as noted in par. U214 6-B), or active duty for training for 20 or more weeks when the active duty is at more than one location, but less than 20 weeks (except as noted in par. U214 6-B) at any one location; or
2. When a dependent:
  - a. is a member on active duty on the effective date of the orders (see par. U5215 -I for travel and transportation allowance entitlements when a spouse is no longer on active duty);

- b. travels at personal expense before PCS orders are issued or before official notice is received that such orders are to be issued (see par. U5203-C) (transportation in kind, including Government -procured transportation, shall not be furnished before PCS orders are issued);
  - c. is not a dependent on the effective date of the PCS order (see Appendix A) (entitlement to allowances in pars. U5215-I and U5240-G is unaffected);
  - d. receives any other type of Government travel allowances for this travel;
  - e. is a member's or spouse's parent, stepparent, or person in loco parentis as set forth in Appendix A, definition of Dependent item 8, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or
  - f. is a dependent child who is not under the member's legal custody and control on the effective date of PCS orders (B-131142, June 3, 1957) (see par. U5215-J for travel entitlement when legal custody and/or control changes after the effective date of PCS orders );
3. For dependents' travel:
- a. any portion of a journey they are transported by a foreign registered vessel or airplane, if U.S. registered vessels or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable );
  - b. between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (see definition in par. U5243-D1b), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);
  - c. when transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the United States or the member, under a contract or agreement with the United States (however, per diem is payable);
  - d. for transoceanic or OCONUS land transportation when the member is without dependents as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, U5222-F4, and U5222-G);
  - e. to an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary concerned grants an exception to the normal OCONUS tour on an individual case basis;
  - f. to an OCONUS PDS when the dependents are not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependents are scheduled to arrive, unless specifically exempt under pars. U5 222-B and U5222-E;
  - g. to CONUS when the presence of the dependents at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
  - h. to a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);
  - i. when the member is : in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court -martial; or in confinement, except as provided i n par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel Before Orders Issued. A member entitled to dependents' travel and transportation allowances is authorized the entitlements in par. U5203 -A for dependents' travel performed during the period before P CS orders are issued and after the member is advised that such orders will be issued. General information furnished to the member

\*C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances . When a member is:

1. transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;
2. transferred by PCS to serve an OCONUS dependent restricted tour;
3. transferred by PCS to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (see par. U5222-D2 for members with dependents);
4. permanently assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or
5. transferred by PCS to a ship or afloat staff referred to in par. U5350-C4 above after the ship or afloat staff has been so specified;

HHG transportation is authorized to:

1. NTS for items 1 and 2 of the first itemization and later to the member's PDS when the restriction is lifted or upon receipt of dependent entry approval; or NTS for items 3, 4, and 5 of the first itemization;
2. any place in CONUS the member designates for items 1 and 2 of the first itemization, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or any place in CONUS the member designates for items 3, 4, and 5 of the first itemization;
3. a nonforeign OCONUS area to which dependent transportation is authorized/ approved under par. U5222-C4b; U5222-D1b, or if authorized/ approved through the Secretarial Process;
4. the OCONUS location to which dependent transportation has been authorized/approved under par. U5222 - C4c or U5222-D1c or U5222-D1d. (Subsequent entitlement is measured from the location to which transported under this authority or from the place HHG are then located, whichever is less. For shipments related to par. U5222-D1d, the weight may not exceed 350 pounds for each dependent 12 years of age or older and 175 pounds for each dependent under 12 years of age.
5. the OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.

Storage of any portion of the HHG is authorized under item 1 of the second itemization, and transportation of the remainder under items 2 through 5 of the second itemization. When the prohibition or restriction is removed, or when the member is transferred or assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG previously stored under item 1 of the second itemization or transported to a destination authorized in items 2, 3, or 5 of the second itemization may be stored in NTS. The remainder, or other HHG acquired before the effective date of the orders, may be transported to the member's OCONUS PDS. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. (Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.)

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances . When a member is transferred by PCS from an OCONUS PDS to:

1. an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;

2. a unit specified in writing through the Secretarial Process as unusually arduous sea duty (par. U5222 -D2);
3. a vessel or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the vessel or afloat staff is so specified; or
4. a vessel or afloat staff referred to in item 3 after it has been so specified;

the member is entitled to HHG transportation from the last or any previous PDS or place of storage to any combination of the following:

1. NTS;
2. any CONUS location the member may specify and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;
3. designated place authorized/approved under par. U5222 -C4b; U5222-D1b; or if authorized/approved through the Secretarial Process;
4. an OCONUS designated place authorized/approved under par. U5222 -C4c; U5222-D1c or U5222-D1d; or if authorized/approved through the Secretarial Process;
5. the OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

When the restriction is lifted, or when

1. the member is ordered on PCS to an OCONUS to which HHG transportation is authorized;
2. the member is ordered on PCS from a unit referred to in item 2 or 3 of the first itemization; or
3. such vessel, afloat staff, or afloat unit is relieved from the OCONUS assignment .

HHG transportation to the member's current PDS from the place to which transported under items 1 through 4 of the second itemization is authorized. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process. HHG transportation, from the last PDS to which HHG transportation was limited or prohibited to the new PDS, should be within authorized weight allowances prescribed in Service regulations. That amount, plus the amount transported from the places listed in items 1 through 4 of the second itemization, may not exceed the member's weight allowance in par. U5310-B.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS. Except for cases under pars. U5350-C and U5350-D, when a member is ordered from sea duty or from OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or when transferred by PCS orders from a unit referred to in par. U5350 -C, items 3, 4, and 5 of the first itemization, the member is entitled to HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. U5350 -A through U5350-D, or U5350-H. If the member is transferred on a PCS from a station to which HHG transportation was limited or prohibited under par. U5350 -C, item 1 of the first itemization, or par. U5350 -D, item 1 of the first itemization, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is entitled to transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. U5310-B.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at

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

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

**Examples:**

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

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

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

B. POV Delivery/Pick-up When Travel is not Concurrent with PCS Travel. An eligible member is authorized a round trip transportation payment at the automobile mileage rate (see par. U2600) from the:

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

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

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

- a. MALT at the applicable rate in par. U2605 for the official distance from the old PDS to the designated POV loading port; and
- b. Government procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC. See pars. U5105-B1, U5105-B2 and/or U5205-A2 for direct travel from the designated POV loading port to the passenger POE. *The reimbursement for transportation from the designated POV loading port to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.*

\*In addition, members receive a flat per diem rate of \$50, and per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed not to exceed the amount for the allowable travel time from the old PDS to the designated passenger transportation terminal (see par. U5160 -C).

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

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

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

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

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

1. POV Delivery to Port in Connection with TDY En Route. A member who delivers a POV to a designated POV loading port in connection with PCS travel overseas with TDY en route, is authorized:

- a. a MALT for one authorized traveler at the rate in par. U2605 for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105 -B2):

- b. a MALT for one authorized traveler at the rate in par. U2605 for the official distance from the TDY station to the designated POV loading port; and
- c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105 -B1) for direct travel from the designated POV loading port to the passenger POE. *The reimbursement for transportation from the designated POV loading port to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.*

\*In addition, members receive a flat per diem for the travel in pars. U5413 -E1a and U5413-E1b not to exceed the amount for the allowable travel time (see par. U5160 -C) from the TDY station to the passenger transportation terminal. ***NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated POV loading port, the travel and transportation allowances for the dependent(s) are computed using par. U5220.***

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

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105 -B1) for direct travel from the passenger POD to the designated POV unloading port;
- b. a MALT for one authorized traveler at the rate in par. U2605 for the official distance from the designated POV unloading port to the TDY station; and
- c. a MALT for one authorized traveler at the rate in par. U2605 for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105 -B2.

\*The total reimbursement for items a and b shall not exceed the cost for travel from the passenger POD to the TDY station. In addition, members receive a flat per diem for the travel in pars. U5413 -E2a and U5413-E2b not to exceed the amount for the allowable travel time (see par. U5160 -C) from the passenger transportation terminal to the TDY station. ***NOTE: When a dependent(s) accompanies the member and/or picks up a POV from the designated POV unloading port, the travel and transportation allowances for the dependent(s) are computed using par. U5220.***

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

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

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

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

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

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

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

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

#### U5415 TRANSPORTATION RESTRICTIONS

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

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

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

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

D. Combining POV Weight Limitations When Husband and Wife Are Members. The 20 measurement tons limitation contained in par. U5415-C may be combined for the purpose of shipping one larger vehicle at Government expense in lieu of a POV shipment for each member during the transfer of both members under PCS orders. Payment for transporting the vehicle may not exceed the total cost the Government would have incurred if each member had shipped a vehicle of 20 measurement tons through the designated POV loading port.

#### U5425 TRANSPORTATION METHODS

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

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

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

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

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

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

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

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

**U5466 ELIGIBILITY**

***\*NOTE:*** Members with a contingency operation TDY start date or an effective date of PCS orders on/after 1 April 1997 are eligible for this storage. A member is eligible for this storage upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage entitlement begins effective with the beginning of the IPCOT.

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

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

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

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

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

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

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

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

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

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

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

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

B. Delivery/Pick-Up

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

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

3. A roundtrip is authorized to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\*In addition, member receives a flat per diem for the travel not to exceed the allowable travel time from the TDY station to the passenger transportation terminal (see par. U5160 -C).

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

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

a. Government -procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5105 -B1 and/or U5205-A1) for direct travel from the passenger POD to the designated storage facility;

b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; and

c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105 -B2.

*\*The total reimbursement for pars. U5468-E2a and U5468-E2b shall not exceed the travel and transportation cost from the passenger POD to the TDY station. In addition, the member receives a flat per diem for the travel in pars. U5468-E2a and U5468-E2b not to exceed the amount for the allowable travel time (see par. U5160 -C) from the passenger transportation terminal to the TDY station.*

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

## U5470 STORAGE FACILITIES USED

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

B. Personally-Procured POV Storage . A member may be reimbursed for storing one POV at a commercial facility (see par. U5466). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non -commercial facility must not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

## U5472 FACTORS AFFECTING STORAGE OF POV

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

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

## PART H: LEAVE TRAVEL AND TRANSPORTATION

### U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

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

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
  - a. consecutive tour of duty at the same (old) PDS, or
  - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
    - (1) one of the tours is unaccompanied, or
    - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).
2. Eligible Dependents. An eligible dependent is one who:
  - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
    - (1) the last day of the member's first tour at the old OCONUS PDS; or
    - (2) the effective date of the member's PCS to the new OCONUS PDS;
  - b. is command sponsored for both tours;
  - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
  - d. accompanies the member during both tours.
3. Authorized Locations. The authorized locations listed below are official travel locations to and from which available contract city pair fares may be used.
  - a. Travel between authorized locations is travel:
    - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
    - (2) from the old to the new OCONUS PDSs via an authorized destination ; or
    - (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

\*b. An authorized destination is the member's HOR or a place no farther distant. ***NOTE: 'The place no farther distant' is limited by distance and not cost. If the selected location is less distant than the HOR, cost is not a consideration. If the selected location is more distant than the HOR, the cost to the HOR limits the entitlement.*** However, the Secretarial Process may authorize/approve any destination.

#### Example 1:

Member's PDS is in Germany and the HOR is Ames, Iowa.

No city pair to Ames, Iowa and least cost unrestricted fare (incorporating some city pair fare 'legs' is \$1,200.

Member desires to utilize COT leave to Boston, MA.

City pair (or least expensive unrestricted fare) to Boston is \$1,400.  
Since Boston, MA, is closer to the PDS in Germany than is Ames, Iowa, there is no cost limit. The member is authorized a transportation cost for travel to Boston, MA.

**Example 2:**

Member's PDS is in Germany and the HOR is Washington, DC.

City pair trip cost is \$980.

Member desires to utilize COT leave to St. Louis, MO.

Special excursion fair cost is \$840.  
Since St. Louis, MO, is further from the PDS than the HOR in Washington, DC, cost to Washington, DC limits the entitlement. The member is authorized a transportation cost for travel to St. Louis (\$840) NTE the \$980 cost to HOR.

c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120 -G.

e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B or U5120-C (members) and U5218 (dependents).

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

1. Member's HOR in CONUS

a. PCS Travel Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if separate COT leave travel is authorized/approved in accordance with Service regulations.

b. PCS Travel Not Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

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

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

a. begins the consecutive tour at the old OCONUS PDS, or

b. reports to the new OCONUS PDS.

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

C. Reimbursements

1. Member-Procured Transportation

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

- b. Reimbursement to a member not directed to use Government or Government -procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105 -C).
  - c. When the Service concerned authorizes/approves POC use, a member is entitled to MALT PLUS under par. U5105-B.
2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.
3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:
- a. travel is to other than an authorized location, or
  - b. a member elects:
    - (1) transportation under par. U7305, or
    - (2) either option available in lieu of transportation under par. U7305.

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| U9155 | <b>Noncommand Sponsored Dependents in Vicinity of PDS</b>  |
| U9156 | <b>Fractional COLA for a Member Without Dependents</b>   |
| U9157 | <b>COLA for Member With Dependents</b><br>A. General<br>B. Dependents Arrive at or in Vicinity of OCONUS PDS Before Member |
| U9158 | <b>Geographic COLA Locations</b>   |
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| U9160 | <b>Station Allowances for Members of the Reserves</b>  |

## **PART C: TEMPORARY LODGING ALLOWANCE (TLA)**

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| U9200                    | <b>General</b>  |
| U9201                    | <b>Conditions Under Which Payable</b><br>A. General<br>B. Responsibilities of Overseas Commander  |
| U9202                    | <b>Allowance Upon Initial Assignment</b><br>A. General<br>B. Entitlement When Member and Dependents Entitled to Monetary Allowance in Lieu of Transportation Plus Flat Per Diem<br>C. Entitlement When Entitled to Per Diem Under Chapter 4, Part B<br>D. Entitlement When Member Arrives Before Dependents<br>E. Entitlement During Period of Hospitalization<br>F. Additional Entitlement |
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## **PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES**

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| <b>U9305</b>             | <b>Vouchers and Supporting Documents</b>   |

- c. integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
  - d. consumable goods for members ordered to locations listed in Appendix F;
  - e. vehicles other than POVs (such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, and their associated trailers, and golf carts);
  - f. boats; and
  - g. ultralight vehicles (defined in 14 C.F.R. Sec 103.1 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
2. HHG **do not** include:
- a. personal baggage when carried free on tickets;
  - \*b. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
  - c. live animals including birds, fish and reptiles;
  - d. articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders, except:
    - (1) bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
    - (2) replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
  - e. cordwood and building materials (B -133751, November 1, 1957 and B-180439, September 13, 1974);
  - f. items for resale, disposal or commercial use rather than for use by the member and dependents; and
  - g. privately owned live ammunition (B -130583, May 8, 1957).
3. Local laws or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:
- a. liable to impregnate or otherwise cause damage (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons);
  - b. that cannot be taken from the premises without damage to the article or the premises; and
  - c. that are perishable (including frozen foods), or that require refrigeration, or that are perishable plants.

**HOUSEHOLD GOODS TRANSPORTATION. See TRANSPORTATION, HHG.**

**INACTIVE DUTY TRAINING.**

1. Inactive duty that is:
  - a. duty prescribed for members of a Reserve component by the Secretary concerned, or
  - b. special additional duty authorized for members of a Reserve component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in A above, when performed by members of the National Guard, including:
  - a. unit training assemblies;
  - b. training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

**NOTE 1:** *This term does not include work or study for a correspondence course of a uniformed service.*

**NOTE 2:** *For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.*

**INITIAL ACTIVE DUTY TRAINING.** The initial active duty training of a non-prior service enlistee, that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT).** A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. **NOTE:** *The effective date of an IPCOT order is the first day of duty on the new tour. No PCS movement is involved.*

**INVITATIONAL TRAVEL.** See **TRAVEL, INVITATIONAL.**

**INVOLUNTARILY SEPARATED.** Members denied reenlistment or involuntarily discharged under other than adverse conditions as those conditions are characterized by the Secretary concerned, for a member of the Army, Navy, Air Force, or Marine Corps who was on active duty or full time National Guard duty on 30 September 1990, or after 29 November 1993, and for a member of the Coast Guard who was on active duty after 30 September 1994.

**NOTE 1:** *Whether or not a discharge is under adverse conditions for DoD personnel is determined by referring to the reasons for separation as well as the character of the member's service. This is determined in accordance with DoD Directive 1332.14 for enlisted members and DoD Directive 1332.30 for officers, and in appropriate Coast Guard directives for Coast Guard personnel.*

**NOTE 2:** *To qualify for transition benefits, a member must be separated involuntarily:*

1. *under honorable conditions and,*
2. *for enlisted members, not for reasons of misconduct, separation in lieu of court-martial, or for other reasons established by the military department concerned for which service ordinarily is characterized as under other than honorable conditions, or*
3. *for officers, not for resignation in lieu of trial of court-martial, or misconduct or moral or professional dereliction if the discharge could be characterized as under other than honorable conditions.*

Each Secretary concerned, without further delegation, may designate certain categories of involuntary retirements as  
APPENDIX N

**APPENDIX N**

**PART II: HIGH THREAT LOCATIONS****Locations *Currently* Designated As High Threat****1 July 2001**

| <b>Location (Country and/or Country/City)</b> | <b>Date Established</b> |
|---|-------------------------|
| Angola  | 1 March 1993            |
| Argentina                                     | 1 June 1997             |
| Bahamas – Nassau                              | 1 May 1996              |
| Bangladesh                                    | 1 December 1998         |
| Belgium – Shape                               | 1 May 2000              |
| Belize  | 16 October 1994         |
| Bolivia                                       | 1 July 2001             |
| Brazil  | 18 February 1993        |
| Cambodia – Phnom Penh                         | 16 October 1994         |
| China   | 1 February 2000         |
| Colombia                                      | 1 September 1990        |
| Croatia                                       | 1 February 2000         |
| Dominican Republic – Santo Domingo            | 18 February 1993        |
| Dominican Republic – Other                    | 1 October 1999          |
| East Timor                                    | 16 August 2000          |
| Ecuador                                       | 1 December 1998         |
| Egypt – Cairo                                 | 1 March 1994            |
| Fiji  | 1 July 2001             |
| France – Paris                                | 1 February 2000         |
| Greece – Athens                               | 1 September 1990        |
| Greece - other                                | 1 July 2001             |
| Guatemala – Guatemala City                    | 18 February 1993        |
| Haiti – Port-au-Prince                        | 1 April 1995            |
| Haiti – Other                                 | 1 October 1999          |
| Honduras – Tegucigalpa                        | 1 September 1990        |
| Honduras – Other                              | 1 October 1999          |
| Hong Kong                                     | 1 February 2000         |
| Indonesia                                     | 1 October 1999          |
| Israel – Tel Aviv                             | 14 February 1991        |
| Jamaica – Kingston                            | 18 February 1993        |
| Jamaica – Other                               | 1 October 1999          |
| Jerusalem (East and West)                     | 1 September 1990        |
| Kenya – Nairobi                               | 18 February 1993        |
| Korea – Seoul                                 | 1 February 2000         |

| <b>Locations Currently Designated As High Threat (Continued)</b> |                  |
|--|------------------|
|  |                  |
| Mexico – Mexico City   | 16 October 1994  |
| Morocco  | 16 May 1998      |
| Nepal  | 1 September 1998 |
| Pakistan   | 1 September 1992 |
| Papua New Guinea – Port Moresby                                  | 18 February 1993 |
| Paraguay – Asuncion  | 1 September 1993 |
| Paraguay – Other   | 1 October 1999   |
| Peru—Lima  | 1 September 1990 |
| Peru—Other   | 1 June 1997      |
| Philippines  | 1 September 1990 |
| Poland – Warsaw  | 1 April 1995     |
| Russia   | 1 December 1998  |
| Slovakia   | 1 February 2000  |
| South Africa   | 1 February 2000  |
| Syria  | 1 October 1998   |
| Trinidad and Tobago  | 16 August 1998   |
| Turkey – Adana   | 14 February 1991 |
| Turkey – Ankara  | 1 September 1990 |
| Turkey – Istanbul  | 1 September 1990 |
| Turkey – Izmir   | 16 May 1992      |
| Ukraine – Kiev   | 1 May 1996       |
| Uruguay  | 16 May 1998      |
| Venezuela  | 1 April 1997     |
| Viet Nam   | 1 July 2000      |
| Yemen  | 16 April 1997    |
| Zimbabwe   | 1 May 1996       |

**Locations Previously Designated As High Threat**

| <b><u>Location (Country and/or Country/City)</u></b> | <b>Date Established</b> | <b>Date Removed</b> |
|--|-------------------------|---------------------|
| Costa Rica   |                         |                     |
| San Jose   | 16 April 1997           | 1 July 2001         |
| Other  | 1 October 1999          | 1 July 2001         |
| Jordan   |                         |                     |
| Amman  | 1 September 1990        | 1 July 2001         |
| Other  | 1 October 1999          | 1 July 2001         |
| Rwanda   | 1 May 1996              | 1 July 2001         |
| Singapore  | 1 Feb 2000              | 1 July 2001         |

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined. Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. *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.* Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

**\*T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)**

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel -related expenses if the AO approves them as appropriate to the mission.

**A. Lodging Overnight Required - Business Travel Standards****1. Sleeping**

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees -

(1) ***Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

(2). The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://www.dtic.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See NOTE 1 (applicable to civilian employees) following par. T4040 -A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** by PDTATAC or Secretary concerned for ***only uniformed members*** (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. ***An AEA may not be authorized for meals and incidental expenses.***

**NOTE:**

a. *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid to a uniformed member.*

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

e. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

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

## 2. Eating

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

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040 -A2c below.

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

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

*Effective for TDY travel performed on or after 1 January 1999*

**NOTE 1:** *Applicable to civilian employees:*

*(a) The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.*

*(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.*

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

**NOTE 2:** *Applicable to uniformed members:*

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

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

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).***

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

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

**C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels**. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040 -A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020 -B2.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

#### 4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
  - (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
  - (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;
  - (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
  - (7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38 -M, par. 20202-C3e when travel is on Security Assistance Business.
- e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563 -C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***
2. Lodging Selection
    - a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.
    - b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.
  3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.
  4. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.
  5. Phone Calls to Home or Family During TDY. The AO 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 AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).
  6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized

for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

\*9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030 -H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes