

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 427

Alexandria, VA

1 May 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 May 2001 unless otherwise indicated.

J. P. MCLAURIN
Deputy Assistant Secretary of
the Army (MPP)

BONNIE MOREHOUSE
Deputy Assistant Secretary
of the Navy (MPWR)

JOHN M. SPEIGEL
BGEN, USAF
Acting Deputy Assistant Secretary
of the Air Force (FM&P)

This change includes all material written in CAP Items 44-00(E); 54-00(E); and 58-00(E), Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 426 cover page.

BRIEF OF REVISION

These are the major changes made by Change 427:

Introduction; C4550-D2; Appendix L. Updates the Navy civilian personnel office address.

C2001-A2(a); C2002-B1; C6456-A. Clarifies that when a city-pair fare is unavailable, the least expensive 'unrestricted' fare should be used. Restricted fare create potential problems/cost for the traveler when/if the flight needs to be changed

C4108. Makes clear that an authorizing/order-issuing official may authorize or approve PCS allowances for a short distance move if the official determines that due to the commuting distance and/or time involved, relocation of a residence is/was necessary incident to a PCS even though the requirements (a) that the distance between the old and new PDS must be at least 30 miles and (b) that the employee's proposed new residence must be at least 30 miles closer to the new PDS than the employee's old residence are not met, provided the commuting distance from the new residence to the new PDS is at least 10 miles less than the distance from the old residence to the new PDS.

C4430; C4552; C4553; C4560; C4561; C6603; T4060. Explains that the 55 percent per diem rule for long-term TDY (except for training) is for 180 "consecutive" days of TDY. In addition, this item clarifies that the criterion for certain training courses which involve long term TDY of 30 days or more is also "consecutive."

C4554-A1. Provides a more direct internet address for OCONUS per diem rates and changes “order issuing” to “authorizing/order-issuing” official

C4601-A; Appendix A. Indicates that per diem rates prescribed for foreign areas include an amount for lodging taxes in the maximum amount prescribed for lodging and not in the amount prescribed for incidental expenses. Lodging taxes for non-foreign areas are separately reimbursable and are not part of per diem.

C13205-A. Deletes the words “non-foreign” from item 2 to correct the impression that TQSE may not be authorized in OCONUS foreign areas.

VOLUME 2

JOINT TRAVEL REGULATIONS

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.

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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, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), 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 "P" 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));
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 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/.

CHAPTER 2

TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, AND BAGGAGE

PART A: CONDITIONS

C2000 GENERAL

A. Travel/Transportation Policy. Travel other than by a usually traveled route must be justified. An employee may not use contract airline/rail passenger service provided under contract with the General Services Administration (GSA) (see par.C2206-D) for that portion of an indirect route traveled for personal convenience. Any additional expense must be paid by the traveler. All work-day time not justified as official travel must be charged as leave.

1. less than premium-class accommodations must be used for passenger transportation, unless par. C2204 or C6552 applies,
2. travelers may voluntarily use/accept, and the Government may furnish, accommodations which do not meet minimum standards if the employee's or Service's needs require use of these accommodations,
3. travelers may not be reimbursed for travel at personal expense on vessels/aircraft of foreign registry, except as specified in par. C2206-E, and
4. each dependent is allowed a seat.

B. TDY Travel Involving Non-PDS Location(s). An employee on TDY orders is entitled to travel/transportation allowance NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location. When TDY travel is to/from a *non-PDS* location:

1. the traveler must pay excess travel/transportation costs, and
2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

NOTE: For TDY travel/transportation allowances when TDY orders are received while the employee is on official leave, see par. C4564.

C2001 TRANSPORTATION MODES

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. Travel of an employee is by the most expeditious means of transportation practical and is commensurate with the nature and purpose of the duties involved. The official directing travel is responsible for the mode of transportation selected. Civilian employees shall not be required to travel via any particular mode of transportation, commercial or Government, when the travel order contains a specific statement excluding such mode of transportation.

2. Selecting Method of Transportation To Be Used

*a. Contract Air Service. Except as noted herein, the use of discount fares offered by contract air carrier between certain cities (city-pairs) is advantageous to the Government and is mandatory for authorized air travel between those city-pairs. ***If a contract city-pair fare is not available***, the least expensive unrestricted

fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare. For exceptions and specific guidelines regarding the use of contract air service, see Title 41 Code of Federal Regulations (Federal Travel Regulation (FTR)), §301-10.107 (see the GSA web site at: http://policyworks.gov/org/main/mt/homepage/mtt/fr/newfr/301-10_107.html) and DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR web site at: <http://public.transcom.mil/J4/j4lt/dtr.html>, and then click on 'Part I, Passenger Movement').

b. Noncontract Air Service. The use of noncontract air service may be authorized only when justified under the conditions noted in subpar. a. Advance authorization and the specific justification reason for the use of noncontract air service must be shown on the travel order or other form of travel authorization before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee shall obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification therefor must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DoD component to be advantageous to the Government with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount fares offered to the Government by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount fares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Government-Contract Rental or Government-Furnished Automobiles. When it is determined an automobile is required for official travel, a Government-contract or Government-furnished automobile is used as follows.

a. Government-Contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to employees who travel to their destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under this subparagraph, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. Government-furnished automobiles shall continue to be available for use in isolated areas where commercial rental contractors are not available.

b. Government-Furnished Automobile. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a Government-contract rental or a Government-furnished automobile should be authorized, the overall cost shall include any administrative costs as well as any costs associated with picking up and returning the automobile.

d. Traveler's Cost Liability When Selected Method not Used. The employee shall use the method of transportation administratively authorized/approved by the DoD component concerned as most advantageous to the Government. Any additional cost resulting from use of a method of transportation other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

B. Within CONUS. Determination to use any one of or a combination of the modes of transportation described in subpar. A for travel within CONUS shall be based on the following factors:

1. urgency and purpose of travel and ability of each mode of transportation to provide necessary service to meet mission requirements;

GSA airlift contracted through the Contract City Pair Program shall be used for Government employees. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions must apply if a non-contract carrier, or a contract carrier other than the primary contractor, is used for travel within a contract route.

The exception must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official. Those conditions are as follows:

Effective 9 June 00

1. Space or scheduled flights are not available in time to accomplish the purpose of travel (to include space for pets when associated with permanent duty travel, e.g., PCS - USCINCTRANS SCOTT AFB IL//TCJ4-LT//091304Z JUN 00), or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JTR, par. C1058);
3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account;***
4. Rail service is available and that service is cost effective and consistent with mission requirements;
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
 - a. the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and
 - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

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

2. ***Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets.***

NOTE: See JTR, par. C2001-A2c for policy regarding use of Rail or Bus service.

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

1. How does the program work?

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

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

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

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares.
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. How come contractors cannot use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city pair program and could jeopardize its future success.*

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

Effective 9 June 00

- a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.) (see subpar. A, item 1 regarding space for pets).
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares

carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.

c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.

d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city pair route unless one of the exceptions in paragraph 5, above applies. Not all city pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- 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 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

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

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Employee must provide receipts for lodging.

Case 2

The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (subpar. 2) for a 10 day trip. The employee accepts subsistence at the fixed amount (subpar. 2, item a).

Subsistence for employee and spouse: $\$166 \times 6.25 =$

Total \$1037.50

No receipts for lodging required.

Case 3

Employee reports to the new PDS without performing a HHT and the spouse travels alone at a later date.

(a) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (subpar. 2). The employee elects per diem under the lodging-plus method (subpar. 1). Under par. C7006-C the employee is entitled to per diem for the spouse up to the maximum rate. In this case, up to \$166 (\$42 (M&IE) and \$124 (lodging)).

Per diem for the spouse (lodging cost \$60) is as follows:

Days of travel to Arlington: $\\$31.50$ (75% x \$42) + \$60 (lodging) =	\$91.50
8 days in the Arlington area: $\$42 + \$60 = \$102 \times 8$ days =	\$816.00
Day of return to PDS: $75\% \times \$42 =$	\$31.50
	Total \$939.00

Employee must provide receipts for lodging.

(NOTE: If the spouse lodges with the employee, there is no reimbursement for lodging unless there is an additional charge for the spouse.)

(b) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses for a 10 day househunting trip (subpar. 2). The employee accepts the fixed amount (subpar. 2, item b).

Subsistence for the spouse is: $\$166 \times 5 =$

Total \$830.00

No receipts for lodging required.

P. Documenting Expenses. To receive reimbursement for HHT transportation expenses an employee must itemize transportation expenses and have receipts as required by par. C1310. When an employee is paid per diem under subpar. O1 using the lodging-plus method, the employee must itemize lodging expenses and have receipts for lodging. When an employee is paid subsistence in a fixed amount under subpar. O2, no itemization or receipts are required.

Q. Travel Order Requirements. The PCS travel order must include:

1. househunting travel authorization;
2. transportation mode;
3. the authorized subsistence reimbursement method;
4. the period of time authorized for the trip;
5. the duty reporting date at the new PDS; and
6. a statement that the employee has signed the required agreement.

R. Status While on HHT. An employee is in a duty status at no charge to leave while performing househunting travel during the authorized period of absence.

S. No Return to Old PDS. In instances where a househunting trip is authorized and the employee reports for duty at the new PDS instead of returning to the old PDS, househunting subsistence is payable for the days spent seeking permanent quarters up to the day before reporting for duty not to exceed the number of days authorized for the househunting trip. The one way transportation is considered PCS travel (B-209727, July 12, 1983, and B-215701, December 3, 1984).

T. Advance of Funds for HHT Expenses. See par. C1101 for advance of funds for househunting travel expenses.

U. HHT In Connection With TQSE Allowance

1. TQSE(AE). If an employee is paid or reimbursed for HHT days and TQSE(AE) is subsequently authorized, the actual number of days paid or reimbursed on either a lodgings plus or fixed amount HHT basis are deducted from the first 30-day period of authorized TQSE(AE). See par. C13225. For example, if an employee is:

- a. paid for 5 days of a HHT, then deduct 5 days from the first 30-day period of authorized TQSE(AE),
- b. paid for 6.25 days of a HHT, then deduct 6 days from the first 30-day period of authorized TQSE(AE), or
- c. reimbursed for 10 days of a HHT, then deduct 10 days from the first 30-day period of authorized TQSE(AE).

2. TQSE(F). The number of days paid or reimbursed for a HHT are never deducted from TQSE(F). See par. C13320.

***C4108 CHANGE OF STATION WITHIN SAME CITY OR AREA (FTR §302-1.3(a)(1) and §302-1.7)**

A. General. Travel, transportation, and other related allowances, as applicable, shall be authorized/approved incident to a PCS even though the old and new PDSs are located within the same city or area provided that the PCS:

1. is in the Government's interest,
2. is to a new PDS which is at least 30 miles distant from the old PDS,
3. is not primarily for the convenience or benefit of the employee or at the employee's request, and
4. relocation of the residence is incident to the PCS.

B. Determination Regarding Residence Relocation. In determining that the residence relocation is incident to the PCS, the authorizing/order-issuing official must consider:

1. commuting time and distances between the employee's residence at the time of PCS notification and the old and new PDSs, and
2. the commuting time and distance between a proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is at least 30 miles closer to the new PDS than the employee's old residence (i.e., the residence from which the employee daily commuted to old PDS). (Example: An employee is transferred from PDS "A" to new PDS "B." The commuting distance from the employee's old residence to new PDS "B" is 50 miles. The commuting distance from the employee's new residence to new PDS "B" is 20 miles. This satisfies the requirement for the new residence to be 30 miles closer to PDS "B" than the old residence.).

C. Authorizing/Approving PCS Allowances Even Though the 30-Mile Requirement Not Met. If the authorizing/order-issuing official determines that due to the commuting distance and/or time involved relocation of a residence is/was necessary incident to a PCS even though the 30-mile requirement in subpars. A and/or B is not met, the official may authorize/approve PCS allowances provided:

1. the PCS is to a new PDS which is at least 10 miles distant from the old PDS, and
2. the one-way commuting distance from the proposed new residence to the new PDS is at least 10 miles less than the distance from the old residence to the new PDS.

D. Claim for PCS Allowances must Satisfy Conditions. A claim for PCS allowances authorized in an order must satisfy the conditions in subpars. A and B before reimbursement is allowed unless PCS allowances are authorized/approved under subpar. C. If the employee changes the proposed new residence location, the authorizing/order-issuing official must review the change for compliance with the criteria in subpars A and B, or subpar. C, as applicable. *Non-compliance is grounds for denial of the various allowances.* Chapter 16 addresses reimbursement for additional taxes incurred by employees on reimbursement for PCS allowances.

C4109 TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

Title 5 U.S.C. §3371 through §3375 provides authority for the temporary assignment of employees between the Federal Government and state or local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The statutory authority provides for travel and transportation expenses similar to those provided to an employee incident to a transfer. Assignments solely for training are not contemplated under this authority. The assignments may be made for up to 2 years. They may, under certain circumstances, be extended for up to an additional 2 years. For travel purposes, these employees, whether in an appointed or detail status, are “employees” for determining eligibility for TDY orders and travel entitlements under the FTR and JTR. OPM has authority to promulgate regulations governing the temporary assignment of these employees. Travel, transportation and related allowances for an employee under the IPA Mobility Program and dependents shall be in accordance with OPM regulations in CFR, Part 5, Chapter 334. *NOTE: See <http://www.opm.gov/programs/ipa/index.htm> for information and OPM regulations concerning the IPA Mobility Program.*

C4110 RETURN FROM MILITARY DUTY

When a civilian employee (for example, Reserve Technician), who is entitled to mandatory restoration under FPM 353, returns from military duty, and an appropriate vacancy does not exist at the place from which resigned to enter the Armed Forces, the employee may be regarded as restored at that place for the purpose of paying travel expenses in connection with a transfer in the interest of the Government, from the place of restoration to a place where a suitable vacancy is available within DoD (B-170987, December 14, 1970 and 25 Comp. Gen. 293 (1945)). Reimbursement in such case is allowable as provided in Chapter 14 for real estate expenses required to be paid by the employee in connection with (a) the sale of the residence (or the settlement of an unexpired lease) at the former civilian PDS and (b) the purchase of a residence at the new PDS. The criteria prescribed in par. C4108 concerning change of station within the same city or area applies. Reimbursement is prohibited for any sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee first being officially notified (generally in the form of a change-of-official station travel authorization) that instead of returning to the former duty location, the employee shall be assigned to a different PDS than the one from which resigned to enter the Armed Forces. An employee returned from the point where released from military duty directly to the employee’s new civilian PDS (other than the one from which the employee resigned to enter military service) has separate and distinct entitlements. Based on the employee's status as a:

1. military member being discharged is entitled to travel and transportation for himself, dependents, and HHG from the place released from military service to the HOR, or PLEAD.
2. civilian employee, the employee is entitled to travel and transportation for himself or dependents, and HHG from the civilian PDS from which resigned to enter military service to the new civilian PDS (The employee also is entitled to (a) the miscellaneous expense allowance in Chapter 9, (b) expenses incurred in connection with the sale/purchase of a residence or an unexpired lease described in Chapter 14, (c) a househunting trip if authorized in the orders under par. C4107 and (d) TQSE if authorized/approved in accordance with Chapter 13).

If the entire cost for moving the employee, dependents and HHG from the place of release from military service to the new civilian PDS is provided under the employee's entitlement (described in item 1) as a military member being discharged, no additional payment shall be allowed for such travel and transportation. If the entire cost for such travel and transportation is not covered by the entitlement described in item 1, the travel and transportation allowances in item 2 shall be used to pay for the allowable expenses not covered (B-173758, October 8, 1971).

(NOTE: See JFTR, Chapter 7, Part G for travel entitlements when members of reserve components (including dual status technicians) and retired members are called (or ordered) to active duty.)

C4111 TEMPORARY CHANGE OF STATION (TCS)

A. General. An order-issuing official may authorize a TCS with limited relocation allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months). The long-term temporary assignment location becomes the employee's temporary official station.

B. Eligibility

1. Assignment. An assignment may be considered for a TCS only if:
 - a. the employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
 - b. the assignment is not less than 6 months nor more than 30 months;
 - c. TDY travel and per diem otherwise are payable; and
 - d. the order-issuing official determines TCS is more advantageous than TDY as in subpar. C.

NOTE: A transportation agreement is not required for a TCS move.

2. Employees. All employees are eligible for a TCS except:
 - a. a new appointee;
 - b. an individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
 - c. an individual serving without pay or at \$1 a year;
 - d. an employee assigned under the Government Employees Training Act (5 U.S.C. §4109) (see par. C4500); or
 - e. an employee assigned to or from a State or local Government under the Intergovernmental Personnel Act (5 U.S.C. §3372).

C. Conditions. After considering subpars.1-4, an order-issuing official may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance.

1. Component Cost Considerations. The estimated costs of TCS and TDY must be compared and considered.
2. Employee Tax Considerations. According to the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a relocation income tax (RIT) allowance. TCS should be considered seriously if an extended TDY results in an unreimbursable income tax liability on an employee.

1. When a travel order does not contain authorization for itinerary variation but circumstances arising after travel begins require itinerary variation, the appropriate order-issuing/authenticating official orally may authorize changes before the variance is made and later confirm it in writing.

2. *The authorization for itinerary variation shall not be substituted for inadequate advance preparation.*

3. *Variation authority does not grant blanket travel authorization.*

***C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)**

A. General

1. The authorizing/order-issuing official must determine that the assignment is not a TCS or PCS move before authorizing a long-term assignment away from the PDS as TDY. All of the following criteria must be met for an assignment to be a TDY (68 Comp. Gen. 465 (1989)):

- a. the duties to be performed are temporary in nature,
- b. the assignment is for a reasonable time duration, and
- c. TDY costs are lower than round-trip TCS or PCS expenses.

2. An employee's PDS is where an employee spends, and is expected to spend, the most time.

3. The "temporary" designation of an employee's duty station on a travel order is not necessarily controlling.

4. Long-term TDY should not exceed 180 consecutive days (64 Comp. Gen. 205 (1985); 62 id. 560 (1983)).

5. A reduced fixed per diem, 55% of the TDY locality rate (see pars. C4560 and C4561-D1), is payable for long-term TDY assignments of more than 180 consecutive calendar days at one location.

6. The 55% rate ordinarily is adequate to cover the cost of lodgings, meals and incidental expenses when long-term arrangements for lodging, such as renting an apartment, are made.

B. 180-Consecutive-Day Time Limitation. TDY assignments at one location may not exceed 180 consecutive days, except when authorized under subpar. C. This limitation does not apply to employees assigned TDY at more than one location for a collective period of over 180 consecutive days if the duty period at each location is 180 consecutive days or less. (*NOTE: Issuing a TDY order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY order for return to the same location is a violation of this 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration was in excess of 180 days when the initial order was issued.*)

C. TDY in Excess of 180 Consecutive Days

1. Restrictions. The authorizing/order-issuing official (see par. C3000) may authorize TDY over 180 consecutive days at one location only when:

- a. mission objectives or unusual circumstances require it; and
- b. the criteria in subpar. A are satisfied.

2. Administration

- a. A written request and justification must be forwarded to the authorizing/order-issuing official as soon as practicable.
- b. The request must be acted upon before a travel order is issued.
- c. Only when advance authorization is not possible may a TDY order be issued before the request is submitted or acted upon. See subpar. D if the request is subsequently disapproved.

D. TDY in Excess of 180 Consecutive Days Not Approved. An authorizing/order-issuing official who disapproves a request for TDY in excess of 180 consecutive days, after an order has been issued, must

1. direct the TDY order be terminated and the employee returned to the PDS;
2. direct the TDY order be canceled and a PCS travel order be issued;
3. direct the TDY order be amended to a fixed 180 or fewer consecutive days period from the reporting date at the TDY station; or
4. authorize a TCS (see subpar. E).

E. Temporary Change of Station (TCS) Instead of an Extended TDY. The authorizing/order-issuing official may authorize the limited relocation allowances of a TCS instead of TDY allowances for an employee when the extended TDY period is between 6 and 30 consecutive months. (See par. C4111).

F. Income Taxation of Reimbursable TDY Allowances

1. Authorizing/order-issuing officials must advise employees of their potential income tax liability if their TDY assignments (including training assignments) are at one location for more than a year.
2. A TDY assignment at one location for more than a year is considered, by the IRS, to be permanent and any reimbursement is taxable income.
3. The IRS Code, 26 U.S.C. §162(a), does not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. This applies to costs paid or incurred after December 31, 1992.

G. Extensions. When an employee on TDY for 180 or fewer consecutive calendar days (including weekend days) is assigned additional/extended duty, the reduced fixed per diem rule may apply (see pars. C4560 and C4561-D1). The rule applies if the scheduled TDY duration, measured from the date of the order directing the additional/extended duty including the time remaining on the original order, is more than 180 consecutive days.

Example 1: An employee's original TDY order is for 160 days. On day 100, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is less than 180 consecutive days (60 days remaining on original TDY + 60 days extension = 120 days) the assignment continues as regular TDY.

Example 2: An employee's original TDY order is for 160 days. On day 30, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is more than 180 consecutive days (130 days remaining on original TDY + 60 days extension = 190 consecutive days) the assignment becomes long-term TDY and the 55% rule becomes effective on the day the extension is authorized (and authority must be requested and received for the TDY period that is now in excess of 180 consecutive days.).

(NOTE: If the employee is returned to the PDS between TDY assignments at the same location (as opposed to the employee being provided or making visits as permitted by par. C4662), the "long-term" TDY is broken. The second (and additional) TDY period(s) after the break(s) cannot be added to the initial TDY period to create an artificial TDY period of more than 180 consecutive days.)

C4435 TDY PRIOR TO REPORTING TO FIRST PDS

If a new appointee is required to perform TDY before reporting to the first PDS, the appointee is entitled to additional transportation expenses and per diem while performing the assigned duties.

C4440 ORDERED TO TDY WHILE ON LEAVE

A. TDY at Leave Point. An employee on leave away from the PDS, who receives TDY orders at the leave point, is entitled to per diem for the TDY performed in compliance with the orders.

B. TDY at Other Than Leave Point

1. Authorized to Resume Leave Upon TDY Completion. An employee on leave away from the PDS, who receives TDY orders to other than the leave point, is entitled to round-trip transportation expenses and per diem for travel between the leave address (or the place at which orders are received, whichever applies), and the TDY site (see par. C2000-B). While at the TDY site regular TDY allowances are payable.

2. Directed to Return to PDS Upon TDY Completion. An employee away from the PDS, who receives TDY orders at other than the leave point, is entitled to per diem and transportation expenses for travel *from* the:

a. leave address (or the place at which orders are received, whichever applies) *to* the TDY station (see par. C2000-B), *and*

b. TDY station *to* the PDS.

Regular TDY allowances are payable at the TDY site.

3. Directed to Proceed to New PDS Upon TDY Completion. An employee is entitled to PCS travel *and* transportation allowances for travel performed from the:

a. old PDS to the leave address or to the place at which orders were received, whichever applies, not to exceed in either case, the official distance from the old PDS to the new PDS, *and*

b. leave address or place of receipt of orders, as applicable, to the TDY station, *and*

c. TDY station to the new PDS.

Per diem also is payable for the TDY directed at the TDY station.

C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

Round-trip TDY travel by POC may be authorized/approved between the residence and TDY location without requiring the employee to first report to headquarters or the regular duty place. In authorizing this travel, the authorizing/order-issuing official must consider mission requirements, relative expense, and practicability.

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

The necessity for frequent TDY assignments to the same OCONUS locale by the same employee must be evaluated periodically to determine if there are alternatives. If reviews indicate there are significant individual expenditures (in connection with TDY assignments) that have an adverse effect on the balance of payments, special attention should be given to minimizing spending.

C4455 TRIAL TRIPS ON NAVY SHIPS

For duty assignments in connection with trial trips on ships, see Navy Civilian Personnel Instructions (CPI) 610-S1.

C4460 TDY ASSIGNMENTS ON SUBMARINES

Employees must meet the specific physical requirements in the current edition of SECNAVINST 6420.1 series, for TDY submarine assignments. This directive can be accessed from the Internet at website address: <http://neds.nebt.daps.mil/directives/6420dl.pdf>.

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

See Chapter 6, Part J.

C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED

Except as in par. C4462, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

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. *The per diem rate is determined based on the traveler's TDY location, not the lodging location.* If neither Government nor commercial quarters are available at the TDY location, see par. C4555-A.

B. Responsibilities for Authorizing/Approving Rates. It is 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 <http://www.dtic.mil/perdiem/pdrates.html>, 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 the employee is permanently assigned for long-term training assignments and the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 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.

D. TDY at Nearby Places Outside the PDS. Per diem allowance shall not be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in subpar. F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem allowance may be authorized/approved by the order-issuing or authenticating official.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense shall not affect the employee's prescribed per diem rate.

F. Travel of 12 or Less Hours (12-Hour Rule). A per diem allowance shall not be allowed when the period of official travel is 12 or less hours. This rule also applies to travel incident to a PCS. For TDY travel, the prohibition applies if the total time en route and duty period from the time of departure until the time of return to the PDS is within the limitations.

G. Relationship of Per Diem to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or nonforeign post differential provides additional compensation for employees assigned to OCONUS PDSs where environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, concurrent payment of the differential and per diem is authorized.

H. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for employees traveling on TDY, the total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in this Part. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is entitled to an appropriate amount authorized under this Part for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the sponsor for the training course do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in this Part (60 Comp. Gen. 181 (1981)).

*I. Extended TDY Assignments. Approval should be sought for a reduced per diem rate under par. C4550-C when travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see

1. par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;
2. par. C4455 concerning authorization for long-term TDY assignments; and
2. pars. C4500 and C4561-C if the TDY assignment is for training.

J. Conferences. Whenever a meeting or conference involves the travel of attendees from other DoD components, and reduced cost lodgings are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See par. C4955 regarding conference attendance and registration fees.

K. Employee Dies or Is in a Missing Status While in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 PER DIEM COMPUTATION FOR OFFICIAL TRAVEL UNDER THE LODGINGS PLUS SYSTEM

A. General. Per diem allowances for all official travel, including PCS, shall be computed under the lodgings-plus system except when:

1. a fixed per diem rate is authorized for the TDY or training assignment under the provisions in par. C4550-C;
2. a per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
- *3. a per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. a per diem rate prescribed in par. C4561-B for specific training courses, or par. C4561-C for training assignments of more than 30 calendar days, applies;
5. a per diem rate prescribed in par. C4558 for travel by vessel applies;
6. the per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. a per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;
8. per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;
9. a per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or
10. an AEA has been authorized for the TDY assignment under par. C4600.

Under the lodgings-plus system, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. The rules in subpars. B through F apply in the specific situations described.

B. Maximum Per Diem Rates

1. CONUS Travel. Maximum per diem rates for CONUS travel are in <http://www.dtic.mil/perdiem/pdrates.html>. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the standard CONUS rate (see <http://www.dtic.mil/perdiem/pdrates.html> for current rate) applies.
2. For OCONUS Travel. The maximum per diem rates prescribed in Appendix B apply to OCONUS travel.
3. PDT
 - a. CONUS. The standard CONUS rate (see <http://www.dtic.mil/perdiem/pdrates.html> current rate) is the applicable maximum per diem rate for CONUS travel in connection with:
 - (1) travel to a first duty station for a newly recruited employee or appointee;
 - (2) travel incident to a PCS;
 - (3) renewal agreement travel;
 - (4) separation travel; and

(5) while occupying temporary quarters (except when a fixed TQSE is authorized under Chapter 13, Part C).

The locality rates listed in <http://www.dtic.mil/perdiem/pdrform.html> apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

b. OCONUS. The locality rates prescribed for OCONUS locations in <http://www.dtic.mil/perdiem/opdrform.html> apply for OCONUS:

- (1) travel to a first duty station for a newly recruited employee or appointee;
- (2) travel incident to a PCS;
- (3) renewal agreement travel;
- (4) separation travel;
- (5) travel (for the entire trip) to seek permanent residence (house-hunting); and
- (6) while occupying temporary quarters at an OCONUS location.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual

NOTE: 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 (lodging costs up to the applicable maximum amount. Receipts for lodging are required (see par. C1310). 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. 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.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. (See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation.) The PMR or GMR (par. C4554) shall not apply for the first and last day of travel. ***(NOTE: The cost 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 TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for travel OCONUS.)*** The PMR or GMR shall not apply for the first and last day of travel.

D. Per Diem Allowance Computations. The per diem allowance must be calculated using the rules in subparagraphs. 1 and 2.

1. TDY of More Than 12 Hours but Not Exceeding 24 Hours. When a travel period (entire trip) for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in subpars. a and b. No deduction is made for meals.

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations (see par. C4565, examples 4 and 8).

NOTE: *Per diem payment under subpar. a may be taxable (ref. IRS Rev. Rul. 68-663 & 26 CFR §162-2(a))*

b. Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

2. Travel of More Than 24 Hours. The applicable maximum per diem rate for each calendar day of travel is determined by the travel status and the employee's TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed for the TDY location, or a stopover point where lodging is obtained while en route to, from, or between TDY locations (see subpar. B3 for maximum per diem rates applicable to PCS travel and par. C4555-A for rules on lodging location). Only one maximum rate shall be applicable to a calendar day. The rules in subpars. a through e, par. C4555-C (lodging obtained after midnight), and par. C4558-F (travel by commercial vessel) shall be applied in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins (day of departure from the PDS, home, or other authorized point), the per diem allowance is the actual cost of lodging incurred by the traveler, up to the maximum lodging rate prescribed for the lodging location, plus the applicable M&IE rate prescribed for that location as provided in subpar. e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies.

(2) Lodging Not Required. When lodging is not required on the day travel begins (day of departure from the official station, home or other authorized point), the per diem allowance is the destination M&IE rate as provided in subpar. e.

b. Full Calendar Days of Travel

(1) Lodging Required. For each full calendar day an employee is in a travel status and lodging is required (whether en route or at the destination), the per diem allowance is the actual cost of lodging incurred by the traveler, up to the applicable maximum lodging rate prescribed for the lodging location, plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem allowance is the destination M&IE rate.

c. Returning From Travel

(1) Lodging Required. For each full calendar day of travel when lodging is required at an en route location while the employee is returning to the PDS, home, or other authorized point, the per diem allowance is the actual cost of lodging incurred by the traveler, up to the applicable maximum lodging rate for the lodging location, plus the applicable M&IE rate.

**NOTE: The incidental expense rate OCONUS is the applicable locality rate (see <http://www.dtic.mil/perdiem/opdrform.html>), or \$3.50 when the employee is TDY to a U.S. installation and Government quarters are available. There are two exceptions:*

(1) The authorizing/order-issuing official can determine \$3.50 to be adequate 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.

(2) The authorizing/order-issuing official can determine that the \$3.50 is not adequate on a U.S. installation and authorize/approve the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/opdrform.html>). In this case, payment of the locality incidental expense rate must be stated in the travel order.

c. Joint Task Force (JTF) Operations. There are special meal per diem provisions for employees when a JTF Temporary Dining Facility is set up to feed U.S. personnel deployed in support of the JTF mission. Employees consuming meals at the JTF dining facility pay the discount GMR for meals, and are reimbursed the discount GMR plus incidental expense of either \$2.00 in the CONUS or the applicable locality incidental rate (see <http://www.dtic.mil/perdiem/opdrform.html>), or \$3.50 OCONUS when the order-issuing authority determines \$3.50 to be adequate. If the employee misses a meal, the order-issuing authority can authorize the PMR for that day. For employees assigned to the JTF who perform TDY outside the area of responsibility (AOR) or en route to the AOR, normal per diem rules apply.

2. Partial Days. On partial days (days of departure from and days of return to PDS), the GMR or PMR do not apply.

3. Schoolhouse Training (Formal Courses of Instruction). Orders to schoolhouse training must allow the schoolhouse commander to determine the appropriate meals rate. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to issuance of the order, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

B. Deductible Meals. The PMR rate prescribed in par. A above applies on any day when one or two deductible meals are provided. A deductible meal is a meal:

1. made available pursuant to an agreement between a DoD Component or agency and any organization, if the order indicates the facility providing the meal(s) is available;
2. included in a registration fee ultimately paid by the Government;
3. furnished at no cost to the traveler by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
4. furnished by the Government at no cost to the traveler.

The following are not deductible meals:

1. Box lunches (which include such things as C Rations, K Rations, MRE's) -- except when Meals-Ready-to-Eat (MRE's) and/or box lunches are the only method of providing adequate subsistence to travelers,
2. in-flight meals,
3. rations furnished by the Government on military aircraft,
4. Government meals paid for by the traveler and consumed in a Government mess,

5. meals furnished on commercial aircraft, or
6. meals provided by private individuals.

NOTE: *If all three meals are provided/consumed at no cost to the traveler only the incidental expenses for that day (\$2 in CONUS; or the locality incidental expenses (see <http://www.dtic.mil/perdiem/>) or \$3.50 OCONUS) are payable.*

C. Absence of Commercial OCONUS Establishments Which Prepare and Serve Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and,
2. the order-issuing or authenticating official determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station,

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally used by travelers at that place. The order-issuing or authenticating official must determine and state the rate of per diem applicable in the order. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses or the incidental rate in Appendix B, when the order-issuing official determines \$3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of Military Units on Field Duty. No per diem is payable to civilian employees under civilian travel orders who, as part of their assigned duties, accompany military units on field duty, or provide noncombatant support to military units. See Appendix A for the definition of field duty. The prohibition on payment of per diem applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Government mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Hotel. Meals provided by a common carrier or complimentary meals provided by a hotel/motel do not affect per diem.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

(NOTE: In CONUS, per diem locations are defined ordinarily by counties, not just cities.)

1. Lodging at a TDY Location. Ordinarily employees should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or convenience, the allowable per diem shall be limited to the maximum per diem rate prescribed for the TDY location.
2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DoD component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. A traveler is reimbursed only for actual lodging costs up to the maximum amount prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality. Expenses for lodging in the situations described in subpars. 1 through 4 are allowed as indicated.

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 <http://www.dtic.mil/perdiem/opdrform.html> (in this case, payment of the incidental expense rate must be stated in the travel order); or
3. the incidental amount prescribed in <http://www.dtic.mil/perdiem/opdrform.html> 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 <http://www.dtic.mil/perdiem/pdrates.html>. (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 <http://www.dtic.mil/perdiem/opdrform.html> or the locality concerned. The order-issuing official can determine that the \$3.50 is not adequate and authorize/approve the incidental expense rate in <http://www.dtic.mil/perdiem/opdrform.html>. In this case, payment of the <http://www.dtic.mil/perdiem/opdrform.html> 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/pdrates.html> 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/pdrates.html> 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 consecutive 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 arrival day at and departure day from the TDY location are 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.

***C4561 PER DIEM FOR COURSES OF INSTRUCTIONS AND LONG-TERM TDY ASSIGNMENTS**

A. General. Per diem rates for all courses of instruction regardless of length or location are determined under this paragraph in the same manner as for any other TDY except for courses of instruction for which a specific rate is prescribed in subpar. B and long-term training, research, and study programs to which the rates in subpar. C apply. See par. C4550 for procedures to request changes to the rates in subpar. B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the lodgings-plus system in par. C4553.

B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***

2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during DoD employees' attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Government quarters use, the per diem allowance is increased by the quarters' charge, without rounding the total to the nearest dollar.

C. Per Diem for Training Assignments of More than 30 Consecutive Calendar Days. Per diem rates for training assignments of more than 30 consecutive calendar days at one location are prescribed in subpar. D and apply from the day following the arrival day at the training location through the day prior to the departure day. Training assignments include research and study programs conducted at any college or university, other academic institution or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and attendance in a TDY status is authorized, in accordance with Chapter 4, Part K. ***All assignments under the DoD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DoD, or similar training and development programs, are primarily for training.*** Per diem payments for training under this paragraph are payable in fixed amounts as determined in accordance with instructions in subpar. D.

D. Per Diem for Training Programs and Long-term TDY Assignments

1. Training Programs and Long-term TDY Assignments. Per diem allowances for training programs of more than 30 consecutive calendar days and TDY assignments of more than 180 consecutive calendar days at one location are:

a. 55 percent of the applicable maximum rate prescribed in Appendix B or D, rounded to the next higher dollar; except that:

b. if Government quarters are available, the rate is determined using the lodgings-plus system in par. C4553;

c. if Government quarters are available and a Government mess is used, the rate is determined using the lodging-plus system in par. C4553 and the provisions in par. C4554-A; and

d. if meals and lodgings are furnished without cost to an employee, per diem payable is \$2 within CONUS, \$3.50 OCONUS when lodgings are on an installation (a post, camp, station, base, or depot owned or operated by the U.S.) or the applicable incidental expense allowance in Appendix B if lodgings are not on an installation. See par. C4554-A1b for a different incidental expense rate.

2. Exceptions to the Prescribed Training Program and Long-Term TDY Per Diem Allowances. When the allowances prescribed in subpar. 1 are not appropriate for a particular training or TDY assignment, a DoD component may request an exception to the 55 percent rate in accordance with subpars. a and b.

a. Reduced Training and TDY Per Diem Allowance. If a travel-approving/directing official determines that the 55 percent rate is excessive because of lower lodging and/or meal costs resulting from rearrangements or other reasons, the DoD component involved may request a fixed reduced per diem rate under par. C4550.

b. Training and TDY Per Diem Allowance in Excess of the 55 Percent Rate. If a travel approving/directing official determines that a 55 percent rate is inadequate, the DoD component involved may request a higher per diem rate that does not exceed the applicable maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality involved. The request must be supported by documentation of the circumstances (for example, nonavailability of acceptable lower-cost lodgings) justifying the need for an allowance in excess of the 55-percent. The request may be forwarded by letter or message to the appropriate office designated in par. C4550.

c. Per Diem Adjustment when Employee on Long-Term Training or TDY Takes Leave. When, because of long-term arrangements, it is necessary for an employee on a long-term training or TDY assignment to retain lodgings while on leave, the per diem rate paid while the employee is in a duty status may be adjusted, *if requested by the employee*, to include the cost of lodging (supported by a lease or lodging receipt) during the leave period. For example, an employee, on a long-term TDY assignment at a location where the employee rents an apartment, is paid a per diem of \$44 (55 percent of \$80, rounded to next higher dollar). For adjustment purposes the per diem is considered to consist of \$16.50 (55 percent of \$30, the M&IE rate for the TDY location) for meals and incidental expenses and \$27.50 (55 percent of \$50, the lodging rate for the TDY location) for lodging. In the month of June the employee is scheduled to be away from the TDY location for 10 days in connection with annual leave. The monthly lodging cost, including utilities, is \$800. During the month of June, the employee is entitled to per diem for only 20 days. The daily lodging cost for each day is \$40.00, determined by prorating the \$800 lodging cost for the month of June over the 20 days during which the employee is entitled to per diem. The adjusted per diem is \$56.50, consisting of \$16.50 for M&IE and \$40 for lodging. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. In the above circumstances the limitation is \$825.00 (30 days x \$ 27.50, which is the amount provided within the initial 55 percent per diem rate for lodging). In instances when the adjusted per diem exceeds the maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the location of the assignment, reimbursement on an actual expense basis for the lodging expense may be approved in accordance with Chapter 4, Part M, while the amount for meals and incidental expenses (55 percent of M&IE rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the TDY location) is paid on a per diem basis.

C4562 PER DIEM FOR CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WORLDWIDE

A. General. Individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis, and individuals serving without pay or at \$1 a year do not have a PDS within the meaning of that term. They are authorized per diem as prescribed in subpars. A, B, or C while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable except as provided in subpar. B or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Payment from a Non-Federal Source for Travel Expenses. To the extent the Government has received payment and except as provided in par. C4906, acceptance of payment for, and reimbursement by the DoD component to, an employee (and/or the employee's accompanying spouse when applicable) under par. C4900 is not subject to the maximum per diem rates prescribed in par. C4553 or C4600 for reimbursable travel expenses.

C. Consultants and Experts Employed on an Intermittent Basis. Individuals serving intermittently in the Government, with or without compensation, while in an official travel and duty assignment status as described in par. C4503, are authorized a per diem or AEA in accordance with par. C4553 and par. C4600.

PART M: ACTUAL EXPENSE ALLOWANCE (AEA)

C4600 CONDITIONS WARRANTING AEA

A. General. The applicable per diem rate prescribed in Part L or <http://www.dtic.mil/perdiem/pdrates.html>, is generally adequate. However, the allowable per diem rate may be insufficient for a particular travel assignment because of special duties or because costs for items listed in par. C4601 have increased. In other situations, employees may incur occasional expenses for lodging or meals when lodging and meals are being furnished without cost, and a per diem allowance has not been authorized for these expenses. AEA may be authorized/approved for travel that meets conditions in this Part if the actual and necessary expenses exceed the maximum per diem allowance. Notwithstanding the conditions cited in this Part, the actual expense authority may not be used as blanket authority to authorize/approve automatic AEA for all travel to an area where the reimbursement rate is inadequate. The actual expense authority may be used only on an individual trip basis, and only after appropriate consideration is given to the facts existing in each case at the time the travel is directed and performed. If it becomes necessary to exercise this authority repetitively or on a continuing basis in a particular area, a request as prescribed in par. C4551 may be submitted for an adjustment of the applicable rate prescribed in Part L or <http://www.dtic.mil/perdiem/pdrates.html>. Except as otherwise provided in this Part, the definitions and rules applicable to an employee's entitlement to a per diem incident to a TDY assignment apply to travel on an actual expense basis. AEAs may not be authorized for experts and consultants appointed under Section 710, Defense Production Act of 1950, as amended. Examples of travel assignments or situations that may warrant authorization/approval of AEA include but are not limited to the following:

1. employee travels with a dignitary and is required to stay in the same hotel;
2. travel is to an area where the applicable maximum per diem rate is generally adequate, but costs escalate for short periods of time during special functions or events such as missile launching periods, international or national sports events, world's fairs, conventions, or natural disasters;
3. under circumstances described in item 2, affordable lodgings are not available or cannot be obtained within a reasonable commuting distance of the employee's TDY site, and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging;
4. an employee, because of special duties of the assignment, necessarily incurs unusually high expenses while conducting official business, such as to procure superior or extraordinary accommodations including a suite or other quarters for which the charge is above the lodging ceiling; or
5. an employee necessarily incurs unusually high expenses incident to assignment to accompany another employee in a situation as described in item 4.

B. Travel with Certain Dignitaries. Ordinarily, no proof of unusual or extraordinary requirements is required to support a request for AEA for employees who are directed to travel as part of the party of any of the following dignitaries:

1. the President or Vice President of the United States or members of their families;
2. members of the U.S. Congress;
3. cabinet members;
4. department secretaries, deputy secretaries, under secretaries, or assistant secretaries;
5. Justice of the Supreme Court;
6. the Chairman or Vice Chairman of the Joint Chiefs of Staff;

7. the Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations, U.S. Navy; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences or meetings; and
10. other U.S. or foreign dignitaries equivalent to any of those in items 1 through 9.

C4601 TYPES OF EXPENSES

A. Expenses Allowable. AEAs are allowed for the same type of expenses ordinarily covered by per diem. The following are allowable:

- *1. lodging expenses for overnight sleeping facilities and personal use of a room during the daytime when necessary including lodging taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Island - see NOTE 2*);
2. meal costs consisting of expenses for breakfast, lunch, and dinner, related tips and taxes, including box lunches, in-flight meals, and rations furnished by the Government (excluded are alcoholic beverage and entertainment expenses and any expenses incurred for other persons);
3. fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, others on vessels, and hotel servants in foreign countries;
4. expenses for laundry, dry cleaning, and/or pressing clothing (*except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS - see NOTE 1*);
5. service charges for fans, air conditioners, and heaters furnished in rooms when the charges are not included in the room rate;
6. cost of telegrams and telephone calls necessary to reserve lodging accommodations;
7. local transportation (i.e., bus, subway) expenses between places of lodging or duty and places where meals are taken, if suitable meals cannot be obtained at the TDY site (*NOTE: If, in the opinion of the order-issuing/authenticating official, suitable meals cannot be obtained at the TDY site and reimbursement for the cost of travel to obtain suitable meals provided in the incidental expenses is inadequate, reimbursement may be authorized/approved under par. C2402.*);
- *8. taxes and service charges on any of the expenses in items 2 through 6; and
9. in addition to the expenses in items 1 through 8, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, manicurists, or masseurs) which are listed in the account.

NOTE 1: *The cost for laundry, dry cleaning, and/or pressing clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning, and/or pressing 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.*

NOTE 2: *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 and not included as a part of the lodging cost for reimbursement within the AEA authorized/approved for travel in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the*

PART J: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION ANYWHERE IN THE WORLD (FTR §301-30)

<u>Paragraph</u>	<u>Contents</u>
C6450	General
C6451	DOD Component Responsibility/Authority Delegation
C6452	Employee Responsibility and Documentation
C6453	Definitions <ul style="list-style-type: none"> A. Official Station/PDS B. Alternate Location C. Employees Incapacitating Illness or Injury D. Family E. Personal Emergency Situation F. Serious Illness or Injury of Family Member G. Fire, Flood, or Act of God
C6454	Employee's Incapacitating Illness or Injury <ul style="list-style-type: none"> A. Per Diem Continuation at the Interruption Point B. Return to Official Station or Home C. Travel to an Alternate Location and Return to the TDY Assignment
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PART K: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

<u>Paragraph</u>	<u>Contents</u>
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PART L: ADDITIONAL TRAVEL EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY (FTR § 301-13)

<u>Paragraph</u>	<u>Contents</u>
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C6552	Allowable Expenses
C6553	Employment of Personal Assistants for Handicapped Employees
C6554	Reimbursement for the Cost of Shipping a Specially Equipped Automobile Between Duty Stations in CONUS (64 Comp Gen. 30 (1984), B-215616, October 30, 1984)

PART M: TRAVEL FOR HEALTH CARE

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C6602	Transportation A. Types B. Limitation

C. Travel to an Alternate Location and Return to the TDY Assignment

1. Conditions and Allowable Expenses. When an employee, with the approval of an appropriate DoD component official, interrupts a TDY assignment because of an incapacitating illness or injury, takes leave for travel to an alternate location to obtain medical services, and returns to the TDY assignment, reimbursement for certain excess travel costs may be allowed as provided in subpar. 2, below. The nearest hospital or medical facility capable of treating the employee's illness or injury is not an alternate location (par. C6453-B).

2. Excess Cost Calculation. The reimbursement that may be authorized/approved under subpar. 1, is the excess (if any) of actual travel costs from the interruption point to the alternate location and return to the TDY assignment, over the constructive costs of round-trip travel between the PDS and the alternate location. The actual travel cost is the transportation expenses incurred and en route per diem for the travel as actually performed from the interruption point to the alternate location and from the alternate location to the TDY assignment. (No per diem is allowed for the time spent at the alternate location.) The constructive travel cost is the sum of transportation expenses the employee reasonably would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the official station) plus per diem calculated under Chapter 4, Part L for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

C6455 PERSONAL EMERGENCY SITUATION

A. Return to Official Station or Home. When an employee discontinues a TDY assignment before its completion because of a personal emergency situation as defined in par. C6453-E, expenses of appropriate transportation and per diem while en route may be allowed. The approval of an appropriate official, for return travel from the interruption point to the PDS, is required. If, when the personal emergency situation has been resolved, the DoD component decides that it is in the Government's interest to return the employee to the TDY location, such return is a new travel assignment.

B. Travel to an Alternate Location and Return to the TDY Assignment. When an employee, with the approval of an appropriate official, interrupts a TDY assignment because of a personal emergency situation as defined in par. C6453-E, and takes leave for travel to an alternate location where the personal emergency exists, and returns to the TDY assignment, reimbursement may be allowed for certain excess travel costs (transportation and en route per diem) to the same extent as provided in par. C6454-C for incapacitating illness or injury of the employee.

C6456 TRANSPORTATION PROCUREMENT

*A. Discount Fare Use. The discount fares offered by contract air carriers in certain city pairs, as well as other reduced fares available to Federal travelers on official business, should be used to the extent possible for travel authorized/approved under this Part. *If a contract city-pair fare is not available*, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

B. Return to Official Station. When the employee is authorized emergency return travel, from the point of interruption or discontinuance of the travel assignment to the official station, appropriate transportation services may be purchased by the DoD component or the employee. The unused return portion of round-trip transportation tickets procured by the agency for the travel assignment must be used if appropriate for the transportation mode required for the emergency travel. If not used, the agency and the employee must ensure that all unused tickets are properly accounted for.

C. Travel to Alternate Location. A DoD component may require employees to use personal funds for emergency travel to an alternate location and return to the TDY assignment. A Government travel charge card also may be used for this purpose. However, if the employee does not have sufficient personal funds available and does not have a Government travel charge card, the DoD component may procure (or provide an advance of funds for the employee to procure) appropriate transportation. The employee must reimburse the Government for any transportation cost or travel advance that is above the amount of allowable reimbursement that may be authorized/approved under this Part.

C6602 TRANSPORTATION

A. Types. Health care transportation must be in accordance with Chapter 2, except as otherwise provided in this Part. AMC resources should be used when, in the judgment of the order-issuing official after consultation with an appropriate health care provider, it is suitable under the circumstances and reasonably available. The order-issuing official, after consultation with a professional certifying physician, may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider if necessary under the circumstances.

B. Limitation. An eligible individual is entitled to health care transportation from the PDS outside the U.S. to the designated point and return to the PDS.

1. Travel to Other Locations. The order-issuing authority may authorize/approve health care transportation to a location other than the designated point, if the patient elects and the employee executes an excess cost agreement (par. C6601-D).

2. Obstetrical Patients. Instead of travel to the designated point, an obstetrical patient may elect to return to the U.S. In such cases, transportation at Government expense is authorized to the nearest CONUS port of entry. If an obstetrical patient elects to travel to an OCONUS location that is not the designated point, subpar. 1 applies.

3. Dental Patients. A patient is entitled to health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

C6603 PER DIEM

A. General. Patients and attendants who are entitled to transportation for health care travel also are entitled to per diem under Chapter 4 subject to the limitations in subpars. B, C and D, or the JFTR, if applicable. See par. C4555-B3 regarding per diem when lodging with friends or relatives.

B. Patients

*1. Maximum Number of Days. Subject to the following subparagraphs, the authorizing/order-issuing official may authorize/approve per diem for up to, but in no case for more than, 180 consecutive days including:

- a. travel to and from the designated point or elective destination,
- b. necessary delays before treatment and while awaiting return travel, and
- c. necessary outpatient treatment periods.

2. Elective Destinations. If a patient elects travel to a destination other than the designated point, per diem may be authorized/approved for periods of travel to and from the elective destination, but for no longer than the constructive travel time to and from the designated point.

3. Hospital Stays. Per diem shall not be authorized/approved for patients during periods of hospitalization.

4. Dental Care. Unless the order-issuing official specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods described in subpars. 1b and 1c for dental patients may not be authorized/approved for more than:

- a. 3 days for emergency dental care, and
- b. 1 day for required dental care.

Extraordinary circumstances are limited to those situations when because of the severity of the dental condition, more time is required to complete emergency dental care.

5. Obstetric Care. A patient traveling for obstetric care ordinarily leaves the PDS about 6 weeks before the expected delivery date and returns 6 weeks thereafter. The order-issuing official may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

6. Newborns. Newborn infants are entitled to per diem under the same circumstances and conditions as their mothers, except at one-half the applicable locality rate.

C. Attendants. In addition to per diem for periods of travel, attendants are authorized up to 3 days' per diem after arrival at the treatment site to consult the treating health care providers and to make necessary return travel arrangements. The order-issuing official may authorize/approve longer periods of per diem only for non-health care professional attendants who are family members of:

1. adult patients, in extraordinary cases, if the attendant's presence is necessary to the patient's treatment regimen, or
2. minor patients, if the attendant's presence is required to resolve medical or legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

D. Per Diem Rates. The applicable locality per diem rate applies. If the patient elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

C6604 BAGGAGE

The order-issuing official may authorize/approve the shipment of excess baggage for health care travel if necessary because of climatic factors, health care necessity, or other adequate reasons (See par. C2302).

C6605 SEPARATE MAINTENANCE ALLOWANCE (SMA) IN CONNECTION WITH HEALTH CARE TRAVEL

An employee may be eligible for separate maintenance allowance (SMA) if it can be assumed or established that an eligible dependent, while undergoing treatment away from the PDS, may be delayed for at least 90 consecutive calendar days (30 days when an eligible dependent in the U.S. is detained for medical clearance under section 262.3a, Department of State Standardized Regulations). SMA must not be paid on behalf of a dependent for any period during which that dependent is hospitalized at Government expense, or for the same period as per diem is paid.

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 (<http://www.dtic.mil/perdiem/>) for temporary quarters occupied in CONUS localities, or
2. the locality per diem rate (<http://www.dtic.mil/perdiemopdrform.html/>) for temporary quarters occupied in OCONUS 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.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

- A. missing;
- B. missing in action;
- C. interned in a foreign country;
- D. captured, beleaguered, or besieged by a hostile force; or
- E. involuntarily detained in a foreign country.

MIXED MODES, TRANSPORTATION. Travel using two or more of the following modes:

- A. Personally-procured transportation,
- B. POC, (including on a PCS, a rental vehicle procured at personal expense),
- C. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

NON-FOREIGN (OCONUS) AREA. The States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NONTEMPORARY STORAGE (NTS) OF HHG. Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

OCONUS.

- A. Outside CONUS.
- B. For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the actual residence is located.

OFFICIAL STATION. *See PERMANENT DUTY STATION.*

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING/AUTHENTICATING OFFICIAL. *See AUTHORIZING/ORDER-ISSUING OFFICIAL.*

OVERSEAS. *See OCONUS.*

PER DIEM ALLOWANCE.

NOTE 1: Per diem does not include transportation and other miscellaneous travel expenses.

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands - see NOTE2 below*) and service charges where applicable for:

*1. Lodging. Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, fires furnished in rooms when such charges are not included in the room rate, *and in foreign areas only lodging taxes (see NOTE2 below)*. (**NOTE:** *The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and is not covered by per diem.*)

***(NOTE 2: The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.)**

2. Meals. Expenses for breakfast, lunch, dinner, and related taxes and tips (**NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons*).

3. Incidental Expenses. Incidental expenses include:

a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. C6552, item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.);

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site (NOTE: If, in the opinion of the authorizing/order-issuing official, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.);

c. Laundry, dry-cleaning, and/or pressing of clothing (except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below);

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;

f. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and

**g. Taxes and service charges on any of the expenses in items 2 through 3f.*

This authority shall not be further delegated.

3. Navy:

a. Military Personnel: See par. A3 above for authorization/approval authority;

*b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, 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

*a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Unified Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. *Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.* A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited relocation allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem When Traveler Dies While on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with “approve.”

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. (***NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.***)

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler’s PDS. It includes duty traditionally called “temporary additional duty” (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.