

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 425

Alexandria, VA

1 March 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 March 2001 unless otherwise indicated.

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This change includes all material written in CAP Items 50-00(E) and 52-00(E). Insert the attached pages and remove the corresponding pages. Remove page C3D-5. This cover page replaces the Change 424 cover page.

BRIEF OF REVISION

These are the major changes made by Change 425:

Introduction. Updates the feedback reporting addresses.

C3150. Revises paragraph and updates DD Form 1610, Request And Authorization For TDY Travel of DoD Personnel. This revision incorporates policy changes implemented since the last edition of the form.

C1055-A; T4040. Clarifies that, while DoD civilian employees are not required to use Government lodging when TDY to U.S. installations, the employees are required to check for availability of Government quarters. This change also cross-references JTR, par. C1055 to par. C4550-C as a reminder that Agencies have the authority to authorize a reduced per diem when certain conditions apply.

C13205-B. Changes subparagraph references in par. C13205-B item 4 from 4 or 5 to 5 or 6.

C4553-E. Adds the reference to the CG decision where computing per diem when crossing the International Date Line is addressed.

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

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
374	i	422	C2G-1	412	C4C-5	410	C4L-25	409	C6F-1
416	iii	418	C2G-3	412	C4C-7	407	C4L-27	410	C6G-1
425	v	420	C2H-1	422	C4C-9	407	C4L-29	409	C6H-1
423	C-i	420	C2H-3	422	C4C-11	413	C4M-1	409	C6I-1
414	C-iii	410	C3-i	421	C4C-13	414	C4M-3	422	C6I-3
422	C1-i	416	C3A-1	421	C4C-15	422	C4M-5	409	C6J-1
422	C1-iii	416	C3A-3	410	C4D-1	413	C4M-7	409	C6J-3
417	C1A-1	410	C3A-5	418	C4D-3	413	C4M-9	409	C6K-1
422	C1B-1	410	C3B-1	418	C4D-5	422	C4N-1	417	C6L-1
416	C1B-3	424	C3B-3	424	C4E-1	422	C4N-3	409	C6M-1
425	C1B-5	423	C3C-1	424	C4E-3	413	C4N-5	410	C6M-3
425	C1B-7	423	C3C-3	421	C4F-1	424	C4N-7	409	C6M-5
424	C1B-9	423	C3C-5	412	C4F-3	423	C4N-9	422	C7-i
422	C1C-1	423	C3C-7	424	C4G-1	422	C4O-1	420	C7-1
424	C1D-1	425	C3D-1	422	C4H-1	422	C4O-3	410	C7-3
422	C1E-1	425	C3D-3	422	C4H-3	422	C4O-5	422	C7-5
420	C2-i	418	C3D-7	422	C4H-5	410	C4P-1	422	C7-7
422	C2-iii	411	C4-i	422	C4H-7	418	C4P-3	422	C7-9
414	C2-v	412	C4-iii	422	C4H-9	410	C4Q-1	422	C8-i
422	C2A-1	422	C4-v	420	C4I-1	422	C4Q-3	418	C8-iii
422	C2A-3	422	C4-vii	414	C4I-3	410	C4Q-5	422	C8A-1
422	C2A-5	422	C4-ix	420	C4J-1	420	C4R-1	422	C8A-3
422	C2A-7	422	C4-xi	420	C4J-3	420	C4S-1	422	C8B-1
423	C2A-9	422	C4-xiii	420	C4J-5	420	C4S-3	418	C8B-3
424	C2B-1	397	C4-xv	420	C4K-1	422	C4S-5	423	C8C1-1
421	C2C-1	420	C4-xvii	420	C4K-3	422	C5-1	418	C8C1-3
422	C2C-3	416	C4A-1	425	C4L-1	417	C6-i	418	C8C2-1
424	C2D-1	421	C4A-3	420	C4L-3	413	C6-iii	422	C8C3-1
420	C2D-3	410	C4A-5	422	C4L-5	417	C6-v	418	C8C4-1
422	C2D-5	410	C4A-7	425	C4L-7	417	C6-vii	418	C8D-1
423	C2E-1	410	C4A-9	413	C4L-9	414	C6A-1	418	C8E1-1
424	C2E-3	414	C4A-11	422	C4L-11	411	C6B-1	418	C8E2-1
416	C2E-5	411	C4A-13	425	C4L-13	417	C6B-3	418	C8E3-1
416	C2E-7	411	C4A-15	420	C4L-15	424	C6B-5	424	C9-i
422	C2E-9	418	C4B-1	420	C4L-17	410	C6C-1	424	C9-1
424	C2E-11	410	C4B-3	416	C4L-19	412	C6D-1	424	C9-3
422	C2E-13	410	C4C-1	410	C4L-21	409	C6E-1	422	C10-i
422	C2F-1	418	C4C-3	410	C4L-23	424	C6E-3	421	C10-1

422	C10-3	424	C15B-1	423	A-23	415	I-A-15	405	Q-3
402	C11-i	424	C15B-3	419	A-25	415	I-A-17	415	R-1
418	C11-1	402	C15C-1	414	B-1	415	I-A-19	415	R-3
410	C11-3	419	C16-i	380	C-1	415	I-A-21	402	T-1
420	C11-5	419	C16-iii	373	C-3	419	I-A-23	323	i-1
417	C11-7	419	C16A-1	373	C-5	419	I-A-25	323	i-3
413	C12-i	419	C16A-3	373	C-7	419	I-A-27	323	i-5
413	C12-1	420	C16A-5	373	C-9	419	I-A-29	323	i-7
418	C12-3	419	C16A-7	373	C-11	420	I-B-1	323	i-9
423	C13-i	420	C16A-9	415	C-13	420	I-B-3	323	i-11
423	C13A-1	419	C16A-11	414	D-1	420	I-B-5	323	i-13
425	C13B-1	419	C16A-13	414	E-1	420	I-B-7	323	i-15
422	C13B-3	422	C16A-15	423	E-3	421	L-1	323	i-17
421	C13B-5	419	C16A-17	423	E-5	421	L-3	323	i-19
421	C13B-7	419	C16B-1	423	E-7	423	L-5	323	i-21
417	C13C-1	419	C16B-3	423	E-9	423	L-7	323	i-23
417	C13C-3	419	C16C-1	422	E-11	423	O-1	323	i-25
401	C13D-1	419	C16C-3	422	E-13	425	O-3	323	i-27
401	C13D-3	419	A-1	423	E-15	425	O-5	323	i-29
414	C14-i	423	A-3	418	F-1	425	O-6-1	323	i-31
414	C14-1	417	A-5	387	F-3	410	O-7	323	i-33
420	C14-3	416	A-7	411	G-1	422	O-9	323	i-35
414	C14-5	422	A-9	401	H-1	413	O-11	323	i-37
422	C14-7	419	A-11	415	I-A-1	413	O-12-1	323	i-39
422	C14-9	424	A-13	419	I-A-3	415	O-13	323	i-41
414	C14-11	424	A-14-1	415	I-A-5	416	O-15	323	i-43
414	C14-13	419	A-15	415	I-A-7	422	O-17	323	i-45
414	C14-15	418	A-17	415	I-A-9	417	O-19	323	i-47
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CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated by message.

PDs make changes in the per diem rates contained in Appendices B and D. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (www.dtic.mil/perdiem/) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements or administrative memoranda included in a printed change are shown on the cover sheet of that printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

***FEEDBACK REPORTING**

Recommendations for changes in the JTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant Secretary of the Army (M&RA), Attn: SAMR-CPP-SM, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.
2. Navy - Navy Civilian Advisory Panel Member, Department of the Navy, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), Attn: Code DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO-33), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPRCE, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.
5. OSD/WHS/Defense Agencies: OSD/WHS/Defense Agencies Civilian Advisory Panel Member, 4040 Fairfax Drive, Suite 200, Arlington, VA 22203-1613.

HOW TO GET THE JTR

Requests for copies of the JTR and its changes should be routed within each Service as follows:

1. Army. The JTR is stocked and issued from the U. S. Army Publications Distribution Center - St. Louis, 16655 Woodson Road, St. Louis, MO 63114-6181. Initial distribution (ID) is based on DA 12-series subscription requirements. To receive future changes/revisions update your DA 12-series subscription service citing DA Form 12-04-E, Block 0028. Submit updates through normal initial distribution publication channels. Additional or replacement copies may be requisitioned through normal publication re-supply channels.
2. Navy. Navy distribution of changes to the JTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications,

Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). Requisition the basic only if the complete publication is required as all changes are issued with the basic publication. Requisition changes individually when only a specific change(s) is required.

(a) **For up to 3 copies**, send the requisition through the normal supply channels (in accordance with NAVSUP P2002 and NAVSUP P-437) to: Naval Inventory Control Point - Cog "I" Material, 700 Robbins Avenue, Bldg. 1, Philadelphia, PA 19111-5098;

(b) **For more than 3 copies**, send request by mail, fax or E-mail requirement (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy, (Financial Management and Comptroller, Publications Management Branch) (FMA-3), 1000 Navy Pentagon, Washington, DC 20350-1000. FAX COMM 703-604-6921 or 6919; DSN 664-6921 or 6919 or E-Mail to: Schlegel.Willie@HQ.NAVY.MIL or Savitt.Marty@HQ.NAVY.MIL (electronic version));

(c) **For changes in distribution**, mail, fax, or E-mail requirement (including SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy (FM&C) at the address in (b), above.

3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.

4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.

5. DoD Agencies/Components Not Specifically Listed. Through appropriate agency/component publishing distribution office.

6. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20342-0001.

7. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page www.dtic.mil/perdiem/

employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

c. Employment in Another Department/Agency Without a Break in Service After Separation. When an employee under an agreement:

- (1) returns to the place of actual residence or an allowable alternate destination in the U.S. for separation, and
- (2) after arrival at the destination is employed by another department/agency without a break in service,

the losing OCONUS activity must pay for the allowable travel and transportation costs related to separation travel not in excess of that to the place of actual residence. For the conditions and limitations regarding payment by the gaining department/agency when additional travel and transportation to the new PDS is necessary and circumstances under which relocation allowances may be authorized and paid, see par. C4205 (46 Comp. Gen. 628 (1967); 47 id. 763 (1968); B-163113, June 27, 1968; B-163364, June 27, 1968).

C. Overseas Schoolteachers. Cost obligation conditions in subpar. B apply for a schoolteacher in the DoDEA who is subject to 20 U.S.C. §901-907. However, unless specifically provided in Service regulations, the schoolteacher is in a non-pay status while traveling:

1. from the place of actual residence to the OCONUS PDS as a new appointee,
2. incident to transfer from one PDS to another outside a school year, or
3. incident to a renewal agreement.

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

C1053 IDENTIFICATION CARDS

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, issuance of identification cards is provided in:

1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians), and
2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals.

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. passports,

2. visas,
3. immunizations,
4. advance clearance,
5. special conditions, and
6. other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa.
2. Travel Requirements
 - a. The necessary passport, visa when required, and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and
 - b. with few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into:
 - (1) a foreign country, or
 - (2) a territory under control of a foreign country. (***NOTE: The Ryukyu Islands require a passport for travel.***)

C. Time Limitations

- a. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.
- b. Visas and immunizations also have time limitations.

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

*A. Quarters Available. Employees are required to check the availability of Government quarters (i.e., by means of the CTO) when ordered to a U.S. Installation. Provide availability/nonavailability documentation per JTR, par. C1055-C. Employees may not be required to use Government quarters when TDY to a U.S. installation; nor may reimbursement be limited after travel is completed by the Government quarters' cost (GSA ltr of September 21, 2000). For information on obtaining a reduced per diem rate see C4550-C. ***A reduced per diem rate must be obtained before travel begins.***

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

1. when TDY/delay is at other than a U.S. installation;
2. when an order-issuing official determines Government quarters use would adversely affect mission performance, except for:
 - a. employees attending service schools at an installation; or
 - b. employees in grades GS-16 or above and SES employees (including individuals described under 5 U.S.C. §5703) who determine their own quarters availability;
3. during periods of travel en route; or

4. for TDY/delay of less than 24 hours at one location;
5. if an employee's normal duties ordinarily require travel for more than 50% of the total number of basic administrative work weeks during the current fiscal year. "Normal duties" as used here do not include attendance at:
 - a. training courses;
 - b. conferences;
 - c. meetings;
 - d. seminars; and/or
 - e. similar functions.

C. Travel Order/Voucher

1. Documentation. A travel order/voucher must document non-availability by:
 - a. confirmation number (if provided by the Service's registration process); or,
 - b. the date the employee attempted to make reservations, and the phone number and name of the billeting office point of contact; or
 - c. employee certification that Government quarters were not available on arrival.
2. Authorization/Approval. When an employee provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the order-issuing/authenticating official must authorize/approve reimbursement for commercial lodgings.

C1056 STANDARDS OF CONDUCT

Acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards are subject to the restrictions and conditions in Service regulations of the separate departments relating to standards of conduct and conflict of interests in connection with travel, transportation, and TDY assignments. Also see Part D of this Chapter and Part Q of Chapter 4.

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that:

1. the 2-year period is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;
2. the 2-year period does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. the 2-year period is extended for an additional period of time up to 1 year when the 2-year time limitation for completion of residence transactions is extended under par. C14000-B. When such an extension is approved by a DoD component, relocation entitlements and allowances must be calculated by using the prescribed entitlements and allowances in effect on the employee's transfer effective date and not entitlements and allowances in effect when the time limitation extension is approved.

C1058 PRUDENCE IN TRAVEL**A. Obligation to Exercise Prudence**

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

B. Starting and Ending Travel**1. General**

- a. The travel order establishes when travel status starts and ends.
- b. Ordinarily, an employee on official travel is not required to travel during unreasonable hours at night.
- c. When night travel is required, the only acceptable sleeping accommodations are:
 - (1) ship staterooms, and
 - (2) train sleeping cars.

***NOTE:** Reclining seats on planes, trains, or buses do not constitute acceptable sleeping accommodations.*

- d. An employee should not be required to use a carrier that requires boarding or departing between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.
- e. A prudent employee should have travel scheduled so that hotel accommodations may be acquired so the employee can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 i.d. 448 (1982)).

2. Travel During Normal Hours of Rest

- a. The order-issuing/authenticating official may authorize/approve a rest stop en route when travel must be scheduled:
 - (1) to start at, near, or after the end of the employee's regularly scheduled duty hours;
 - (2) during normal hours of rest and the transportation mode does not provide adequate sleeping accommodations.
- b. Rest stops should:
 - (1) not exceed a reasonable rest period plus necessary time to obtain the earliest transportation to the authorized destination,
 - (2) be scheduled at a point en route where free stopovers are permitted (if possible) by the carriers, and

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) for additional names, authorizations (authentications), and necessary information. Extracts of travel orders from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 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>. 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 invitational travel OR contractors' travel.

B. DD Form 1610 Preparation. DD Form 1610 generally is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

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

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Order--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel order amendment.

(b) Proceed Date (dd/mm/yyyy)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the mode is to be determined by the transportation officer, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Item 13, Per Diem--When the rates in par. C4553 are authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a reduced per diem rate is prescribed, check block 13b, "Other Rate of Per Diem (*Specify*)" and enter the reduced rate. For example: "Other Rate of Per Diem (*Specify*) X \$60 Total (Lodging \$40; M&IE \$20)" and indicate the authority (e.g., memo, letter, etc.) from the designated office (based on par. C4550-C & -D). If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money 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 that should be addressed in item 16, Remarks. The amount of advance travel funds 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 commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests 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 their status (e.g., military, civilian employee, contractor).
- (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 a registration fee is authorized (see par. C4708), a statement indicating meals and/or lodgings included in the registration fee (see par. C4500-D5).
- (h) Any 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 a Service member's dependents; and
- (j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17.

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, Authorizing/Order-Issuing Official (Title and Signature). Other than the official signing in block 17 Show the order-issuing organization and address in addition to the title and signature of the authorizing/order-issuing official.

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 authorizing/order-issuing 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 authorizing/order-issuing 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 signature can include 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 is changed, the signature is invalidated.)

C. Distribution. See par. C3057.

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>.

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

A. General. The per diem allowances prescribed in this Part are applicable for all TDY periods, except when an AEA, authorized under Part M, applies, and for all periods of PDT.

B. Responsibilities for Authorizing/Approving Rates. It's the responsibility of the head of each DoD component, or a designee, to ensure per diem allowances prescribed in this Part are not in excess of the amounts required to meet the necessary subsistence expenses for an employee's official travel. However, the per diem allowances prescribed in this Part are the maximums allowable. See subpar. C for information about requesting a reduced per diem rate. To prevent authorization/approval of amounts in excess of the amounts required to meet the necessary subsistence expenses of official travel, consideration must be given to the factors listed in items 1 through 5 that reduce the necessary expenses of employees:

1. actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. availability of special rates for accommodations for a particular meeting, conference, training or other TDY assignment;
3. an employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. availability of transportation modes that provide accommodations as part of the transportation cost; and
5. availability of Government furnished lodging, such as Government quarters, or other lodging procured for the employee by means of a purchase order (see par. C4552-H).

C. Authorizing a Different Rate of Per Diem. When it can be determined factually that the per diem rates prescribed in this Part are not appropriate for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also subpar. B), the official responsible for directing travel should seek authority to prescribe a fixed per diem at a rate different from the applicable rate prescribed in this Part. Such authority must be requested and approved in advance of the travel. (A fixed per diem may not exceed the locality per diem rates prescribed in Appendix D (CONUS) or Appendix B (OCONUS) for the locality concerned.) The request, including established costs for lodgings and meals, the traveler's name, dates, and TDY assignment location should be submitted to the appropriate office indicated in subpar. D. (Include the name and telephone number for an individual who may be contacted concerning the request.) If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office in subpar. D. The authorized fixed per diem rate must be stated on the travel authorization. This rate shall be the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. Except as indicated in pars. C4552-D and F, C4554-D and C4558-F, the appropriate office designated in subpar. D is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.

D. Offices Designated to Authorize Reduced and Increased Per Diem. The offices listed in items 1 through 4:

1. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;
2. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments and ODASN (CP/EEO) Code DP2 for long-term TDY;

*3. Air Force: The approving authority for TDY other than training assignments is the commander, major command or separate operating agency--authority may be re-delegated at the commander's discretion. *For training assignments, the office is HQ USAF/DPED, 1040 Air Force Pentagon, (Room 5C266), Washington, DC 20330-1040;*

4. Office of the Secretary of Defense, Washington Headquarters Services, and other DoD components: OSD/WHS/Defense Agencies Civilian Advisory Panel Member, 4040 Fairfax Drive, Suite 200, Arlington, VA 22203-1613;

are designated to authorize (in advance):

1. a fixed reduced per diem rate in accordance with subpars. B and C;
2. a fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-D1, up to the applicable maximum rate prescribed in Appendix B or D for the locality involved; or
3. a per diem under the lodgings-plus system prescribed in par. C4553 in lieu of the 55 percent limitation in par. C4561-D1 when justified for a long-term training or TDY assignment.

NOTE: *An increase to the 55 percent limitation prescribed in par. C4561-D1 for a period of travel that has been completed must be approved on an AEA basis only under par. C4600.*

C4551 REQUESTING REVIEW OF PER DIEM RATES

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

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

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

C4552 GENERAL RULES REGARDING PER DIEM

A. Beginning and Ending of Per Diem Entitlement. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other point of departure and ends on the day the employee returns to the place of abode, office, or other point at the conclusion of the TDY assignment.

B. Restriction In Establishing PDS. Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).

C. No Per Diem at the PDS. A per diem allowance shall not be allowed within the limits of the PDS (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C1060. Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. ***Exception:*** An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: An employee departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

(2) Lodging Not Required. For any full calendar day of travel when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem allowance is the M&IE rate applicable to the preceding calendar day.

(3) Day Travel Ends. For the day travel ends (day traveler returns to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the last TDY or authorized delay point (see subpar. e).

(4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the order-issuing official authorizes/approves the employee to obtain lodging, the lodging allowance shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

d. PDT

NOTE: The per diem rates prescribed for PDT in par. C4553-B3 apply when computing per diem in subpars. (1) House-Hunting Trip, (2) En Route Travel to New PDS, (3) Renewal Agreement Travel and (4) Separation Travel.

(1) House-Hunting Trip. The rules in subpars. 2a through c apply when computing per diem allowances for house-hunting trips (see par. C4107), except for determining the applicable rates (see ***NOTE*** above).

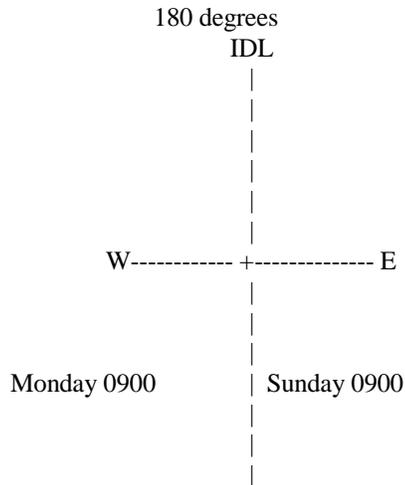
(2) En Route Travel to New PDS. Except for determining the applicable rate (see ***NOTE*** above), the rules in subpars. 2a and b apply when computing per diem allowances for en route travel to a new PDS. The M&IE rate applicable to the new PDS on the day of arrival at that location, or the standard CONUS M&IE rate (see Appendix A or D for current rate), as appropriate, applies as provided in subpar. e. When travel begins and ends on the same day, the rule in subpar. a(2) applies and the M&IE rate applicable to the new PDS, or the standard CONUS M&IE rate (See Appendix A or D for current rate), as appropriate, also applies in subpar. e.

(3) Renewal Agreement Travel. Except for determining the applicable rate (see ***NOTE*** above), the rules in subpars. 2a through c apply when an employee performs renewal agreement travel to the actual place of residence and return to the old or new PDS. Employees are entitled to per diem for renewal agreement travel only while traveling to the actual place of residence and from the actual place of residence to the old or new PDS, but not while at the actual place of residence. When the provisions in subpar. c(1) do not apply and subpars. c(2) and (3) are used to compute per diem incident to return from renewal agreement travel, the M&IE rate applicable to the employee's actual place of residence (see subpar. B3 for applicable rates) applies in lieu of the rate applicable to the preceding calendar day.

(4) Separation Travel. Except for determining the applicable rate (see ***NOTE*** above), the rules in subpars. 2a and b apply when computing per diem allowances for all en route travel to the actual residence incident to separation. The M&IE rate applicable to the actual residence on the day of arrival at that location, or the standard CONUS M&IE rate (see Appendix A or D for current rate), as appropriate, applies as provided in subpar. e. When travel begins and ends on the same day, the rule in subpar. a(2) applies and the M&IE rate applicable to the actual residence, or the standard CONUS M&IE rate (see Appendix A or D for current rate), as appropriate, also applies as provided in subpar. e.

e. Day of Departure and Day of Return to PDS. The applicable M&IE rate prescribed in Appendices B and D, is authorized at a flat 75% on the day of departure from, and the day of return to, the PDS in connection with TDY, and in connection with PCS travel.

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



See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to payment of per diem under the lodgings-plus system and an AEA under the actual expense system. Reimbursement is computed under only one system for each calendar day except when par. C4711 or C4602-C, applies. When actual subsistence expense reimbursement for certain travel days is intermittent with the per diem method for others, par. C4605-D governs.

C4554 PER DIEM RULES CONCERNING MEALS

A. Determination of M&IE Rate

1. Full Days

a. CONUS

- (1) applicable locality rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)),
- (2) the standard GMR, plus \$2 for incidental expenses on any day all three meals are consumed in a Government mess, or
- (3) the PMR on any day when at least one, but not all three, meals are consumed in a Government mess. The PMR plus \$2 for incidental expenses.

b. OCONUS

- (1) applicable locality rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)), (use \$3.50 for the incidental rate, when quartered on a U.S. installation and a Government mess is not used, instead of the incidental expense rate for the locality concerned see note below on incidental expense)), or
- (2) the standard GMR for meals in a Government mess plus the incidental expense rate (see note below) on any day all three meals are consumed in a Government mess, or;
- (3) the PMR plus the incidental expense rate (see NOTE below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to an employee incident to a TDY or training assignment, the per diem allowance is:

1. \$2 incident to an assignment in CONUS, and
2. \$3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the order-issuing official determines that the \$3.50 is not adequate and authorizes/approves the incidental expense rate in Appendix B (in this case, payment of the Appendix B incidental expense rate must be stated in the travel order); or
3. the incidental amount prescribed in Appendix B for the locality concerned instead of \$3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The order-issuing official can determine \$3.50 to be adequate for anticipated expenses when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel order.

However, the applicable amount, plus the cost of meals and lodgings furnished without cost to the employee may not exceed the applicable maximum per diem rate prescribed in Appendix B or D. (See par. C4554-D for per diem when TDY performed in support of field training exercises with military units.)

C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental portion of per diem for OCONUS areas is \$3.50 instead of the amount prescribed in Appendix B for the locality concerned. The order-issuing official can determine that the \$3.50 is not adequate and authorize/approve the incidental expense rate in Appendix B. In this case, payment of the Appendix B incidental expense rate must be stated in the travel order. When a charge for use of Government quarters is paid by the traveler, the per diem payable is increased in an amount equivalent to the charge for quarters. The resultant amount is not to be rounded off to the next higher dollar. In no case shall the total per diem payable exceed the applicable overseas per diem locality rate for the area.

C4558 PER DIEM FOR TRAVEL BY VESSEL

A. General. For vessel travel, the per diem allowance for the day of arrival on board (day of embarkation) and day of departure from the vessel (day of debarkation) is computed under the lodging-plus system in par. C4553.

B. Government Ship

1. General. A traveler is paid \$2 per day while aboard a Government ship when furnished quarters without charge and meals with or without charge. The traveler is paid \$4 per day when required to pay for quarters onboard the ship. Neither rate is subject to further reduction. When a traveler is required to pay for meals, the \$2 or \$4 rate is increased by the current standard Government meal rate (See Appendix A). In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the per diem rate prescribed in this subparagraph is increased by the actual daily cost of those quarters. In no case may reimbursement for the total cost of quarters on the ship and ashore exceed the maximum lodging amount prescribed in the per diem rates at <http://www.dtic.mil/perdiem/> for the locality concerned. When an employee procures meals ashore at personal expense, reimbursement is authorized as prescribed in par. C4554-A1a and b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <http://www.dtic.mil/perdiem/> for the locality concerned.
2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in subpar. 1 (General) are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB). The per diem rates are not subject to any further reductions.

3. Two or More Meals Furnished with Charge Aboard Corps of Engineers Floating Plant. For days on which an employee is charged for two or more furnished meals in a mess facility aboard a Corps of Engineers floating plant incident to TDY, the per diem rate for that day is the actual cost of lodging up to the standard CONUS lodging rate (see per diem rates at <http://www.dtic.mil/perdiem/> or Appendix A for the current standard CONUS rate) plus \$20 for meals and incidental expenses. The resultant amount is not rounded off. This per diem rate is not subject to the rates in par. C4554-A1 (based on use of Government mess). For days when less than two meals are furnished in a mess facility aboard a floating plant, the M&IE rate payable is the standard CONUS rate (see per diem rates at <http://www.dtic.mil/perdiem/>, or Appendix A for the current standard CONUS rate). When meals are furnished without charge, the provisions of par. C4554-B (deductible meals) apply.

C. Commercial Vessel

1. General. Except as noted in subpars. 2 and 3 below, for travel aboard a commercial vessel, the per diem rate is \$6. When a traveler's subsistence expenses exceed \$6, a per diem rate equal to the expenses, up to \$9 per day, may be authorized/approved by the authorizing/order-issuing official.

2. Alaska Marine Highway System. For travel by ferry on the Alaska Marine Highway System, the per diem rate shall be the standard CONUS M&IE rate (see per diem rates at <http://www.dtic.mil/perdiem/>, or Appendix A for the standard CONUS rate).

3. Inland or Coastal Waters. Per diem rates for TDY travel aboard a commercial vessel on CONUS inland or coastal waters are:

- a. \$2 when the cost of passage includes meals, or
- b. \$30 when the cost of passage does not include meals.

C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. Meals and Incidental Expenses. The official directing travel shall: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem in accordance with par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in par. C4555-D, items 2 through 9, are lodging costs.

***C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS**

Per diem allowances for long-term TDY assignments of more than 180 calendar days at one location are as indicated in par. C4561-D1. The per diem rates in par. C4561-D1 apply for the entire period, except that per diem allowances for the day of arrival and day of departure from the TDY location is determined under the lodging-plus system in par. C4553. Per diem rates determined in accordance with instructions in par. C4561-D1 are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

PART B: TQSE(AE)**C13200 PURPOSE**

TQSE(AE) 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. The order-issuing/authenticating official, not the employee, determines if TQSE(AE) is necessary.

C13205 TQSE(AE) OPTION

A. TQSE(AE) is an actual expense allowance based on:

1. the *standard CONUS* per diem rate (Appendix D) for temporary quarters occupied in CONUS localities, or
2. the *locality* per diem rate (Appendix B) for temporary quarters occupied in OCONUS non-foreign localities.

B. Authorization. The following factors must be considered before authorizing TQSE(AE):

1. TQSE(AE) may only be authorized before temporary quarters are occupied and may not be approved after the fact (41 CFR §302-5.7).
2. TQSE(AE) may be authorized only for the time period determined necessary by the order-issuing/authenticating official, *never to exceed a total of 120 days*.
3. TQSE(AE) is for a temporary place of residence.
- *4. If an employee moves HHG into quarters occupied initially at a new PDS and continues occupancy indefinitely, the quarters are permanent quarters, unless 5. or 6. applies.
5. Quarters occupied temporarily, within the allowable time limit, are temporary quarters when employee-arranged permanent quarters:
 - a. remain occupied by the present tenant,
 - b. require repairs/alternations that have not been completed, or
 - c. are under construction.
6. The order-issuing official may determine that quarters initially occupied that eventually become an employee's permanent quarters were temporary quarters after considering:
 - a. lease duration,
 - b. HHG movement into the quarters,
 - c. quarters type,
 - d. expressions of intent,
 - e. attempts to secure a permanent dwelling, and
 - f. length of time the employee occupied the quarters.
7. Temporary quarters location must be within reasonable proximity of the old and/or new PDS.

8. TQSE(AE) in other locations may be authorized only if the order-issuing/authenticating official is convinced that the circumstances are unique to the individual employee and/or dependents and are reasonably related to the transfer.

9. TQSE(AE) in other locations must be authorized by the order-issuing/authenticating official to ensure adequate review of the circumstances and that TQSE(AE) payment is justified.

C. Eligibility Period

1. Starting Temporary Quarters Occupancy. Temporary quarters occupancy may start as soon as TQSE allowances have been authorized in PCS orders and the employee has signed a transportation agreement. Occupancy of temporary quarters must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

2. Temporary Quarters Occupancy Time Period. The period of temporary quarters occupancy runs concurrently for the employee and all dependents. The employee may occupy temporary quarters at one location while dependents occupy quarters at another location.

a. Temporary Quarters Occupancy Interruptions. The period continues to run whether or not the employee and/or dependents occupy temporary quarters except if occupancy is interrupted for:

- (1) travel between the old and new PDS (actual travel time);
- (2) necessary official duties such as an intervening TDY assignment/military duty; or
- (3) non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control that are acceptable to the order-issuing official.

b. Temporary Quarters Occupancy Resumption. Under the circumstances cited in subpar. a. above:

- (1) the period of absence is excluded from the authorized time for temporary quarters occupancy;
- (2) the employee is eligible for TQSE(AE) when temporary quarters occupancy at the new PDS resumes; and
- (3) eligibility continues for the balance of the authorized time, if necessary.

c. Temporary Quarters Occupancy Interrupted by Official Travel

- (1) Exceptions are not made if dependents occupy temporary quarters at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.
- (2) When temporary quarters occupancy is interrupted by the performance of official travel, the actual time en route, not in excess of the authorized allowable travel time, is excluded from the period of eligibility, which resumes when temporary quarters are occupied.
- (3) When an employee retains temporary quarters while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the order-issuing official determines that the employee acted reasonably in retaining the temporary quarters (69 Comp. Gen. 72 (1989)).

3. Ending Temporary Quarters Occupancy. Temporary quarters occupancy ends when the employee or any dependent occupies permanent quarters or when the authorized period of time expires, whichever occurs first.

Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

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

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

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

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

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

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

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

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

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

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

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

*b. The AO may direct adequate available Government quarters use for uniformed members on an installation only if the uniformed member is TDY to that installation. The AO may not direct adequate available Government quarters use for civilian employees. The member cannot be directed to use Government quarters during any fiscal year the member is expected to be on TDY more than one half of the work year. The commander responsible for the quarters determines their adequacy. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

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

NOTE:

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

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

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

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

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example,

cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

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

2. Eating

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

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