

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 423

Alexandria, VA

1 January 2001

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 January 2001 unless otherwise indicated.

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This change includes all material written in CAP Items 14-00 and 18-00. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 422 cover page.

BRIEF OF REVISION

These are the major changes made by Change 423:

C2002; C2201; Appendices A, E and O. Revises the definition and associated acronym for the term "Commercial Travel Office."

C3101; C3150; C3151. Revises the JTR to include travel order policy contained in the DoDFMR, Vol. 9.

C3150-B; C4662. Allows employees on long-term training to return to their permanent duty station periodically at Government expense if the return is approved by the authorizing/order-issuing official. Prior to this change only employees on long-term TDY for "other than training" were authorized such trips.

C8210. Clarifies that employees are paid only for their actual expenses, when moving HHG themselves, not to exceed the cost of a Government-arranged move.

C13120. Aligns with the provisions in the FTR and states that TQSE may not be paid when an employee is receiving another subsistence expense allowance.

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

Appendix L. Moves EUCOM under Unified Commands.

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

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Except for Appendix C, Part IV, which is issued as a separate distribution, following is a list of sheets in force in Volume 2, Joint 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 "Source of Procurement" in the Introduction. Single sheets aren't available.

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418	C1B-7	416	C3A-1	410	C4C-1	413	C4L-9	422	C4S-5
421	C1B-9	416	C3A-3	418	C4C-3	422	C4L-11	422	C5-1
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JOINT TRAVEL REGULATIONS (JTR)

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DEPARTMENT OF DEFENSE (DoD) CIVILIAN PERSONNEL

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

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

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

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

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

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PART E: TRAVEL BY COMMON CARRIER

C2200 ENTITLEMENT

A. General. The policy of the Government is that less-than-first/premium class accommodations shall be used for all modes of passenger transportation. Common carrier accommodations shall be as specifically provided in this Part and shall apply to both domestic and international travel of civilian employees while on official business for the Government. Travelers are expected to exercise the same care in incurring expenses that prudent persons would exercise if traveling on personal business. Nothing herein shall be construed as preventing passengers from voluntarily using or accepting accommodations with less than minimum standards which meet the requirements of the Service and/or the traveler. Neither shall anything herein be construed as preventing the Government from furnishing accommodations with less than minimum standards for civilian personnel when it is determined exigencies of the Service require use of such accommodations. Commercial transportation and accommodations shall be procured in accordance with Part F. Agencies should consider physical characteristics and not just medical or disability reasons for authorizing first-class travel, if other travel options are not available (e.g., purchase of two seats or reserving a "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs".

B. Special Tickets. Through fares, special fares, commutation fares, excursion, and reduced rate round trip fares should be used for official travel when it can be determined before the start of a trip that such type of service is economical and practical to the Government. Round trip tickets should be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that such tickets shall be used.

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

*A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations shall not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler shall report the facts to the transportation office of the DoD component concerned. All adjustments in connection with official passenger transportation must be promptly processed to prevent loss to the Government. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, notices of fare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local travel/transportation office, or (Contracted) Commercial Travel Office. Failure of travelers to follow these procedures may subject them to liability for any resulting losses.

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Government and not to the traveler. Travelers, on receipt of such a payment, are required to turn the payment into the transportation office for proper disposition. In contrast, employees who voluntarily give up their seats on overbooked planes may retain the payments (as distinguished from the penalty payment for failure of the carrier to furnish the Government traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's responsibility. If it impinges on the performance of official duties, an employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee shall be charged annual leave for the additional working hours (59 Comp. Gen. 203) (1980)).

C2202 RECORDING USE OF COMMERCIAL TRANSPORTATION FOR OVERSEAS PERMANENT DUTY AND RENEWAL AGREEMENT TRAVEL

When commercial facilities are authorized for any portion of the journey to, from, or between overseas stations, in connection with initial appointment, reassignment, or transfer, or renewal agreement travel, the office processing the appointment or transfer or authorizing the renewal agreement travel requests the transportation officer to place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, date of issue, points between which transportation is furnished at Government expense,

and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

C2203 ACCOMMODATIONS ON TRAINS

A. Policy. It is the policy of the Government that employees who travel by train shall use coach-class accommodations. When adequate reserved coach accommodations are available, officials authorizing travel shall require those accommodations be used to the maximum extent possible. For overnight travel, employees shall use slumber coach sleeping accommodations, or the lowest level of sleeping accommodations available on a train that does not offer slumber coach accommodations. First-class train accommodations may be used only as permitted in subpar. C.

B. Authorization/Approval of Use of First-Class Train Accommodations

1. Authorization/Approval. The transportation officer may authorize/approve the use of first-class train accommodations under criteria specified in subpar. C.

2. Requirements. Authorization for the use of first-class train accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the transportation officer at the earliest possible time.

C. Use of First-Class Train Accommodations. Circumstances justifying the use of first-class train accommodations are limited to those listed in subpars. 1 through 4.

1. No Reasonably Available Coach-Class Train Accommodations. When travel by train has been authorized as advantageous to the Government, the use of first-class train accommodations may be authorized/approved only when no coach-class train accommodations are reasonably available. For the purpose of this paragraph, "reasonably available" means coach-class train accommodations that are available and scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" shall be based on the availability of slumber coach sleeping accommodations. "Reasonably available" does not include any accommodations with a scheduled arrival time later than the employee's required reporting time at the duty site, or with scheduled departure time earlier than the time the employee is scheduled to complete the duty.

2. Travel By Employee/Dependent With a Disability. The use of first-class train accommodations may be authorized/approved when necessary to accommodate an employee's/dependent's disability or other physical impairment, and the employee's/dependent's condition is substantiated in writing by competent medical authority. The use of first-class train accommodations also may be authorized/approved for an attendant authorized under par. C6552, item 1, to accompany the employee/dependent, when the employee is authorized use of first-class accommodations and requires the attendant's service en route.

3. Security Reasons. The use of first-class train accommodations may be authorized/approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to travel by:

- a. an employee whose use of coach-class train accommodations would endanger the employee's life or Government property,
- b. agents in charge of protective details who are accompanying individuals authorized to use first-class train accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

PART C: TRAVEL ORDER CONTENT**C3100 FORM OF REQUEST**

Use the travel order forms prescribed in pars. C3150 and C3151.

C3101 SPECIFIC INFORMATION REQUIRED

*A. General Information. The following information must be included on all travel orders:

1. The name of the employee(s);
2. The signature of the proper authorizing official;
3. Purpose of travel;
4. Any conditions of or limitations on that authorization of travel;
5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);
6. A statement that the employee(s) is (are) authorized to travel;
7. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DoDFMR, Vol. 9, paragraph 030301.B.1);
8. A statement indicating whether the traveler is/is not a government travel cardholder (DoDFMR, Vol. 9, paragraph 030301.B.2);
9. If the traveler is a Government travel card holder, a statement indicating whether or not the traveler is exempt from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods) (DoDFMR, Vol. 9, paragraph 030301.B.3); and
10. A statement indicating that Government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATMs) rather than obtaining cash advances from a DoD disbursing officer (DoDFMR, Vol. 9, paragraph 030301.B.4).

B. Specific Authorization or Approval. The following travel arrangements require specific authorization or prior approval:

1. Use of premium-class service on common carrier transportation (par. C2204-A);
2. Use of a foreign air carrier (pars. C2204-B);
3. Use of cash to pay for common carrier transportation (par. C2252);
4. Use of extra-fare train service (par. C2203);
5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);
6. A statement that the employee(s) is (are) authorized to travel;

C. Advance Authorization. The following travel arrangements require a written or electronic *advance* authorization:

1. Use of reduced fares for group or charter arrangements (par. C2207-D);
2. Payment of a reduced per diem rate (par. C4550);
3. Acceptance of payment from a non-Federal source for travel expenses (par. C4903); and
4. Travel expenses related to attendance at a conference (Chapter 4, Part S).

C3102 BLANKET TDY TRAVEL

A blanket TDY travel order must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

1. that the travel type is "blanket TDY travel";
2. that the employee shall proceed at such times, to such places, and at such frequency as may be necessary;
3. of the general geographic area limitations;
4. of a specific period of time within a fiscal year;
5. of the reason(s) for this type of travel;
6. designating the traveler as an acting transportation officer, if applicable;
7. authorizing use of special conveyances with reimbursement allowed when approved on claim vouchers as advantageous to the Government, if appropriate;
8. authorizing excess baggage, if necessary; and
9. of other conditions, limitations, and instructions, as appropriate.

(NOTE: Blanket travel orders are not used in DTS.)

C3103 TDY TRAVEL OF CONSULTANTS AND EXPERTS

A travel order for TDY assignment of a consultant or expert intermittently employed or employed without compensation must include the same information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610). Consultants and experts appointed to their positions should be issued TDY orders and others, invitational travel orders. **(NOTE: This does not apply to contractors.)**

C3104 PCS TRAVEL

A. General. A travel order for PCS must contain the same basic information prescribed in par. C3151, plus a statement:

1. in all cases:
 - a. naming the old and new PDSs and their locations;
 - b. of the reporting date at the new PDS; and

2. if applicable:
 - a. of the names and relationships of eligible dependents and dates of birth of children who are authorized travel;
 - b. that dependents will accompany employee or travel separately, and if so when, and by what transportation mode, if known and of dependents' travel origin or destination points (when different from the employee's);
 - c. that "_____ piece(s) or _____ pounds of excess baggage is authorized for each dependent," and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or is otherwise authorized (see par. C2302);
 - d. of the maximum HHG weight the employee may transport, of authority for temporary storage, of HHG shipment origin or destination points (when different from the employee's) and the method of shipment (commuted rate or actual expense (GBL)) and if GBL that charges not allowed at Government expense shall be borne by or collected from the employee;
 - e. that mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

B. PCS Travel Within CONUS. A travel order for PCS within CONUS must contain the same information as in subpar. A above, plus a statement:

1. that the travel type is "PCS travel," and
2. if applicable:
 - a. that a transportation agreement has been signed (see par. C4001);
 - b. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;
 - c. authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE and the number of days authorized;
 - d. authorizing NTS of HHG incident to a transfer or appointment to an isolated CONUS PDS;
 - e. of authorizing real estate and unexpired lease expenses;
 - f. authorizing special conveyance use for PCS travel;
 - g. that transportation of POV(s) within CONUS is authorized as more advantageous;
 - h. authorizing Relocation Services and which ones (e.g., homesale, home marketing assistance, home finding assistance);
 - i. that a home marketing incentive payment is authorized; and
 - j. that a reduction in force or function transfer is due to base closure if such is the case.

C. First Duty Station for Appointees. Travel orders to first PDS for appointees must contain the same basic information prescribed in subpar. A, plus a statement:

1. that the travel type is "travel to first duty station (5 U.S.C. §5723)";
2. of the date the required transportation agreement is signed;
3. of the actual residence;
4. of the position title and grade to which appointed; and
5. if transportation of POV(s) within CONUS is authorized as more advantageous.

D. OCONUS Permanent Duty Travel

1. General. Travel orders for OCONUS permanent duty travel must contain the same basic information prescribed in subpar. A, plus a statement:

- a. that the travel type is "permanent duty travel," and the purpose is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip renewal agreement travel, separation, or advance return travel (see par. C4000);
- b. of the actual residence, as appropriate;
- c. of the date the required transportation agreement is signed in connection with assignment at an OCONUS PDS;
- d. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
- e. of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);
- f. for POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation in accordance with par. C2151-C;
- g. prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
- h. maximum HHG weight the employee may transport or store and if there is a limitation imposed by the OCONUS command on the weight of HHG transported to an OCONUS PDS, of the allowed weight for shipment; weight allowance for consumables if authorized (par. C8420 and Appendix F); if GBL is used that charges not allowed at Government expense shall be borne by or collected from the employee and if assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;
- i. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
- j. of an alternate point of travel origin or destination, allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's cost for travel and transportation is limited to that by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;
- k. whether or not shipment of a POV is authorized;
- l. if ocean-going car ferries are authorized (see par. C2156);

- m. if applicable, authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE, and number of days authorized;
- n. if property management services are authorized; and
- o. if TQSA and/or FTASE are authorized.

2. Conditions Related to RAT. For OCONUS RAT, the travel order also must include a statement:

- a. authorizing round trip travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;
- b. of the number of days of leave granted;
- c. except for Navy employees, that "This employee has completed the minimum period of service for this command and has signed a new transportation eligibility agreement on (date)";
- d. of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires citation of different accounting classifications;
- e. of the reporting date for duty at the OCONUS PDS following authorized absence;
- f. of weight limits for baggage;
- g. authorizing up to 90 days of temporary HHG storage if allowed in Chapter 8, Part D;
- h. of specific instructions about where, when, and how to submit passports and requests for revalidation, renewal, or visas; and
- i. of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving port call.

C3105 TCS TRAVEL

A separate order is required to: 1) assign the employee from the PDS to the TCS point; 2) return the employee from the TCS to the PDS; and if the TCS point becomes the employee's new PDS: 3) assign the TCS point as the new PDS and 4) authorize the employee to return to former PDS (par. C4111-E1). Each order must reference any prior TCS orders to which it is related. A travel order for TCS must contain the same basic information prescribed in par. C3151, plus a statement:

- 1. that the travel type is "temporary change of station travel" and the purpose is assignment to the TCS point, return from the TCS point, TCS point becomes PDS, or return to former PDS when TCS point becomes PDS;
- 2. of the PDS(s) and TCS involved and locations;
- 3. of the reporting date at the TCS/PDS;

If applicable:

- 4. of the names and relationships of eligible dependents and dates of birth of children who are authorized travel;
- 5. that dependents will accompany the employee or travel separately, and if so when, and by what transportation mode, if known and of dependents' travel origin or destination points (when different from the employee's);

6. that “_____piece(s) or _____pounds of excess baggage is authorized for each dependent,” and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or is otherwise authorized (see par. C2302);
7. of the maximum HHG weight the employee may transport, of authority for temporary storage, of HHG shipment origin or destination points (when different from the employee’s) and the method of shipment (commuted rate or actual expense (GBL)) and if GBL that charges not allowed at Government expense shall be borne by or collected from the employee;
8. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement, and the maximum time allowed for the trip;
9. authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE, and the number of days authorized;

For OCONUS travel only:

10. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
11. of transportation modes (see par. C3151);
12. prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
13. HHG limitation if imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
14. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
15. whether or not shipment of POV is authorized; and
16. that property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

C3106 INVITATIONAL TRAVEL

An invitational travel order must contain a statement of:

1. the date that travel is requested or approved;
2. the type of travel, i.e., “invitational travel”;
3. the traveler’s name and position title and employer, if applicable;
4. the traveler’s home address;
5. the traveler’s business address (if applicable);
6. the date travel begins;
7. the number of days of assignment;

8. the purpose of assignment;
9. the place travel begins;
10. the place of assignment or itinerary;
11. the place travel ends;
12. transportation modes;
13. allowances;
14. conditions, instructions, and limitations; and
15. the name of the approving official and accounting citation.

There is a sample Invitational Travel Order format in Appendix E, Part II. (***NOTE: Contractors are NOT employees for the purpose of the JTR.***)

PART D: TRAVEL ORDER PREPARATION**C3150 TDY TRAVEL**

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) containing additional names, authorizations (authentications), and necessary information. Extracts of travel orders (orders from which data has been deleted) may be given to unofficial activities such as hotels and rental car agencies. DD Forms 1610 are available through the regular supply channels of the DoD components. The DD Form 1610 must not be used for invitational travel. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (Civilians) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available. ***NOTE: DD Form 1610 must not be used for contractors' travel.***

*B. Preparation of DD Form 1610. Most of the items on DD Form 1610 are self-explanatory. In general, it should be completed as follows:

NOTE: See par. C3101 for specific information required on all travel orders.

Item 1, Date of Request--Enter day, month, and year; e.g., 25 July 1999.

Item 2, Name and SSAN--Enter the traveler's name and Social Security number.

Item 3, Position Title and Grade or Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 4, Official Station--Enter name and location of PDS.

Item 5, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 6, Phone No.--Enter the travelers' business phone number with area code.

Item 7, Type of Orders--Indicate as appropriate, e.g., confirmatory, amendment, extension, blanket, group.

Item 8, Security Clearance--Use only when considered necessary by the travel-approving/directing official. The degree of security clearance for the period of TDY is included in the order as interim or final security clearance, Top Secret, Secret, or Confidential, as appropriate; i.e., "Individual is cleared for access to classified material up to and including (classification) for the period of this TDY." The statement "Access to classified data not required" is included when appropriate.

Item 9, Purpose of TDY--Specify clearly and fully. Insert one of the applicable standardized purpose categories listed in Appendix H in addition to any other description of purpose.

Item 10,

(a) Approximate. Number of Days of TDY (including travel time)--Self-explanatory (The assignment, including travel time, may be exceeded by 100 percent or 7 days, whichever is less, without requiring a travel order amendment).

(b) Proceed O/A (Date)--Indicate date official travel should begin (official travel may begin as many as 7 days before or after the indicated date but is not official until the date the travel order is issued).

Item 11, Itinerary--Indicate places from and to which travel is authorized and "return to" point. If the traveler may have to alter the prescribed itinerary to accomplish the mission assignment, indicate by "X" in the block preceding "variation authorized".

Item 12, Mode of Transportation--Indicate in the block(s) provided, the mode(s) authorized. If the mode is to be determined by the transportation officer, indicate accordingly in the block provided. If travel is authorized via POC, state the appropriate mileage rate in the space provided. Indicate in the appropriate block if such travel is determined to be advantageous to the Government or if reimbursement is limited.

Item 13, Per Diem--When the rates in par. C4553 are authorized, check the block "Per Diem Authorized in Accordance with JTR" and make no further entries regarding per diem rates. When a reduced rate is prescribed, check the lower block in item 13 and enter the reduced rate, for example: X Other Rate of Per Diem (Specify) \$60 (Lodging max \$40; M&IE \$20).

Item 14, Estimated Cost--Self-explanatory.

Item 15, Advance Authorized--Requester leave blank. This item is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the Government-sponsored travel charge card which should be addressed in item 16, Remarks. The amount of travel funds advance in item 15 is computed in accordance with Service finance policy.

*Item 16, Remarks--May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement must be in the Remarks section of each travel order involving tickets: "If the trip itinerary is canceled or changed after tickets (or transportation requests, if issued) are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher." If it is not practicable to include in the Remarks section, this statement must be incorporated elsewhere in the travel order or issued as a "notice to traveler" and attached to the travel order or to the ticket or transportation request issued to the traveler.*** Other examples:

- (a) if excess baggage is authorized, include the statement "_____ pieces or _____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302);
- (b) if delay en route for personal reasons is authorized, include an appropriate statement indicating the number of annual leave days authorized;
- (c) when first-class accommodations are authorized, include a statement: "The use of first-class air transportation is directed. First-class authorized by (insert appropriate title) in (cite reference and date)." See Chapter 2, Part E;
- (d) include instructions if the TDY assignment involves special clothing, or other conditions apply;
- (e) if the traveler accompanies or is accompanied by other persons in an official travel status in a POC, include an appropriate statement giving the names of persons involved and whether military or civilian personnel;
- (f) when a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used (see DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>));
- (g) if registration fee authorized (see par. C4708) a statement indicating meals and/or lodgings included in the registration fee (see par. C4500-D5);
- (h) administrative restriction precluding or limiting other allowable costs for POC (see par. C4654);
- (i) cite JTR, par. C6150 or C6151 when traveling as escort for Service members' dependents;
- (j) include the amount authorized for ATM advance against the Government-sponsored travel charge card; and
- (k) if return travel is authorized on extended TDY (see par. C4662-D3).

Item 17, Requesting Official (title and signature) other than official signing in block 20--see Appendix A for TRAVEL-REQUESTING OFFICIAL and see "**NOTE**."

Item 18, Approving Official (title and signature) other than official signing in block 17--see Appendix A for TRAVEL APPROVING/DIRECTING OFFICIAL and see "**NOTE**."

Item 19, Accounting Citation--Show the fiscal data in accordance with Service regulations and include travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see Appendix A) certifying to funds availability signs in the lower right corner of this block.

Item 20, Order Authorizing Official or Authentication. Other than official signing in block 17--see Appendix A for ORDER-ISSUING/AUTHENTICATING OFFICIAL. Show the order-issuing organization and address in addition to the title and signature of the order-issuing or authenticating official.

Item 21, Date Issued--Self explanatory.

Item 22, Travel Order Number--Show the identifying number and/or symbol assigned by the issuing office.

NOTE: *The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the order-issuing/authenticating official (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the order-issuing/authenticating official (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. (This includes a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data are changed, the signature is invalidated.)*

C. Distribution. See par. C3057.

D. Privacy Act Statements. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding Privacy Act Statement for "REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL" (DD Form 1610). The form shown is reproduced locally and made available to the individual supplying data shown on DD Form 1610.

C3151 PERMANENT DUTY TRAVEL

A. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (DD Form 1614) is used as a request and authorization (authentication) for all official PCS/TCS travel by employees and their families. DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

***NOTE:** *DD Form 1614 must not be used for contractors' travel.*

B. Preparation of DD Form 1614. DD Form 1614 is generally self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: *See par. C3101 for specific information required on all travel orders.*

Item 6, Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact their servicing personnel office.

Item 7, Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the transportation agreement as the actual residence, if first duty station travel.

Item 10, Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a, Round Trip Travel for Househunting--Indicate if round trip travel to seek a permanent residence is, or is not authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized.

Item 16, Other Authorized Expenses--The travel advance is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card which should be addressed in Item 20, Remarks or Other Authorizations. The amount of any relocation allowances advance in Item 16 must be computed in accordance with Service finance policy.

Item 22, Accounting Citation--Show fiscal data in accordance with regulations of the DoD component concerned. ***Please ensure that funds are obligated against the PCS/TCS order.*** For Transportation Account Codes (TACs) for DoD personnel see DOD 4500.9-R, Volume 2. TAC codes: Army A2PC, Air Force F750, and Navy and Marine Corps see website http://192.67.251.41/tac_inq/tac_menu.html.

Item 23, Accounting Citation--Show fiscal data in accordance with regulations of the DoD component concerned. Please ensure that funds are obligated against the PCS/TCS order. For Transportation Account Codes (TACs) for DoD personnel see DOD 4500.9-R, Volume 2. The Website for TAC information is: http://www.daas.dla.mil/tac_inq/tac_menu.html.

Item 24, Order-issuing/Authenticating Official--See Appendix A. Show the order-issuing organization and address in addition to the title and signature of order-issuing/authenticating official.

Item 27, Claimant – Forward Completed Claim to the Following Address--In this block the losing/gaining activity should provide the address to where the employee should submit their claim for final disbursement.

Item 28, Remarks or Other Authorizations--In addition to the type of notation suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions. When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item. If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions. List the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card. The issuing CPO's name, address, and POC with phone number (including area code) and DSN should be included.

C. Distribution. See par. C3057 for the number of copies of a travel order for distribution.

D. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

CONSTRUCTIVE COST TO THE GOVERNMENT			
Mon	10/15	75% of \$30 (M&IE Rate) Plus \$35 (Lodging cost)=	\$57.50
Tues	10/16	\$30 plus \$35 (Lodging cost)=	\$65.00
Wed	10/17	\$30 plus \$35 (Lodging cost)=	65.00
Thur	10/18	75% of \$30 (M&IE Rate)=	22.50
One round trip of 150 miles @ \$0.325 per mile=			\$48.75
Total Constructive Cost=			\$258.75
The employee is entitled to \$258.75 since it is the lesser amount.			

EXAMPLE 3
AEA Comparison

Sun	10/7	arrive TDY (Actual Expense Reimbursement Authorized NTE \$90)
Fri	10/12	depart TDY (voluntary return to PDS)
Fri	10/12	arrive PDS
Sun	10/14	depart PDS
Sun	10/14	arrive TDY (same TDY station)
Fri	10/19	depart TDY (TDY completed)
Fri	10/19	arrive PDS

The maximum AEA payable at the employee's TDY station is \$90 a day. This maximum shall be used in comparing the actual expenses for the round trip travel and what would have been payable had the employee remained at the TDY station. Accordingly (see itinerary), assuming transportation costs plus actual expenses both en route to and from the PDS and while at the TDY station on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging) amounted to more than the employee would have received had the employee stayed at the TDY station, reimbursement is limited to \$270, i.e., what the employee could have been paid had the employee remained at the TDY station. If, however, the actual expenses incurred in connection with the voluntary return travel is less than the maximum payable, the reimbursement is the lesser amount.

*D. Return to PDS During Extended TDY

1. General. For the purpose of this paragraph, "extended TDY" means directed travel of 3 weeks or more duration. An employee on extended TDY may be authorized to return in an official travel status to the PDS, or place of abode from which the employee commutes daily to the PDS, periodically on weekends or other non-workdays. Reimbursement for transportation and per diem is on the same basis as TDY travel, and is not limited to the expenses otherwise payable had the employee remained at the TDY station.

2. Cost Analysis. Prior to authorizing travel, the authorizing/order-issuing official must determine that the costs of this periodic return travel are outweighed by the savings. The length and purpose of the TDY assignments, the distance of the return travel, increased member or employee efficiency and productivity, and reduced costs of recruitment and retention are to be considered. An analysis must be conducted at least every other year.

3. Return Travel. This authorized or approved return travel is for those employees whose employment conditions require extended TDY assignments away from their PDSs. An employee on extended TDY (see subpar. 1) may be authorized by the authorizing/order-issuing official to return to the PDS or place of abode from which the

employee commutes daily to the PDS as frequently as every other weekend. The return must be justified by the cost analysis required in subpar. 2. The authorizing/order-issuing official must determine that the round trip travel cost does not substantially exceed the cost of remaining at the TDY station. If the employee, for personal reasons, travels to a location other than the PDS or place of abode from which the employee commutes daily to the PDS, the employee is entitled only to the per diem and any transportation expenses which would have been allowable had the employee remained at the TDY station (B-200856, August 3, 1981 and B-214886, July 3, 1984). A statement that return travel is authorized must be included in the travel order (see par. C3150-B, item 16), or on the travel voucher if approved after the travel has been performed. This travel is an exception to the policy of scheduling travel during regular duty hours. Accordingly, the authorized return travel should be performed outside the employee's regular duty hours or during authorized leave periods. However, in the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling required travel to minimize payment of overtime, including scheduling of travel during regular duty hours where necessary (55 Comp. Gen. 1291 (1976)).

2. Travel Advances. An interviewee shall not be issued a travel advance.
3. Travelers Checks. Government contractor issued travelers checks may not be used for pre-employment interview travel.

C6205 REIMBURSEMENT CLAIMS

A. Fraudulent Claims. A claim against the Government is forfeited if the claimant attempts to defraud the Government (28 U.S.C. §2514). In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the Government (18 U.S.C. §287 and §1001).

B. Receipts and Records Maintenance. All interviewees authorized to travel should keep a record of expenditures properly chargeable to the Government. Although receipt requirements vary with the reimbursement method, it is prudent for interviewees to retain all receipts until reimbursement claims are settled. The DoD component should alert the interviewee to such requirements.

*C. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. Interviewees are responsible for preparing and submitting travel vouchers. DoD components should assist in the process.
2. Administrative Procedures. DoD components must prescribe the administrative procedures, consistent with those in DoDFMR, Volume 9, for interviewees to follow in submitting travel vouchers.

PART C: HHG SHIPMENT**SECTION 1: METHODS****C8200 GENERAL**

1. The official designated by the authorizing/order-issuing command must authorize/approve the HHG shipment method.
2. Cost comparisons must be completed prior to determining the method to be authorized.

C8205 COMMUTED RATE

- A. Applicability. *The commuted rate system is used only for HHG shipments between CONUS PDSs.*
- B. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG shipment (other than by shipping the HHG within a mobile home).
- C. Reimbursement Services. The employee is entitled to reimbursement under the GSA Commuted Rate Schedule (Internet address: <http://policyworks.gov/transportation>) for carrier services provided, including:
 1. transportation,
 2. packing,
 3. unpacking,
 4. crating,
 5. drayage, and
 6. SIT.

NOTE: *The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG or, if other than common carrier is used, the date HHG begin movement.*

C8210 ACTUAL EXPENSE

- A. Government-Arranged Move. The Government contracts, negotiates, audits and pays transportation vouchers directly to the carriers. Travel orders must state:
 1. the transportation authorization,
 2. that the HHG are shipped by a Government-arranged move, and
 3. that unauthorized charges are the employee's financial responsibility.
- *B. Employee-Arranged Move. The employee makes arrangements for HHG shipment by any means (other than by shipping the HHG within a mobile home). Reimbursement is limited to actual expenses incurred by the employee, not to exceed the cost of a Government-arranged move.
- C. Split Shipment. The employee ships part of the HHG by Government-arranged move and part by employee-arranged move.

NOTE: *Employees who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Forces*

Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc.

C8215 LIMITATIONS

1. All HHG shipments for which the Government pays shall:
 - a. be only for HHG within the employee's authorized HHG weight allowance;
 - b. not exceed the Government-arranged move shipment cost of transporting the HHG combined weight in one lot between authorized places, when Government-arranged move is available; and
 - c. be made on U.S. flag carriers, when reasonably available.
2. HHG may ***not*** be moved at Government expense when:
 - a. there is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
 - b. the employee violates the agreement under which the HHG originally were transported,
 - c. the employee has no entitlement to transportation at Government expense,
 - d. authorized transportation does not begin within the prescribed time limits, or
 - e. the employee does not return to the allowable actual residence but travels to and/or moves the HHG to a different geographical locality and/or accepts private employment overseas (***OCONUS PDS moves only***).
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructive (cubic foot measurement) HHG shipment weight. When the actual or constructive weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

C8220 COST COMPARISON

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation.
2. If the estimated cost under one method exceeds the estimated cost under the other method by more than \$100, the more economical method must be authorized on the order.
3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
5. The chart below details considerations when determining a shipping method to authorize on an order.

CHAPTER 13

SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS

PART A: GENERAL

<u>Paragraph</u>	<u>Contents</u>
C13105	Purpose
C13110	General <ul style="list-style-type: none"> A. Temporary Quarters B. Subsistence Expenses C. TQSE Types
C13115	Eligibility <ul style="list-style-type: none"> A. Conditions B. Exclusions C. Restrictions
C13120	Duplication of Allowances <ul style="list-style-type: none"> A. TQSE Payment B. TQSA Payment C. TQSE May be Paid in Addition to:

PART B: TQSE(AE)

<u>Paragraph</u>	<u>Contents</u>
C13200	Purpose
C13205	TQSE(AE) OPTION <ul style="list-style-type: none"> A. TQSE(AE) is an actual expense allowance based on: B. Authorization C. Eligibility Period
C13210	Time Limitations <ul style="list-style-type: none"> A. Initial TQSE(AE) Period B. Additional TQSE(AE) Period C. Justification for an Additional Period of TQSE(AE)
C13215	Reimbursement <ul style="list-style-type: none"> A. General B. Actual Expenses Allowed C. Itemization D. Conditions Affecting Reimbursement
C13220	Receipts and Supporting Documentation <ul style="list-style-type: none"> A. Receipts and Supporting Statement B. Submitting Claims for TQSE(AE)
C13225	Computation <ul style="list-style-type: none"> A. TQSE(AE) Calculation B. Computation Examples

PART C: TQSE(F)

<u>Paragraph</u>	<u>Contents</u>
C13300	Purpose
C13302	Limitations
C13305	TQSE(F) Option
C13310	Time Limitations
C13315	Receipts and Supporting Documentation
C13320	Computation
	A. HHT
	B. Basis for Payment
	C. TQSE(F) Per Diem Rates/Percentages
	D. TQSE(F) Computation Example
	E. TQSE(F) Computation Chart

PART D: SUBMITTING CLAIMS FOR TQSE

<u>Paragraph</u>	<u>Contents</u>
Form	Claim for TQSE
Form	Daily Itemization of Claimed TQSE Expenses

CHAPTER 13

SUBSISTENCE EXPENSES WHILE
OCCUPYING TEMPORARY QUARTERS

PART A: GENERAL

C13105 PURPOSE

TQSE is a ***discretionary allowance, not an entitlement***, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy ***temporary quarters***. TQSE must be authorized before temporary quarters are occupied and ***may not be approved after the fact*** (41 CFR §302-5.7).

C13110 GENERAL

A. **Temporary Quarters**. Temporary quarters are private or commercial lodgings occupied temporarily after a PCS is authorized.

B. **Subsistence Expenses**. Subsistence expenses are the expenses of lodging, food and other necessities incurred while an employee and/or dependents occupy temporary quarters incident to a PCS.

C. **TQSE Types**. There are two allowances prescribed in this Chapter:

1. **TQSE (AE)**. Actual expense reimbursement - see Part B, and
2. **TQSE(F)**. Fixed amount payment - see Part C.

NOTE: For Foreign Transfer Allowance guidance refer to Section 240 of the DSSR as stated in par. C1004.

C13115 ELIGIBILITY

A. **Conditions**. TQSE for an employee and/or each dependent may be authorized under the following conditions:

1. the employee signs a written transportation agreement;
2. a PCS is authorized and the ***new*** PDS is located in the U.S., its territories and possessions, the Commonwealths of Puerto Rico and the Northern Mariana Islands, or the Former Canal Zone Area;

NOTE: The old PDS may be a foreign or non-foreign area.

3. the old and new PDS are 40 or more miles apart, according to map distances along a usually traveled surface route;
4. temporary quarters occupancy is for transfers, not evacuations or other reasons unrelated to the transfer;
5. TQSE commencement must begin no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057; and
6. the authorizing/order-issuing official authorizes TQSE allowances.

B. **Exclusions**. TQSE is not authorized for:

1. a new appointee assigned to a first PDS;
2. an employee transferred to a foreign PDS;

3. an employee performing RAT, except when return is to a different OCONUS PDS in Alaska, Hawaii, U.S. territories and possessions, Commonwealths of Puerto Rico and the Northern Mariana Islands, or the Former Canal Zone Area;
4. an employee assigned to an OCONUS PDS returning to actual residence for separation; or
5. an employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500.

C. Restrictions. As a general policy, authorizing/order-issuing officials should deny TQSE, or if temporary quarters are justified, authorize only a necessary period of TQSE if:

1. the employee and/or spouse make a HHT; or
2. previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent quarters.

C13120 DUPLICATION OF ALLOWANCES

NOTE: Duplicate payments are not allowed for temporary lodgings occupied during the same time period. If an employee receives TQSA for temporary lodgings, the TQSE payment must be reduced by the lodging component of the TQSA received (B-180286, July 2, 1975).

*A. TQSE Payment

1. Limitations. TQSE is ***not paid*** when the employee is receiving any other subsistence expense allowances (41 CFR §302-5.16).
2. Exceptions. TQSE ***may be paid*** in addition to:
 - a. COLA payable under the Department of State Standardized Regulations (DSSR) (5 U.S.C. §5941); and
 - b. BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee entitled to relocation expenses and allowances (52 Comp. Gen. 962 (1973)).

B. TQSA Payment. When TQSA is paid based on a foreign overseas location:

1. TQSE ***may not be paid*** for that location, ***but***
2. TQSE ***may be paid*** for the new nonforeign PDS location.

C. TQSE may be paid *in addition to*:

1. COLA payable under DSSR; and
2. BAH-2 or BAS paid to a member of the Uniformed Services who is the spouse of an employee entitled to relocation expenses and allowances (52 Comp. Gen. 962 (1973)).

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

BAGGAGE. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. (***NOTE: Baggage may accompany a traveler or be transported separately.***)

BAGGAGE, ACCOMPANIED. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

BAGGAGE, HOLD. Unaccompanied baggage that is transported in the hold of a ship.

BAGGAGE, UNACCOMPANIED. The part of a member's/employee's prescribed weight allowance of HHG that:

A. is not carried free on a ticket used for personal travel,

B. ordinarily is transported separately from the major bulk of HHG, and

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

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

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

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

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

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

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

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

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

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

COMMUTED RATE. A price rate used for HHG transportation and temporary storage. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of temporary storage within the applicable weight limit for storage including in-and-out charges and necessary drayage. The commuted rates for storage are found in the GSA publication, Commuted Rate Schedule for Household Goods constructive rate allowance.

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

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

CONTINGENCY OPERATION. A military operation that:

A. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or

B. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

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

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

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

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

DEPENDENT/IMMEDIATE FAMILY. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

A. employee's spouse;

**APPENDIX A
PART II: ACRONYMS**

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (formerly BAQ and VHA)
BAS	Basic Allowance for Subsistence
CFR	Code of Federal Regulations
CMTR	Combined Marginal Tax Rate
COLA	Cost-of-Living Allowance
CONUS	Continental United States
COSTEP	Commissioned Officer Student and Extern Program
CSRS	Civil Service Retirement System
CTD	Civilian Travel Determination
*CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DODEA	Department of Defense Education Activity
DOJ	Department of Justice
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulations
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System
FHA	Federal Housing Administration
FTA	Foreign Transfer Allowance
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
FUTA	Federal Unemployment Tax Allowance
FWTR	Federal Withholding Tax Rate
GAO	General Accounting Office
GBL	Government Bill of Lading
GMR	Government Meal Rate
GOCO	Government-Owned Contractor Operated
GSA	General Services Administration
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHT	House-hunting Trip
HOR	Home of Record
IRC	Internal Revenue Code
IRS	Internal Revenue Service
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force

JTR	Joint Travel Regulations
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem (PDT Travel)
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance
MIA	Missing in Action
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
MTR	Marginal Tax Rate
NIST	National Institute of Standards and Technology
NOAA	National Oceanic and Atmospheric Administration (Same as USNOAA)
NTS	Nontemporary Storage
O&M	Operations and Management
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PHS	Public Health Service (Same as USPHS)
PIN	Personal Identification Number
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
PTA	Prepaid Ticket Advice
RAT	Renewal Agreement Travel
RIT	Relocation Income Tax
SES	Senior Executive Service
SIT	Storage in Transit
SR&R	Special Rest and Recuperative Absence
SROTC	Senior Reserve Officers' Training Corps
SSB	Special Separation Benefit
SSN	Social Security Number
STS	Specialized Treatment Services
TCS	Temporary Change of Station
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense

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

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

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

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

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

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

12. when an individual is an attendant for:

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

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

a. The authorizing/order-issuing official determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.

b. Travel is allowed on a mission noninterference basis only, and must be supported with ITOs that ordinarily authorize reimbursement of only transportation costs.

c. The authorizing/order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.

d. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.

e. Authorizing/order-issuing officials for all other travel under this item are:

(1) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

(2) The Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(3) The Commanders of Unified and Specified Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***);

(4) The Secretaries of the Military Departments, or their designees, for requests from their staffs;

(5) The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

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

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

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

B. RESTRICTIONS

Invitational travel shall not be authorized for:

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

C. ALLOWANCE EXPENSES

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

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

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

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

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

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

D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES

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

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

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

1. Contractor(s) means:

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

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

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

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

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

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

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

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

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

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

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

*7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National

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

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

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

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

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

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

SIGNATURE, Title and telephone number of Contracting Officer

APPENDIX E

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

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

INVITATIONAL TRAVEL ORDER

Name _____ TRAVEL ORDER NUMBER _____

Address _____

DATE APPROVED _____

You are invited to proceed from _____

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

for the purpose of _____

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

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

- The order-issuing agent has arranged Transportation.
 - Transportation tickets are included with this order.
 - Transportation tickets shall be provided at a later date
- To arrange transportation call: (____)_____
- You may arrange your transportation. The following rules apply:

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

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

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

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

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

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

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

Applicable Per Diem Rates:

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

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

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

Actual Subsistence Expense Allowance (AEA) Authorized:

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

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

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

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

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

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

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

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

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

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

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

Example:

Travel authorization states the official travel itinerary as:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. Commander, Air Force Special Operations Command, ATTN: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, ATTN: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; ATTN: Comptroller (SORR-RC); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN 299-5469, Commercial (813) 828-5469.

11. Schools:

a. Uniformed Services University of the Health Sciences, ATTN: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;

b. Department of Defense, National Defense University, ATTN: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;

c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

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

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

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

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

2. Air Force:

a. MAJCOM/FMs, FOA and DRU FMs or equivalents;

b. 11th Wing/FM for HQ USAF personnel;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2nd Street, Robins AFB, GA 31098-1635.

This authority shall not be further delegated.

3. Navy:

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

4. Special Operation Commands:

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

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

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

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

APPENDIX O

Temporary Duty (TDY) Travel Entitlements

T4000 INTRODUCTION

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

***T4010 REIMBURSEMENT RATE**

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

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

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

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

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

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

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

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

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, reimbursement is not authorized to uniformed personnel, and a civilian employee may only receive transportation reimbursement up to the cost of the directed transportation mode.***

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

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

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

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

2. Eating

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

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

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

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

Effective for TDY travel performed on or after 1 January 2001

(NOTE 1: Applicable to civilian employees:

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

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

Effective for TDY travel performed on or after 1 January 2001

(NOTE 2: Applicable to uniformed members:

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

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

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

B. Lodging Overnight Required - Schoolhouse Training Standards

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

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

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

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

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

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

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but

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

4. TDY Aboard Vessels

- a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.
- b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.