

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 434

Alexandria, VA

1 December 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 December 2001 unless otherwise indicated.

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This change includes all material written in CAP Items 39-01(E); 47-01(E) through 51-01(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 433 cover page.

BRIEF OF REVISION

These are the major changes made by Change 434:

C1003. Explains the 'Gainsharing Program' and clarifies that there is no known authority for such a program for uniformed personnel; and while the program authority exists under 5 U.S.C., Chapter 45, Subchapter 1 for civilian employees, the Gainsharing Program is not covered by nor addressed in the JTR.

C1055; T4040-A1b and T4040-A1c; T4060. Indicates that, as prudent travelers, employees should check for and are encouraged to use Government quarters when TDY to a U.S. installation, even though they are not required to use such quarters and reimbursement for use of other than available Government quarters may not be limited to the cost of Government quarters. Also makes clear that there is authority to prescribe a reduced per diem, before travel begins, based on the cost of available Government quarters for TDY on U.S. installations.

C2001-A1. References DoDD 4500.56 for "Required Use" travelers who must use military air.

C2152-B1. Indicates that constructive cost is based on the class of accommodations authorized in travel orders.

C4154; C4155. Assures that management is aware of the requirement that an employee must serve at least 12 months at the OCONUS PDS after returning from RAT before requesting that the employee delay renewal agreement travel for up to 90 days for official purposes. Also makes clear that a delay in starting RAT initiated by an employee must be approved by management and is not merely an election made by the employee.

C4440. Clarifies that a traveler may only be paid for traveling to and from a leave location when the need for the TDY is unknown prior to the traveler's departure on leave. If the TDY is known prior to departure on leave, the traveler is only authorized reimbursement up to the constructive cost of direct travel from the PDS to the TDY location and return.

C10001-D1. Provides that:

- a. the measure of entitlement for mobile home transportation for a lesser distance than that authorized is the cost for transportation of the employee's PCS weight allowance (18,000 pounds) for the authorized distance rather than the lesser distance the mobile home was actually transported, and
- b. for Services whose HHG shipments are arranged under MTMC regulations, the employee's maximum entitlement is determined by using 105 percent of the Code 1 segmented line-haul and 105 percent of the code 1 max-pack base line rates.

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

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Following is a list of sheets in force in Volume 2, Joint Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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CHAPTER 1

DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

A. Inclusion. Except as indicated in par. C1001 -B, the provisions in this Volume apply to:

1. DoD personal services contract employees (see 27 Comp. Gen. 695 (1948));
2. DoD civilian officials/employees and their dependents, ***NOTE: This includes direct hire foreign citizens employed by DoD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreements with the local government.***
3. civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);
4. civilian officials and employees of other Federal Government departments and agencies who perform official assignments for and at the expense of DoD;
5. persons who perform TDY under DoD ITOs involving Government business (including foreign citizen indirect hires);
6. National Guard technicians employed pursuant to 32 U.S. C. §709;
7. persons employed intermittently as consultants or experts and paid on a when actually -employed (WAE) basis or persons serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at place of employment or service for the Government ; and
8. new appointees to the senior executive service and certain Presidential appointees.

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

C. Restrictions. This Volume does not apply to:

1. NAF officials and employees traveling on NAF business (unless adopted by the NAF activities),
2. contractors' representatives and contractors' employees under contracts with DoD, and
3. DoD employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.

D. Authorization Not Stated. There may be circumstances when the FTR authorizes a discretionary travel and transportation entitlement but the JTR remains silent. A discretionary FTR authorization that is not addressed in the JTR is not implemented within DoD.

C1002 IMPLEMENTATION

Under DoDD 5154.29, the provisions in this Volume, and subsequent amendments thereto, are effective on the basis of promulgation by the PDTATAC, without further entitlement implementation by the separate departments. The separate departments may issue related administrative procedures provided they do not contravene or unnecessarily

duplicate the provisions in this Volume.

C1003 DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)

An employee is authorized Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters (including meals and laundry/dry -cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA)

NOTE 1: For FTA policy, payment and procedural guidance, refer to Department of State Standardized Regulations (DSSR), Section 240.

NOTE 2: Employees transferring from a CONUS or a non-foreign OCONUS area PDS to a PDS in a foreign country are entitled to the MEA in JTR, Chapter 9 and NOT the allowance described in item 1 below (DSSR, Section 242.6).

The FTA is a DoS allowance (5 U.S.C. §5924(2)(A)) that reimburses certain expenses when appointed or PCSing to a foreign PDS. The FTA applies to new appointees and employees as indicated below. This includes expenses incurred before leaving the United States or non -foreign OCONUS areas. The FTA is composed of four elements:

1. Miscellaneous Expense (*this portion is allowable only for DoD new appointees being assigned to the first PDS*),
2. Wardrobe Expense (*this portion is not allowable for DoD civilian employees*),
3. Predeparture Subsistence Expense (*this portion is allowable for DoD employees PCSing from a PDS in the U.S. or a non-foreign OCONUS area to a PDS in a foreign country or for new appointees going to their first PDSs in a foreign country*), and
4. Lease Penalty Expense (*this portion is allowable for all DoD employees whether newly appointed, or PCSing, to a foreign PDS*).

***C1005 GAIN-SHARING PROGRAM**

A Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. Title 5 U.S.C., Chapter 45, Subchapter 1 provides authority for this program. Since the Gain -Sharing Program exists as a 'Bonus' program and not a travel program, the discretionary participation in a Gain -Sharing Program is not covered by , nor addressed in , the JTR.

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

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

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

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

C. Overseas Schoolteachers. Cost obligation conditions in par. C1052 -B apply for a schoolteacher in the DoD EA who is subject to 20 U.S.C. §901-907. However, unless specifically provided in Service regulations, the schoolteacher is in a non -pay status while traveling:

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

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

C1053 IDENTIFICATION CARDS

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

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

NOTE: See website <http://web7.whs.osd.mil/dodiss/instructions/ins2.html> for both DoD Instructions listed above.

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

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

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

1. passports,

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

B. No-Fee Passport

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

C. Time Limitations

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

***C1055 GOVERNMENT QUARTERS USE/AVAILABILITY**

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

B. Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. The JTR directs that Government quarters are not available:

1. when TDY/delay is at other than a U.S. installation;
2. when an authorizing/order -issuing official ***NOTE: Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 U.S.C. §5703) determine their own quarters availability.*** determines Government quarters use would adversely affect mission performance;
3. during en route travel periods; or
4. for TDY/delay of less than 24 hours at one location.

C. Authorization/Approval. Unless a reduced per diem rate is authorized on the order as indicated in par. C1055-A, the authorizing/order -issuing official must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1056 STANDARDS OF CONDUCT

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

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION

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

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

C1058 PRUDENCE IN TRAVEL

A. Obligation to Exercise Prudence

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

B. Starting and Ending Travel

1. General

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

- (1) ship staterooms, and

- (2) train sleeping cars.

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

d. An employee should not be required to use a carrier that requires boarding or departing between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.

e. A prudent employee should have travel scheduled so that hotel accommodations may be acquired so the employee can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 i.d. 448 (1982)).

2. Travel During Normal Hours of Rest

a. The order-issuing/authenticating official may authorize/approve a rest stop en route when travel must be scheduled:

- (1) to start at, near, or after the end of the employee's regularly scheduled duty hours;
- (2) during normal hours of rest and the transportation mode does not provide adequate sleeping accommodations.

b. Rest stops should:

- (1) not exceed a reasonable rest period plus necessary time to obtain the earliest transportation to the authorized destination,
- (2) be scheduled at a point en route where free stopovers are permitted (if possible) by the carriers, and

CHAPTER 2

TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

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.

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

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/ptr/newptr/301-10_107.html) and DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website 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 par. C2001 -A2a. 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 a 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.
4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use any one of or a combination of the modes of transportation described in par. C2001-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;
2. amount of baggage or working equipment necessary to accompany the traveler;
3. savings in the travelers' productive time (workdays only);
4. availability of adequate accommodations;
5. any special facilities or schedule which shall aid in maintenance of necessary security, when applicable;
6. savings to the Government in connection with PCS orders and transportation of dependents.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. Transportation for OCONUS travel is arranged through the responsible installation transportation officer or travel agency under contract to the U.S. Government (see par. C2207). Determination of the transportation mode to be used for travel to, and/or from and within, OCONUS areas is made by the responsible transportation officer or travel agency under contract to the U.S. Government in accordance with the guidelines in this Part unless the official directing the travel has specified a particular mode in accordance with this Part. The transportation officer or travel agency under contract to the U.S. Government must not under any conditions provide transportation via a mode which has been prohibited by the official directing the travel. Subject to the limitations in par. C2001 -D, travel may be approved by Air Mobility Command (AMC), including charter or individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic; by Military Sealift Command (MSC), when available; or by commercial transportation in accordance with the policies set forth in Part E. Except for travel between points served by ferries, travel by ocean vessel must not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost worktime. Travel by ocean vessel may be authorized/approved as being advantageous to the Government only through the Secretarial Process. Reimbursement for use of ocean vessels is subject to the further prerequisites of Chapter 2, Part E, concerning use of vessels of U.S. registry.

2. Employee Elects Commercial Air or Water. When an employee authorized to use available AMC or MSC facilities in connection with TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2206. Employees are required to arrange transportation, even travel that is indirect or interrupted, in accordance with par. C2207.

D. Travel By Aircraft

1. General. ***Authorizing/order-issuing officials directing travel must strictly adhere to the policy on aircraft travel contained in this paragraph.*** Air travel is the usual transportation mode to/from OCONUS. Maximum use must be made of Government air or Government -procured air transportation for travel to/from/between OCONUS areas (See Appendix A, under "Transportation" for the definition of Government air and Government -procured air transportation.) Except when travel by aircraft is precluded for medical reasons, employees may be required to perform necessary travel by regularly scheduled commercial aircraft. Par. C2206 prescribes reimbursement for travel when transportation by employees or dependents is performed by other than the authorized transportation mode or route. Reimbursement limitations for travel by other than the authorized transportation mode or route must be specifically stated on the travel order under which dependents travel. Employees are required to arrange transportation, even travel that is indirect or interrupted, in accordance with par. C2207.

2. Use of Government Aircraft. Government aircraft may be used only for official purposes in accordance with 41 CFR 101-37.402.
3. Overseas Travel. Travel shall be required by Government air or Government -procured air transportation unless medically inadvisable for:
 - a. employees performing TDY travel to and from CONUS or between overseas duty points;
 - b. employees and dependent s performing permanent duty travel to, from, and between overseas duty st ations.
4. Operations and Maintenance Technicians and Crash Firefighters . Employees whose duties involve the repair, maintenance, or performance of aircraft or airborne equipmen t and crash firefighters for whom travel by aircraft is necessary in connection with their duties, shall be required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions will include such an air travel r equirement.
5. Required as Part of Conditions of Employee's Assignment . Travel shall be required by aircraft for any distance when such mode of travel is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require employees to be aboard aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. These employees shall be required to be aboard any type of Government ai rcraft on scheduled or nonscheduled flights.
6. Necessary for Accomplishment of Mission or When Air is Only Mode Available . Travel for any distance shall be required by aircraft with or without the employee's consent when such mode of travel is necessary for the accomplishment of the activity's mission or is the only mode of transportation available. These employees shall be required to perform travel on commercial air c raft operated on scheduled flights or on transport -type Government aircraft operated on scheduled or semi -scheduled flights. Acceptance by the employee of a travel order authorizing travel by aircraft will constitute agreement to the provisions of the part icular travel order.
7. Evacuation by Air Required for Medical Reasons . Travel by appropriate aircraft shall be required when competent medical authority determines the use of this transportation mode is necessary for medical evacuation of an employee. For authority to provide transportation by commercial air at Government expense for medical evacuation of an employee assigned at a PDS outside the U.S. and dependents see par. C6600 (for civilian employees assigned to Defense Attaché Offices and DIA Lia ison Offices see also DIA Manual 100-1, Vol. 1, Part 4, Section K).
8. Medical Reasons Precluding Air Travel . Neither civilian employees nor their dependents shall be required to travel by air if such mode of transportation is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. Appropriate medical authority at a military installation shall be responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel shall each be furnished a copy of the written medical determination. When one of the members of a family cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family.

C2002 CITY-PAIR PROGRAM

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

A. POLICY

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC)

C2150 GENERAL

The use of POC may be authorized/approved for employees or others rendering service to the Government when engaged on official business. *POC travel may not be directed*; but POC use may be permitted when it is requested by the employee or encouraged when it is advantageous to the Government. When possible, any necessary travel by POC should be authorized in the travel orders, together with the appropriate mileage rate. When such authorization is not made, POC use may be approved after the fact with appropriate notation or limitations by the order -approving official on the reimbursement voucher. POC may be authorized/approved as beginning or ending at the employee's place of residence from which the employee commutes daily to a PDS or the place where the POC is garaged or stored if advantageous in performing the trip.

C2151 GOVERNMENT ADVANTAGE DETERMINATION

A. General. Except as provided in par. C2152-A, the use of a POC shall be authorized only when its use is advantageous to the Government. A determination that the use of a POC is advantageous to the Government shall be preceded by a determination that transportation by common carrier, a Government -contract rental automobile, or Government -furnished transportation is not available or is not advantageous to the Government. To the maximum extent possible, these determinations and the authorization to use a POC shall be made before travel.

B. Temporary Duty Travel. In determining whether the use of a POC is more advantageous to the Government than other available transportation modes, consideration shall be given to the overall benefits, disadvantages, comparative costs of transportation, per diem, and reimbursable items, including the following:

1. requirements of the assignment including transportation of baggage, tools, or equipment;
2. availability of other transportation facilities and the effect on productive time related to the travel time involved;
3. duty locality in relation to traffic conditions, routing, and weather ;
4. location of places of TDY in relation to the location of quarters and meal facilities and availability of transportation modes, other than POC, between these points;
5. overall cost advantage when there are accompanying passengers under official travel orders in the same POC;
6. the salary cost represented by the additional travel time and the physical strain on the employee (with possible decreased efficiency) when any appreciable distances are involved in connection with TDY travel.

C. Permanent Duty Travel

1. By Privately Owned Automobile. The use of a privately owned automobile for:
 - a. first duty station travel by a newly recruited employee or appointee,
 - b. PCS travel, or
 - c. separation travel,

is advantageous to the Government. Mileage reimbursement for this travel is at the appropriate PCS mileage rate prescribed in par. C2505. Renewal agreement travel by privately owned automobile is advantageous to the Government when it is determined the cost of such travel at the applicable PCS mileage rate, and including per diem for the actual travel period, not in excess of the time required to complete the trip at a rate of 350 miles per calendar day, is less than the cost of travel by common carrier. Travel time in all instances is allowed as provided in par. C4300. Reimbursement for renewal agreement travel by privately owned automobile is as indicated in par. C4661.

2. By Privately Owned Airplane or Motor cycle. The use of a privately owned airplane or motorcycle for:
 - a. first duty station travel by a newly recruited employee or appointee,
 - b. PCS travel,
 - c. separation travel, or
 - d. renewal agreement travel

is advantageous to the Government when it is determined the cost of such travel at the applicable PCS mileage allowance rate, and including per diem for the actual travel period, not in excess of the time required to complete the trip at a rate of 350 miles per calendar day, is less than the cost of travel by common carrier. Travel time in all instances is as provided in par. C4300. Computation of reimbursement for travel by privately owned airplane or motorcycle is as indicated in par. C4661. When travel by motorcycle or airplane is advantageous to the Government, reimbursement is at the TDY mileage rate in par. C2500.

C2152 COST DETERMINATION WHEN OFFICIAL TRAVEL IS PERFORMED BY POC AS A MATTER OF PERSONAL PREFERENCE

A. General

1. When a POC is used as a matter of personal preference for official business travel, reimbursement is in accordance with this paragraph.
2. Reimbursement is based on the actual distance traveled as determined in par. C1065.
3. Mileage rates are prescribed in par. C2500 plus the other allowable costs in par. C4654 and per diem allowable for the actual travel.
4. The total payment may not exceed the total constructed cost of the common carrier mode that would have been provided by the transportation officer including constructive per diem for travel by that mode.
5. When the actual POC costs are less than the constructed costs, reimbursement is limited to the actual costs (see par. C4661-B4).
6. The dependent constructive cost comparison is included in the employee constructive cost when renewal agreement travel is involved.
7. *If it is determined that POC travel is incompatible with mission performance, no reimbursement for POC travel is made.*

B. Constructive Cost Comparison

*1. Airplane. The mileage payment shall not exceed the constructive cost of accommodations authorized in the traveler's orders on a commercial air carrier. If travel is between an origin and destination for which a city pair fare exists, the constructed cost is limited to the non-capacity-controlled city-pair air fare (not the capacity-controlled city-pair if both capacity-controlled and non-capacity-controlled fares are available). If city-pair fares

do not exist between an origin and destination, the constructed cost is limited to the unrestricted fare for the accommodations authorized in the orders provided by commercial air carrier(s) serving the origin and destination. Constructed cost is based on the transportation accommodations class authorized in the order (e.g., coach, premium-other-than-first-class, or first-class) whether or not space would actually have been available for official travel by the traveler on the authorized mode of transportation.

2. Train. When the air accommodations described in par. C2152 -B1 are not provided between origin and destination points, the mileage payment is limited to the constructive cost of coach -class train accommodations for the travel performed. The constructive cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical, and the travel order or other administrative directive so provides. The constructive cost comparison may be limited to the cost of extra fare service as defined in par. C2203 -D only when extra fare service has been authorized as advantageous to the Government.

C. Cost on The Basis of Bus. When neither air nor rail accommodations are provided, the mileage payment is limited to the constructive cost of bus transportation;

D. Other Costs To Be Included. In determining the constructive common carrier cost, there also shall be included the usual transportation costs to and from the common carrier terminals. In addition, the cost of excess baggage shall be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined provided the traveler certifies as to the weight of the baggage or presents other acceptable evidence of its weight.

E. Limitation of Per Diem. The constructive per diem shall be limited to the amount otherwise allowable if the traveler had used the carrier upon which the constructive transportation costs are determined.

F. Times of Boarding and Leaving Carrier. When the constructive cost comparison of transportation and per diem in pars. C2152-B through C2152-E are made, a carrier schedule which requires boarding or leaving the carrier between 2400 hours and 0600 hours shall not be used if there are more reasonable, earlier, or later departure or arrival scheduled times that shall not unduly increase the constructive per diem.

Effective 1 April 1999

C2153 PRIVATELY-OWNED AIRCRAFT OTHER THAN AIRPLANE.

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

C2154 NOT USED

C2155 PRIVATELY OWNED AUTOMOBILE USE BETWEEN CONUS AND ALASKA, NEWFOUNDLAND, MEXICO, OR CENTRAL AMERICA

A. General. Travel between points in CONUS and Alaska (via Alaska Highway), Newfoundland, Mexico, or Central America (via Pan American Highway) by privately owned automobile may be authorized subject to the conditions in pars. C2155-B and C2155-C.

B. Permanent Duty Travel Other than Renewal Agreement Travel. For permanent duty travel other than renewal agreement travel to and from places listed in par. C2155 -A, the following benefits are prescribed:

1. the authorized PCS mileage rates prescribed in par. C2505 for the official distance between authorized origin and destination points,

2. the applicable rates of per diem reimbursed on the basis prescribed in par. C4300.

C. Renewal Agreement Travel and Temporary Duty Travel

1. General. For renewal agreement travel and all temporary duty travel to and from the places listed in par. C2155-A, reimbursement shall be limited to the modes of transportation listed in pars. C2155 -C2 and C2155-C3 which would have been used had travel not been authorized by privately owned automobile. Reimbursement limitation determination are made at the time of travel order issuance.
2. Transportation Modes Other Than To and From Newfoundland. Except for travel to and from Newfoundland, the applicable transportation modes that would have been used had travel not been authorized by privately owned automobile are:
 - a. common carrier in CONUS as determined in par. C2152 and commercial aircraft from the appropriate aerial port of embarkation to aerial port of debarkation,
 - b. common carrier in CONUS as determined in par. C2152 and Government aircraft from the appropriate aerial port of embarkation to the appropriate aerial port of debarkation.

The transportation modes in par. C2155-C2b are considered the basis for reimbursement in the absence of a travel order limitation statement.

3. Transportation Modes To and From Newfoundland. For travel to and from Newfoundland, the applicable transportation modes that would have been used had travel not been authorized by privately owned automobile are:
 - a. common carrier in CONUS as determined in par. C2152;
 - b. Air Mobility Command (AMC) aircraft between CONUS and Newfoundland (McGuire Air Force Base, Wrightstown, New Jersey, is the point of aircraft embarkation and debarkation in CONUS).

D. Reimbursement Limitation. When reimbursement is limited under par. C2155 -C, see par. C4661-B.

E. Statements. Orders shall include appropriate authorizations and limitation statements.

C2156 PERMANENT DUTY TRAVEL INVOLVING OCEAN-GOING CAR FERRIES

Employees authorized to travel by POC over a route that requires use of one or more car ferries are entitled to:

1. mileage in accordance with Chapter 4, part F from the old PDS to the car ferry POE and from the car ferry POD to the new PDS. ***NOTE: If more than one car ferry is used, mileage is payable for overland travel between ferries.***
2. Government-procured transportation or reimbursement for the cost of personal transportation for the employee/dependents by the authorized mode between the points the POC was not driven;
3. per diem for the employee in accordance with par. C4553 (see par. C4300 concerning per diem computation for POC travel);
4. per diem for dependents unless precluded for the travel concerned in accordance with par. C7006; and
5. reimbursement for ferry fees.

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- C4102** **Reimbursement for Relocation Expenses**
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- C4353** **Computations**
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PART D: RENEWAL AGREEMENT TRAVEL (RAT)**C4150 GENERAL**

Employees may be eligible to receive travel/transportation expense allowances for returning home between OCONUS tours of duty to take leave. The provisions of this Part apply to employees serving OCONUS tours of duty. These provisions also apply to employees serving tours of duty in Alaska or Hawaii but only under the conditions specified in pars. C4152 and C4153.

C4151 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for allowances described in par. C4150, prior to departure from the OCONUS PDS, an employee must have:

1. satisfactorily completed an agreed period of service or the prescribed tour of duty;
2. entered into a new written agreement for another period of service at the same or another post or duty outside CONUS; (the agreement will cover costs incident to the travel to the employee's place of actual residence or alternate location and return and any additional cost paid by the Government as a result of a transfer of the employee to another PDS overseas at the time of the tour renewal agreement travel); and
3. qualified for eligibility status under the provisions of pars. C4152 and C4153, if the post of duty involved is located in Alaska or Hawaii.

C4152 EMPLOYEES STATIONED IN ALASKA OR HAWAII ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations listed in items 1, 2, or 3, involving a post of duty in Alaska or Hawaii will continue to be eligible to receive allowances for travel and transportation expenses for tour renewal agreement travel provided that the employee continues to serve consecutive tours of duty within Alaska or Hawaii. Transfers between Alaska and Hawaii will not constitute consecutive tours of duty for purposes of continuing eligibility under the provisions of this paragraph. On 8 September 1982, the employee must have been:

1. serving a tour of duty in Alaska or Hawaii on that date;
2. en route to a post of duty in Alaska or Hawaii under a written agreement to serve a tour of duty; or
3. engaged in tour renewal agreement travel and have entered into a new written agreement to serve another tour of duty in Alaska or Hawaii.

C4153 EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAII AFTER 8 SEPTEMBER 1982

Except for situations described in par. C4152, the travel and transportation expenses allowable for tour renewal agreement travel in this Part may not otherwise be authorized for employees assigned, appointed, or transferred to a post of duty in Alaska or Hawaii after 8 September 1982, unless it is determined under regulations by the DoD component involved that payment of these expenses is necessary for the purpose of recruiting or retaining an employee for a tour of duty at a post of duty in Alaska or Hawaii. This authority must be used sparingly and only when required to fulfill DoD component staffing needs to accomplish the DoD component's mission. These provisions are intended to insure the availability of well qualified employees or those employees with special skills and knowledge who are not available in the local area, and to fill positions in remote areas. DoD component regulations will prescribe criteria and guidelines to determine the need for payment of tour renewal agreement travel expenses. The DoD component determination that it is necessary to pay the expenses of tour renewal agreement travel as a recruiting or retention incentive in order to fill a particular position in Alaska or Hawaii will be reviewed periodically but not less than every five years. The payment of

travel and transportation expenses for tour renewal agreement travel for recruiting or retention purpose is limited to two round trips beginning within 5 years after the date the employee first begins any period of consecutive tours of duty in Alaska or Hawaii. Employees will be advised in writing of this limitation. The provisions of this paragraph do not affect the provisions governing overseas assignments and return for employees transferred or new appointees assigned to post of duty in Alaska or Hawaii.

*C4154 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized expenses for travel (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Those expenses also are authorized from the actual residence upon return to the same or another OCONUS PDS; except with respect to Alaska and Hawaii. When Alaska and Hawaii are involved the return must be to a PDS located within the same State (Alaska or Hawaii) as the PDS at which the employee served immediately prior to RAT (see par. C4152).

*C4155 RENEWAL AGREEMENT TRAVEL DENIAL/DELAY

A. Renewal Agreement Travel Denial. Except as provided for teachers in par. C4164, RAT travel may be denied under the following circumstances:

1. the employee is being processed for separation,
2. a RIF involving the employee is imminent,
3. a removal action is pending against the employee,
4. the employee's reassignment has been directed to a position in the U.S., or
5. the employee is to be reassigned to a CONUS position in connection with rotation on similar programs which precludes completion of a required period of service under a renewal agreement.

B. Renewal Agreement Travel Delay. ***NOTE: Delay may not be imposed on persons in DODEA teaching positions.*** An employee who has earned RAT may not be denied such travel at Government expense except under the circumstances listed above in par. C4155 -A. The time at which leave is granted to perform RAT, however, is subject to approval by the OCONUS command concerned. While RAT ordinarily is performed between OCONUS tours of duty (see par. C4006-C2), travel at a later date within a tour of duty may be authorized or approved by the employee's OCONUS command (B -232179, 6 October 1989).

1. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) for not to exceed 90 days if:
 - a. the employee is engaged on a project which is scheduled to be completed within a reasonable time,
 - b. there is a temporary shortage of personnel, or
 - c. for other good reasons.

Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

2. Delay at Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal or job related reasons acceptable to and approved by the OCONUS command concerned (see par. C4005 -C1). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of par. C4155 -B2a or par. C4155-B2b below:
 - a. the renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or

b. 12 months.

3. Computing Tour of Duty When Delayed RAT is Involved

Example

An employee's initial 36 -month tour ended 30 June 01. The employee was eligible to perform RAT beginning 1 July after signing a 24 -month renewal agreement. The employee departed the PDS on 1 July, performed RAT and returned 31 July 01. The new tour of duty begins on 1 August 01 and ends 31 July 03 (i.e., 24 months after return from RAT).

If the initial tour was extended for the same employee to 31 August 01, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 01, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 01 and ending 31 July 03. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

C4156 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or be accompanied by dependents. Dependents may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee concerned does not perform authorized renewal agreement travel. Un accompanied dependents will not be allowed delayed use of renewal agreement authority beyond 6 months after the date the employee begins such travel except as provided for teachers in par. C4164.

C4157 RENEWAL AGREEMENT TRAVEL NONCUMULATIVE

Renewal agreement travel entitlement is for use between consecutive periods of continuous overseas employment and may be performed between the date of completion of one agreement and before serving another tour of duty pursuant to a written agreement (35 Comp. Gen. 101 (1955)). Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used.

C4158 TRANSPORTATION OF BAGGAGE

Transportation of necessary baggage is allowed as provided in par. C2305.

C4159 TEMPORARY STORAGE OF HHG

The conditions under which up to 90 days temporary storage of HHG is allowable are prescribed in Chapter 8, Part D.

C4160 PER DIEM ENTITLEMENT

An employee is authorized per diem during the allowable travel period en route from the OCONUS PDS to the authorized destination and from that destination to the OCONUS PDS. No per diem is authorized for the employee's dependents incident to RAT when the employee returns to the same OCONUS PDS for duty. However, when the employee is to report to a different OCONUS PDS for duty after leave, per diem is allowable for dependents while en route, limited to the constructed time by usual mode and route between old and new OCONUS duty stations.

NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for RAT/PCS travel.

C4161 LEAVE STATUS DURING ABSENCE FROM DUTY

During the period of absence from the overseas post of duty until return to duty at the same or different overseas post of duty, the employee may be entitled to home leave, or leave-free travel time, or may be in a leave with or without pay

status. The leave regulations of the separate departments apply. Certain limitations apply to teachers in the DoD Education Activity. (see par. C4164).

C4162 ALTERNATE DESTINATION

A. Entitlement. Employees/dependents may perform RAT to a destination (other than their actual residence) in:

1. the U.S., or
2. the country of their actual residence.

B. Time Requirement. To be entitled to RAT, an employee whose actual residence is in the U.S., must spend the *majority* of the RAT time in the U.S.

C. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. fails to meet the conditions in pars. C4162 -A. and C4162-B,
2. is merely routed through the country of actual residence en route to another country, or
3. travels to various points for personal reasons (e.g., a "travel tour") .

D. Administration. An alternate destination:

1. is determined in advance of travel and stated in the travel order.
2. omitted from the travel order may be amended to include the alternate destination.
3. may be specifically approved on the reimbursement voucher.

E. Reimbursement. RAT reimbursement to an alternate destination shall not exceed the amount allowed for a usually traveled route from the PDS to the actual residence and for return to the same or different OCONUS PDS.

C4163 LIMITATIONS

A. Household Goods (HHG). There is no entitlement in connection with renewal agreement travel for the shipment of HHG except with regard to necessary baggage as provided in par. C2305. However, the signing of a renewal agreement in connection with renewal agreement travel can be the basis for reestablishing expired entitlement for the transportation of HHG (and dependents) to the extent of prior authorization that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. For travel entitlements of unaccompanied dependents, see par. C4156.

C. Destination Point Relocation. Renewal agreement travel authority does not apply if an employee's travel destination is to a place other than in the country or area in which the place of actual residence is located.

D. Duplicate Eligibility. Duplicate transportation will not be authorized for persons who may be separately eligible for renewal agreement travel as an employee and as a dependent.

C4164 TEACHERS IN THE DoD OVERSEAS DEPENDENTS SCHOOL SYSTEM

A. Completion of Period of Service RAT Entitlement. Under RAT authority, a teacher who satisfactorily completes the period of service, as specified in the transportation agreement, is authorized travel to the actual residence in the U.S. during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General. The following exceptions to the provisions of par. C4164-A may be approved during a period of continuous service as provided in pars. C4164-B2 and C4164-B3.

2. Reassignment at Management's Request. Under RAT authority, after completing 1 school year of service on a current agreement, any teacher who is reassigned at management's request from one 2 -year area to another, may return to the place of U.S. residence during the summer vacation. The normal routing between the two PDSs must be through the U.S. and the teacher must sign a new renewal agreement for the new area of assignment. Other reassignments at management's request must be limited to travel by direct routing as a PCS movement between the two PDSs. The first school year of service at the new location completes the second consecutive school year of required service under the initial transportation agreement.

3. Attendance at an Accredited College/University. When the teacher wants to return to the U.S. for the summer at the end of the first school year of service, a teacher may be authorized round trip renewal agreement transportation if the teacher is:

- a. under an agreement to attend an accredited college/university,
- b. pursuing courses for professional preparation/advancement that are related to the present/planned DoD Education Activity assignment, or
- c. pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
- d. attending courses that are required for continued certification in the teacher's home state.

The renewal agreement is signed before leaving the OCONUS area. The teacher is required to present satisfactory evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than 6 semester hours. If the teacher fails to present evidence of satisfactory completion of the courses, for reasons unacceptable to the employing activity, the teacher must refund the Government the cost of the return travel to the U.S. which was for the purpose of attending the courses of study. Those who return to the U.S. under the exception contained in this subparagraph begin a new 2 -school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College or University Incident to Authorized Extended Leave of Absence. Round trip renewal agreement transportation may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized leave of absence to attend an accredited college/university located in the U.S., provided:

- a. the teacher has satisfactorily completed 2 school years in the DoD Education Activity and meets the eligibility conditions for renewal agreement travel;
- b. the teacher executes a renewal agreement before departure in connection with the authorized leave of absence;
- c. the teacher presents to the appropriate official responsible for authorizing the extended leave of absence and renewal agreement travel satisfactory evidence of bona fide intent to attend an accredited college or university for the purpose of pursuing a course of study leading to a higher degree or for graduate work in his/her chosen field, and such course of study is not feasible through other means, together with proof or acceptance for such course of study and information regarding successful completion of the course.

Teachers are authorized to travel to the United States on the first portion of renewal agreement travel authority in order to attend an accredited college or university. Travel to the overseas area may be accomplished under the return

portion of renewal agreement travel authority upon completion of the period of study. Paragraph C4156 will be exclusive of any time the teacher is actively enrolled at the college or university in the United States.

5. Reassignment to 1-Year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized renewal agreement travel to the place of residence in the U.S. to take leave without pay during the summer recess. Renewal agreement travel also is authorized from that place of residence in the U.S. to the new OCONUS PDS indicated in the renewal agreement.

C. Storage of HHG Between School Years

1. Entitlement Conditions. The general entitlement conditions are covered in Chapter 8, Part E, Section 3.
2. In Addition to Storage in Transit. Authority for storage between school years is in addition to authority for temporary storage in connection with the shipment of property. Storage under these two authorities may overlap in time.
3. Not Applicable to Substitute or Part-Time Teachers. Substitute and part-time teachers are not eligible for storage of property between school years.
4. Administrative Arrangements. The industrial relations or civilian personnel officer concerned (administrative responsibility) will furnish to the appropriate transportation officer notification about storage between school years. The transportation officer is responsible for storage arrangements. The notification will specify the beginning and ending dates for the period of storage. The transportation officer will maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.
5. Notification of Indebtedness. The industrial relations or civilian personnel officer concerned will be responsible for immediately notifying the transportation officer who is handling the storage account in the event the teacher becomes indebted for the cost of storage through loss of eligibility so that collection action can be taken.
6. Consecutive School Terms in Different Locations. If a teacher is at different locations for consecutive school terms, storage costs will be paid from funds of the losing command or activity until the property is removed from storage for shipment to the new duty station. Funds of the gaining command or activity will be used for any storage costs after the date the goods arrive at the new duty station. The place of storage may be at either the old or new duty station as determined most practical under the circumstances in individual instances.

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. General. *This paragraph applies only if the need for the TDY is unknown prior to the employee's departure on leave.* If the TDY is known before departure on leave, the employee is reimbursed actual travel expenses up to the constructed round-trip cost between the PDS and TDY location.

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

C. TDY at Other Than Leave Point

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

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

- a. leave address (or the place at which the order is received, whichever applies) to the TDY station (see par. C2000-B), and
- b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

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

- a. old PDS to the leave address or to the place at which the order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS, and
- b. leave address or place at which the order is received, as applicable, to the TDY station, and
- c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

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 PD S are the employee's financial responsibility unless the employee completed the TDY mission.

- b. the cost of pilots or navigators in the open water;
- c. the cost of a crew;
- d. charges for harbor pilots;
- e. the cost of docking fees incurred in transit;
- f. harbor or port fees and similar charges relating to entry in and navigation through ports; and
- g. the cost of towing, whether in tow or towing by pushing from behind.

6. Other Allowable Transportation Costs. In addition to the allowances prescribed in pars. C10001 -C1 through C10001-C5, an allowance for transportation shall include costs generally associated with preparing a mobile home at a point of origin inside Alaska or CONUS for movement and resettling the mobile home at the destination inside Alaska or CONUS. Any costs for preparing a mobile home located outside Alaska or CONUS for movement, and any costs for resettling a mobile home outside Alaska or CONUS shall not be reimbursed. Preparation costs include, but are not limited to:

- a. rental, installation, removal and transportation of hitches and extra axles with wheels and tires;
- b. labor costs for unblocking and unanchoring at origin and blocking and anchoring at destination;
- c. cost for purchasing blocks when in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;
- d. packing and unpacking of HHG associated with the mobile home;
- e. disconnecting and connecting utilities;
- f. labor costs for removal and reassembling of skirting;
- g. cost of separating, preparing and sealing each section for movement and reassembling the two halves of a double wide mobile home;
- h. installation and removal of towing lights on trailer;
- i. charges for reasonable extension of existing water and sewer lines;
- j. cost of dismantling and assembling a portable room appended to a mobile home.

D. Government -Procured Transportation

*1. Government Arranged Move. An employee, entitled to mobile home transportation (see par. C10000), may request and, subject to the employee's written agreement to pay any excess costs involved (see par. C10001 -D2), the Government may arrange transportation of the employee's mobile home between the points authorized in this Chapter. The Government's obligation is to pay the costs of pickup, transportation, and delivery of the mobile home to destination ready for occupancy, except for the costs enumerated in par. C10001 -D2b. ***The employee does not receive any other allowances for the transportation involved.*** Allowable costs include charges for actual transportation; ferry fares; bridge, road, and tunnel tolls; taxes; and municipal and/or state permits. The employee's request should be denied whenever the costs enumerated in par. C10001 -D2 are not collectable from the employee's pay because the employee is no longer in a pay status. The entitlement measure for mobile home transportation for a lesser distance than that authorized for HHG is the transportation cost of the employee's PCS HHG weight allowance (18,000 pounds) for the authorized distance rather than any lesser distance the mobile home is actually transported. For Services whose HHG shipments are arranged under

MTMC regulations, the employee's maximum entitlement is determined by using 105 percent of the Code 1 segmented line-haul and 105 percent of the code 1 max-pack base line rates (see the MTMC website at: <http://www.mtmc.army.mil/property/domestic/solicitation.htm> for rates).

2. Collection From the Employee. The following costs are charged against the employee for repayment to the Government:

- a. all storage charges accruing at any point unless caused by conditions beyond the control of the employee;
- b. all costs of special handling requested by the employee;
- c. all costs of insurance or excess valuation over the carrier's maximum liability as stated in the carrier's tariffs;
- d. all costs for preparing the body and chassis of a mobile home for movement and for any repairs or maintenance performed en route including costs for replacement parts and tires;
- e. all costs paid by the Government regardless of type which result in an overall payment in excess of the limitation stated in par.C10001 -F.

3. Limitation. The total amount allowable under this paragraph shall not exceed the limitation established par. U10001-F.

E. Transportation Partly by Commercial Transporter and Partly by Other Means. If a mobile home is transported partly by commercial transporter and partly by other means, the allowances described in pars. C10001 -B, and C10001-C shall apply to the respective portions of the transportation.

F. Limitation on Reimbursement. The reimbursement allowable under par. C10001 -B, C10001-C, or C10001-E shall not exceed the constructive expense that would have been allowed by the Government for transportation and 90 days temporary storage of the maximum weight of HHG for which the employee has eligibility.

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C8120) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
2. spare parts for a POV (see definition in this Appendix) and a pickup tailgate when removed;
3. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
4. consumable goods for employee's ordered to locations listed in Appendix F; and
5. vehicles other than POVs (such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, and golf carts).

B. HHG *does not* include:

1. personal baggage when carried free on tickets;
- *2. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 11 for POV shipment);
3. live animals including birds, fish and reptiles;
4. cordwood and building materials (B -133751, November 1, 1957 and B-180439, September 13, 1974);
5. HHG for resale, disposal or commercial use rather than for use by the employee and dependents;
6. privately owned live ammunition (B -130583, May 8, 1957); and
7. boats.

NOTE: *Federal/local laws or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include:*

1. *property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons);*
2. *articles that cannot be taken from the premises without damage to the article or the premises;*
3. *perishable articles (including frozen foods), articles requiring refrigeration, or perishable plants unless:*
 - a. *shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,*
 - b. *no storage is required, and*
 - c. *no preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.*

Items, which are irreplaceable or are of extremely high monetary or sentimental value are not provided special security even though extra-value insurance may be purchased. Employees and their dependents are advised to transport these types of items personally.

HOUSEHOLD GOODS TRANSPORTATION. See TRANSPORTATION, HHG.

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IMMEDIATE FAMILY. See *DEPENDENT/IMMEDIATE FAMILY*.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a Government employee

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL.

A rate per mile for the authorized use of a privately -owned automobile during official PCS travel. The amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. C2505 for current rates.

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

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

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

D. Government Transportation

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

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

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

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

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

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

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

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

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

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

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

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

c. Civilian Employees -

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

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

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

NOTE:

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

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

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

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

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

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

2. Eating

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

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

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

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

Effective for TDY travel performed on or after 1 January 1999

NOTE 1: *Applicable to civilian employees:*

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

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

Effective for TDY travel performed on or after 1 January 2001

NOTE 2: *Applicable to uniformed members:*

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

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

B. Lodging Overnight Required - Schoolhouse Training Standards

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

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

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

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

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

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

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

4. TDY Aboard Vessels

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

- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
 - (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
 - (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;
 - (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
 - (7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38 -M, par. 20202-C3e when travel is on Security Assistance Business.
- e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C456 3-C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***
2. Lodging Selection
 - a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.
 - b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.
 3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.
 4. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.
 5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455 -TRAV, August 18, 1998).
 6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized

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

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

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

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

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

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

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

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

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

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

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

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