

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 182

Alexandria, VA

1 February 2002

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 February 2002 unless otherwise indicated.

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This change includes all material written in MAP Items 01-01; 46-01; 69-01(E); 75-01(E); 80-01(E) through 85-01(E) and 91-01(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 181 cover page.

BRIEF OF REVISION

These are the major changes made by Change 182:

U2105; U2140-A. Explains that an order cannot be retroactively amended to create or deny an entitlement.

U2200. Enables authorizing/order-issuing officials to permit travelers to depart from, and/or to return to, the location where the traveler's dependent(s) reside if it is not the residence from which the traveler commutes daily to the work site. This positive response to this issue arose at the GSA National Travel Conference held in October-November 2000 at which a GSA attorney confirmed that this could be done within the existing guidelines of the GSA city-pair contract.

U2550-F5; U2555-E3; U4125-A3g Expands and clarifies that refreshments may be provided to all conference attendees (even local attendees) when the majority of attendees are in a travel status. This item also removes the requirement that the conference be conducted at the sponsoring activity's PDS.

U3120; T4025. Revises the restrictions on member use of CTO services. Currently, use of CTO services is mandatory for members and there is no reimbursement if CTO services are not used. This item revises par. U3120 to allow that when a CTO is available but the member arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

U5243-D2. Reinserts the dependent student travel authority for a member stationed OCONUS whose only dependent is a student (unmarried child under 23) attending school in the U.S.

U5360-A. Allows HHG transportation for a separating member from the member's last PDS to any location selected as long as the Government's cost does not exceed the cost to ship the HHG from the last PDS to the selected location.

U5630-C. Authorizes the approval for a DLA when a member with dependents leaves the dependents in place but takes some personal belongings and moves to the new PDS and Government quarters are not available at the new PDS.

U7150-C4b; U7150-C5b. Clarifies the examples on 'other location' when a Reservist is traveling on inactive duty training (IDT) with pay orders.

U7205-A. Simplifies commercial transportation for emergency leave travel. The language currently allows commercial transportation to the CONUS international airport closest to the CONUS location from which the traveler departed when Government transportation is not available. This only covers emergency leave travelers departing from OCONUS. The item replaces the specific location and substitutes 'authorized locations' since authorized locations are described.

U7551; U7960. Implements 10 U.S.C. §1074i which states that when "a covered beneficiary is referred by a primary care physician to a specialty care provider who provides services more than 100 miles from the location in which the primary care provider provides services to the covered beneficiary, the Secretary shall provide reimbursement for reasonable travel expenses".

Appendix A. Adds ultra light vehicles to the definition of HHG and to move boats from the "not included" list to allowing boats, with certain restriction, to be included as HHG. "Propane gas tanks" is added in both Appendices as an item **not** allowed as HHG.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

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

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PART B: TRAVEL ORDERS**U2100 GENERAL**

A travel order used for reimbursement of travel and transportation expenses is a written document issued or approved by the Secretarial Process directing a member or a group of members to travel between designated points. The travel order establishes the conditions for official travel and transportation at Government expense, and provides the basis for the traveler's reimbursement. A travel order should be issued before the travel is performed. Reimbursement for travel is not authorized when the travel is performed before receipt of written or oral orders.

Generally, a written travel order is not necessary when:

1. travel is performed within the limits of a PDS or in the immediate vicinity of such station (local travel), and
2. it is known that the travel claim shall involve only reimbursement for commercial transportation or MALT for the use of a POC approved as being more advantageous to the Government.

If a travel order is not issued for local travel, approval on the voucher is sufficient for reimbursement purposes.

***U2105 AUTHORIZATION/APPROVAL AND RETROACTIVE MODIFICATION**

Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See Appendix A for definitions of "authorize" and "approve". Approval after the fact, when permitted, does NOT constitute 'retroactive modification' of an order to create, change, or deny an entitlement. Except to correct or to complete an order to show the original intent, a travel order shall not be revoked or modified retroactively to create or deny an entitlement (24 Comp. Gen. 439 (1944)). *(Ex: It would be improper to amend a travel order to 'un-authorize' POC travel, after travel had been completed, that the travel order had clearly permitted.) See par. U4125-A3 regarding the effect of deductible meals on per diem rates.*

U2115 ORDERS FOR TRAVEL AND REIMBURSEMENT

A. Written Orders. A written order issued by competent authority is required for reimbursement of expenses incident to official travel. For the purpose of reimbursement, a written order that quotes or references an authority authorized to initiate the order is a competent order.

B. Oral Orders. Urgent or unusual situations may require that official travel begin or be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the order-issuing official shall promptly issue a confirmatory written order. An oral order:

1. given in advance of travel,
2. subsequently confirmed in writing giving the date of the oral order, and
3. approved by competent authority

meets the requirement for written orders.

C. Orders Not Originated by Competent Authority. Travel orders issued under unusual conditions and not originated by competent authority must be approved by the order-issuing official before reimbursement of travel expenses.

U2135 ITINERARY VARIATION

Travel orders may include authorization/approval for itinerary variation to permit:

1. omission of travel to places stated in the travel order,
2. changes in the order of places to be visited,

3. changes in the original specified time at a place stated in the travel order, and/or
4. travel to additional places not shown in the travel order.

Generally, the purpose of a trip and places of TDY are known when a travel order is issued. Variation in itinerary should not be substituted for adequate advance planning. This authority is not a blanket travel authorization.

U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN TYPES OF ORDERS

A. Amended, Modified, Canceled or Revoked Orders. When determining the entitlement to allowances for travel and transportation under PCS orders that are amended, modified, canceled or revoked before their effective date, the orders are considered as effective:

1. when received by the member for travel performed by the member or dependents, or
2. for any transportation of HHG, mobile homes or POVs begun or completed,

even though leave, delay, proceed time, or TDY en route is involved.

***NOTE:** See par. U2105.

B. Blanket or Repeated Travel Orders. Blanket or repeated travel orders do not expire upon the member's return to the PDS. They continue in effect until expiration by time limit, by automatic cancellation upon PCS, or revocation.

NOTE: *Blanket travel orders are not used in DTS.*

C. Time Limitation for PCS Orders. Unless otherwise prescribed in this Volume, a member's PCS orders are valid while the orders remain in effect and prior to receipt of further PCS orders (45 Comp. Gen. 589 (1966)).

U2145 TIME LIMITATIONS FOR PERIODS OF TDY

A. 180-Day Time Limitation. Except when authorized under par. U2145-B, TDY assignments at any one location are limited to periods of 180 or fewer consecutive days (36 Comp. Gen. 757(1957)). Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to:

1. personnel under TDY orders assigned to military units deployed afloat as indicated in pars. U4102-J and U4102-M;
2. personnel assigned to TDY periods at more than one location that total 181 or more days if the duty period at each location is 180 or fewer days; or
3. personnel TDY for training periods less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.

NOTE: *Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (see Appendix A, definition of PERMANENT (DUTY) STATION), except when the course is authorized as TDY under par. U2146-B.*

B. TDY Periods in Excess of 180 Consecutive Days. When circumstances or Service exigencies require TDY at one location for more than 180 consecutive days, the appropriate authority determines if TDY is appropriate (38 Comp. Gen. 853 (1959)). This determination should be made before the order is issued. If the situation does not permit delay, the order may be issued and the case submitted immediately to the appropriate authority who must:

1. approve the order as written, or
2. direct the order be amended to:

- a. terminate the duty returning the member to the old station or assigning a new station,
- b. change the assignment from TDY to a PCS, or
- c. fix the period at 180 or fewer days from the reporting date at the TDY station.

The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location shall be the Secretary concerned, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Unified commands. *This authority must not be re-delegated.*

U2146 TIME LIMITATIONS FOR PERIODS OF TDY FOR COURSES OF INSTRUCTION

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled duration of the course is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under par.U2146- B.
2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off in connection with a holiday. This reduces the 150 day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, June 17, 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

NOTE: *A member's PCS orders to a course of instruction may not be changed to TDY orders after arrival at the new PDS, unless those orders were erroneously issued.*

Effective 5 December 1997

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks. The Secretary concerned (without delegation) may authorize designated courses (excluding initial entry courses) scheduled for:

1. 20 or more weeks,
2. but not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS. The status (either TDY or PCS) of all members, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same (***Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.***). For courses attended by multiple Services, the Secretary concerned must obtain agreement from the other affected Service Secretaries before changing the course.

PART C: TRAVEL STATUS**U2200 TRAVEL STATUS**

A. Importance of Travel Status. Members are entitled to travel and transportation allowances only while in a "travel status". They're in a travel status while performing travel away from their PDS on public business under competent travel orders, including necessary delays en route. Travel status begins when members leave their residences, offices, or other points of departure and ends when they return to their residences, offices, or other points of arrival at the conclusion of their trips.

B. Conditions Under Which Travel Status Exists. "Travel status," except as a member of ship's complement, includes:

1. travel in connection with necessary TDY including time spent at a TDY station, without regard to whether duty is performed while traveling, and without regard to the length of time away from the PDS;
2. PCS travel;
3. necessary delay while awaiting further transportation after travel status has begun;
4. travel to and/or from a hospital for observation or treatment (for travel to/from medical facilities in the local travel area, see par. U3500-C);
5. travel by Government or other aircraft, including:
 - a. flights for training purposes made under orders of competent authority that require one or more landings away from the starting point; and
 - b. all necessary delays incident to the mode of travel;
6. flights for training purposes made in the absence of travel orders when it is necessary to remain away overnight; and
7. other circumstances determined jointly by the Secretaries concerned before, during, or after occurrence to constitute a travel status.

C. Beginning and Ending of Travel Status

1. Aircrew Members or Couriers Only. See Table U2C-1.
2. Other Than Aircrew Members or Couriers. See Table U2C-2.
3. Member Assigned to a Two-Crew Nuclear Submarine (SSBN). Travel status ends and the member begins a training and rehabilitation status when:
 - a. the member arrives at the vessel's homeport, and
 - b. no further travel away from the homeport is required by the PCS orders before reporting on board the submarine

whether or not the submarine is at the homeport (57 Comp. Gen. 178 (1977)).

*4. The authorizing/order-issuing official may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site. **Relative cost should be a consideration.** Example: Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

Table U2C-1

Part I -- Beginning of Travel Status

Departure from PDS -- Aircrew Members¹

	A	B	C	D
Rule	When Member Departs	And Proceeds To:	And Then To:	Travel Status Begins When Member Departs From
1	Home	Office	Flight opns/terminal at the PDS ^{3/}	Terminal 4/
2	Home	Flight opns/terminal at the PDS ^{3/}	N/A	Terminal 4/
3	Home	Office	Flight opns/terminal not at the PDS ^{3/}	Office 2/
4	Home	Flight opns/terminal not at the PDS ^{3/}	N/A	Home

Part II -- Ending of Travel Status

	A	B	C	D
Rule	When Member Returns To:	And Proceeds To:	And Then To:	Travel Status Ends When Member Returns To:
5	Flight opns/ terminal at the PDS ^{3/}	Office or home	N/A	Terminal 4/
6	Flight opns/ terminal not at the PDS ^{3/}	Office	Home	Office 2/
7	Flight opns/ terminal not at the PDS ^{3/}	Home	N/A	Home

1/ Members performing TDY as aircrew members includes those members for whom aircrew duty is an additional duty. Also includes Armed Forces couriers and other members who primary duty makes the air terminal a regular duty place. This does not apply to Reserve Component members for first and last day when called to active duty. Aircrew status for Reserve Component members only applies after the member arrives at the active duty location and terminates when the member departs upon relief from active duty.

2/ Disregard travel to and from office if no duty was performed there.

3/ "At PDS" means within the limits of the PDS as defined in Appendix A.

4/ Departs from/returns to terminal refers to "wheels up/wheels down."

***Table U2C-2**
Part I--Beginning of Travel Status
Departure from PDS--Other than Aircrew Members and Couriers

	A	B	C	D	E
Rule	When Member Departs From:	And Proceeds To:	And Then To:	And Then To:	Travel Status Begins When Member Departs From:
1	Home 6	Transportation Terminal	N/A	N/A	Home 6
2	Home	Office 1	Transportation Terminal	N/A	Office 2, 5
3	Home	Office 1	Another duty/departure point within PDS 5	Transportation Terminal	Another duty /departure point within PDS 3,4

Part II--Ending of Travel Status

	A	B	C	D	E
Rule	When Member Returns To:	And Returns To:	And Then To:	And Then To:	Travel Status Ends When Member Returns To:
4	Terminal	Home 6	N/A	N/A	Home 2, 6
5	Terminal	Office 1	Home	N/A	Office 1, 2, 5
6	Terminal	Another duty/arrival point within PDS 3, 4	Home	N/A	Another duty/arrival point within the PDS 5

1/ Disregard travel to/from office or other duty point if no duty was performed thereat.

2/ Applicable even though terminal is located at the PDS.

3/ Example: Member departs Navy Annex and proceeds to Pentagon for briefing prior to departing on TDY. Pentagon then becomes "another duty point." Member departs Navy Annex and proceeds to restaurant for lunch and after lunch proceeds to terminal. Restaurant becomes the "other departure point."

4/ "Another departure/arrival point is never a transportation terminal.

5/ Does not prevent reimbursement of transportation between home and PDS on travel days IAW pars. U3320-C, U3410-B and U3420-B.

*6/ The authorizing/order-issuing official may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site. **Relative cost should be a consideration.** Example: Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

PART G: CONFERENCES**Effective 7 March 2000****U2550 CONFERENCE PLANNING**

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services shall select conference sites that minimize conference costs. When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by Service members, this guidance applies to conference travel paid for persons invited to travel in support of Service programs.

D. Definitions

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. The term also applies to training activities that are conferences under 5 CFR 410.404.

2. Conference costs: All costs paid by the Government for a conference, whether paid directly or reimbursed by DoD Agencies. Examples include:

a. attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),

b. attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference),

c. meeting room and audiovisual costs,

d. registration fees,

e. speaker fees,

f. conference-related administrative fees, and

g. similar costs.

3. Conference lodging allowance: the lodging allowance that is up to 25 percent above (rounded up to the next higher dollar) the established geographical lodging portion of the per diem rate. The M&IE portion of the per diem allowance remains unchanged.

4. Site: refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference DoD Agencies must:

1. Determine which conference expenditures provide the greatest advantage to the Government, by

a. ensuring appropriate management oversight of the conference planning process,

- b. performing cost comparisons of the size, scope, and location,
 - c. determining if a Government facility is available at a lesser rate,
 - d. considering conference alternatives, e.g., teleconferencing,
 - e. maintaining written documentation of the alternatives considered and the selection rationale used, and
 - f. minimizing cost by exercising strict fiscal responsibility in determining the best site.
2. minimize the conference administrative costs,
 3. minimize the attendees' travel costs,
 4. minimize the attendees' time costs,
 5. use Government-owned or Government provided facilities as much as possible,
 6. identify ways to save costs in selecting a particular conference site (e.g., lower rates during the off-season), and
 7. develop and establish internal policies that ensure these standards are met.

NOTE: Individuals must have the requisite contracting authority to obligate the Government in connection with conference arrangements.

F. Cost Considerations. When planning a conference, DoD Agencies should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. travel and per diem expenses,
2. rent of rooms for official business,
3. usage of audiovisual and other equipment,
4. computer and telephone access fees,

*5. light refreshments for morning, afternoon, or evening breaks excludes alcoholic beverages and includes: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items (when a majority of the conference attendees (at least 51%) are in a travel status, refreshments may be provided for all attendees (including local attendees),

6. printing,
7. registration fees,
8. ground transportation, and
9. attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, DoD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. determination of adequacy of lodging at the established per diem rate,

B. Authority. In general, conference attendance expenditures for meetings concerned with the functions and activities of the DoD component which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. In the specific case of attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations, 37 U.S.C. §412 applies (55 Comp. Gen. 1332 (1976)). This authority is independent of the training authority included in par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. conferences sponsored or cosponsored by a Federal agency at which a member's attendance is required in the performance of official duties;
2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the member's attendance is related to official duties or for the purpose of transacting DoD business;
3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the member's official performance; and
4. similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in pars. U2555-D2 through U2555-D4.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to the provisions of governing regulations of the separate departments consistent with the regulations in Part Q (Acceptance of Payment from a Non-Federal Source for Travel Expenses).
3. Purpose. Members may attend conferences at Government expense to:
 - a. further the programs of their DoD components;
 - b. present scientific and technical papers which further the development of the U.S. resources; and
 - c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations should be examined by an appropriate security officer at the activity concerned. Members who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. U4125-A). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <http://www.dtic.mil/perdiem/> is paid.
2. When No Travel is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. does not involve travel,
- b. does not involve per diem, and
- c. for which a travel order is not issued.

*3. Limitation on Reimbursement for Meal Costs When Attending a Conference/Meeting Sponsored by a DoD Component. The cost of each meal, whether included in a registration fee or contracted for separately, at a DoD-sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Chapter 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem, Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

CHAPTER 3
TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

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***U3120 ARRANGING OFFICIAL TRAVEL**

A. Governmentwide Policy for CTO Use. *It is the Government's policy that, when available, CTO services be used to arrange official travel.*

B. Requirements

1. When making travel arrangements, travelers should use the following:

- a. a CTO (see Appendix A),
- b. in-house travel offices, or
- c. General Services Administration (GSA) Travel Management Centers (TMCs).

2. All travel arrangements must be made in accordance with:

- a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
- b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized or approved unless the conditions in par. U3125-C or U3130-F are met.

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO Not Available. When the authorizing/order-issuing official certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

B. Class of Service

1. General. Government policy is that:

- a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;
- b. members should determine travel requirements in sufficient time to use coach-class accommodations;
- c. first-class accommodations may be used only as permitted in par. U3125-B3;

- d. premium-class other than first-class accommodations may be used only as permitted in par. U3125-B4;
- e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;
- f. less than minimum standards may be authorized as permitted in par. U3100; and

g. when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."

2. Officials Who May Authorize/Approve Premium-Class Air Accommodations Use. The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.

- a. Department of Defense, see DoDD 4500.9 (Transportation and Traffic Management);
- b. The Secretary of Health and Human Services;
- c. The Director, USNOAA Corps; and
- d. The Secretary or Deputy Secretary of Transportation.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

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

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

3. there are exceptional security requirements. Examples are:

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

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

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

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

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

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

U3145 CITY-PAIR PROGRAM

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

A. Policy

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

- *1. Space on a scheduled contract flight (including a confirmed pet space (see NOTE) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

***NOTE:** When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing ((DoD 4500.9-R) - DTR, Part I, Chapter 103, par.B.2.c.(1) Note).

2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006);
3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE:** This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor-issued charge cards, or through a centrally billed account;
4. Rail service is available and that service is cost effective and consistent with mission requirements;
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
 - a. the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and
 - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

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

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

1. How does the program work?

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

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

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

- (3) Schoolhouse Training (Formal Courses of Instruction). Orders to schoolhouse training must allow the schoolhouse commander to determine the appropriate meals rate. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to issuance of the order, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.
- c. Lodging. If lodging is required while on TDY or at a delay point, the lodging cost, not to exceed the lodging maximum prescribed for the TDY or delay location in <http://www.dtic.mil/perdiem/pdrates.html>, or <http://www.dtic.mil/perdiem/opdrates.html>, shall be added to the M&IE rate for that location to determine the per diem rate for the day, the total amount not to exceed the per diem rate for the locality concerned. When lodging has been obtained in accordance with par. U4125-A1f, at a location other than the TDY location, the per diem rate for the lodging location applies.
- d. TDY of More Than 12 Hours But Not Exceeding 24 Hours. Per diem under this subparagraph is determined by allowing 75% of the M&IE rate for the location of the TDY assignment prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, or <http://www.dtic.mil/perdiem/opdrates.html>. If more than one location is involved and the member is not required to obtain lodging, the per diem allowance is calculated using the highest M&IE rate. If the member must obtain lodging, the rules for travel of more than 24 hours as prescribed above apply, no deduction for meals is made. Per diem is not authorized under this subparagraph when travel is performed in the local area
- (1) Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, shall be 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations. Per diem is not authorized under this subparagraph when travel is performed in the local area.
- (2) Lodging Required With or Without Cost. If lodging is required, the rules for travel of more than 24 hours apply.
- e. Essential Unit Messing. When the Secretary concerned, or for a JTF the CINC or JTF Commander, determines that Government messing is essential to accomplish training and readiness, there is no entitlement to the meal portion of the M&IE allowance. The incidental expense rate is \$2 in CONUS, or the appropriate OCONUS incidental rate at <http://www.dtic.mil/perdiem/>, or \$3.50 OCONUS when the order-issuing authority determines \$3.50 to be adequate for anticipated expenses. Members, ordered to use essential unit messing, who must procure occasional meals are entitled to reimbursement under par. U4510.
- f. Use of Government Mess Under Special Circumstances. When one of the following conditions exists, members are not entitled to the meals portion of the M&IE allowance:
- (1) Field duty,
 - (2) Duty on a U.S. Government vessel,
 - (3) Members traveling together under orders directing no/limited reimbursement, or
 - (4) Essential unit messing (EUM).
- *g. Deductible Meals. The PMR prescribed in pars. U4125-A3b(1)(a)³ and U4125-A3b(1)(b)³ above applies on any day when one or two deductible meals are provided (see par. U2555-E3). A deductible meal is a meal:
- (1) made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
 - (2) included in a registration fee ultimately paid by the Government;

- (3) furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
- (4) furnished by the Government at no cost to a member.

The following are not deductible meals:

- (1) box lunches, (which include such things as C Rations, K Rations, MRE's) - except when MRE's and/or other box lunches are the **only method** of providing adequate subsistence to members,
- (2) in-flight meals,
- (3) rations furnished by the Government on military aircraft,
- (4) Government meals paid for by the traveler and consumed in a Government mess,
- (5) meals furnished on commercial aircraft, or
- (6) meals provided by private individuals.

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

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

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

NOTE: *The GMRs in the following examples are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.*

B. Examples of Computing Per Diem Allowances

NOTE:

a. *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html/>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when **MALT PLUS per diem for POC travel is paid.***

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

EXAMPLE 1

ITINERARY:			
10 May	Dep:	PDS	POC
	Arr:	TDY Station	340 miles
11 May	TDY		

Appendix A, who is under 23 years of age and:

- (1) attends or will attend a school in the U.S. to obtain formal education, or
- (2) graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

NOTE: Student dependents who are separated from their school in the U.S. and who have not previously traveled at Government expense to the member's OCONUS PDS are not precluded from traveling on the member's PCS entitlement to the member's PDS under this Part.

*2. Transportation Entitlement. A member:

- a. permanently stationed OCONUS; and
- b. accompanied by command sponsored dependents at or in the vicinity of the member's PDS or the homeport of an OCONUS ship (unless the only dependent is an unmarried dependent child under 23 years of age attending a school in the U.S. to obtain a secondary or undergraduate college education);

is authorized one annual round-trip, for the dependent student, at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. ***NOTE: Entitlement to a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 14 days because of unusual or emergency circumstances (i.e., an early or late holiday recess or school closing).***

3. Limitations. This subparagraph does not apply to a member:

- a. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in the state of the PDS;
- b. who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if:
 - (1) the child is eligible to attend a secondary school for dependents that is located at/or in the vicinity of the member's PDS and is operated under the Defense Dependents' Education Act of 1978 (20 U.S.C. §921); or
 - (2) the member is stationed in Puerto Rico or Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the vicinity of the PDS;
- c. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in CONUS to obtain a secondary education; or
- d. who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

4. Travel to a Location Other than the Member's OCONUS PDS

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing, to the authorizing/order-issuing official that travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS by the authorized transportation mode.

5. Transoceanic Travel

a. General. When available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC is not available, Government-procured air transportation (for the transoceanic travel portion) is authorized.

b. Travel Performed at Personal Expense

(1) AMC Service Available. No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.

(2) AMC Service Not Available. Reimbursement (limited to the amount the Government would have paid for Government-procured transportation) is allowed for transoceanic travel at personal expense when AMC service is unavailable.

c. Government-Procured Transportation Not Available

(1) When Government-procured transportation is not available, reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled commercial air service over the direct route between origin and destination.

(2) Pars. U3125-B and U3125-C apply to dependent student travel.

(3) If air travel is medically inadvisable, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

6. Overland Travel

a. The overland portion(s) of travel should be by Government-procured transportation, or at personal expense on a reimbursable basis.

b. Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever Government-procured transportation is available, but transportation is personally-procured, reimbursement is authorized for the transportation cost up to what it would have cost if Government-procured transportation had been used between authorized points.

d. When a POC is used, mileage (see par. U2600) is authorized. The mileage amount paid cannot exceed the Government's cost had Government-procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

7. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under this subparagraph.

8. Baggage Storage. During a student's annual trip between the school and the member's PDS, a member may store the student's unaccompanied baggage in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. ***However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.***

U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

A. General. Not more than two family members of a member described in par. U5246-A1 or U5246-A2 may be provided round-trip transportation under this paragraph as determined by appropriate authority. See par. U1010-B1 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS.

2. Member of the Reserve Components Entitled to Disability Pay and Allowances. Round-trip transportation is authorized to visit a reserve component member entitled to disability pay and allowances under 37 U.S.C. §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel), who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS if that member became ill or injured or was diseased:

a. in line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. while traveling directly to or from such training.

NOTE: *The families of cadets/midshipmen are not eligible for this transportation.*

B. Definition. "Family members" as used in this paragraph are the member's spouse, children (including step, adopted, and illegitimate children), siblings of the member and parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. transportation-in-kind or Government-procured transportation;
2. reimbursement for the cost of personally-procured commercial transportation;
3. automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A, first itemization, item 2 for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the operator of the POC is entitled to the allowance prescribed in item par. U5246-C3.

D. Limitations. Per diem is not payable for travel in connection with this paragraph.

*E. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A (except item 5, taxes on lodging) and U4520-C is authorized in connection with travel under this paragraph.

U5250 ADVANCE OF FUNDS

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see par. U1010-B4). A member failing to complete at least 90 percent of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75 percent of the amount for the least costly mode of transportation available. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75 percent of the MALT.

4. Separation from the Service or Retirement. A short distance HHG move between residences or from NTS in an area to a residence within the same city, town, (intra-city) or metropolitan area (inter-city) is authorized when a member is:

- (a) separated from the Service or relieved from active duty as prescribed in par. U5360, or
- (b) retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as prescribed in par. U5365.

This short distance move is the final HHG transportation authorized by par. U5360 or U5365.

C. Short Distance Move and NTS Incident to Government or Government-Controlled Quarters Assignment/Termination. Pars. U5355-C1 and U5355-C2 apply worldwide to all members, except incident to separation or relief from active duty under honorable conditions or retirement from the Service. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies to this subparagraph. For NTS information incident to Government or Government-controlled quarters occupancy, see par. U5380-G. See pars. U5360-F and U5365-G, respectively, for short distance moves when the member is required to vacate Government or Government-controlled quarters incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement.

1. Moving to/from Government Quarters. A member is authorized a short distance HHG move, between Government quarters and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

- a. assignment to Government quarters to use idle housing,
- b. vacating Government quarters (e.g., orders, unfit for occupancy, some unusual Service operational requirement),
- c. reassignment to Government quarters when the conditions in item b have been rectified or alleviated, or
- d. assignment to privatized housing.

The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Government for all excess costs. ***A short distance HHG move, incident to moving to/from Government quarters, is not authorized to accommodate a member's personal problems, convenience, or morale.***

2. Moving from Government-Controlled Quarters. When a member occupying quarters under a Service's jurisdiction (other than Government quarters) is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized a short distance HHG move to other local quarters from which the member is to commute on a daily basis to the PDS. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move and/or NTS under par. U5380-G1b and to a return short distance move from the temporary residence and/or NTS.

D. Short Distance Move and NTS Incident to Vacating Local Economy Quarters

1. Member Directed by Competent Authority to Vacate Local Economy Quarters. A member is authorized a short distance HHG move from local economy quarters to other local economy quarters (e.g., rental guarantee and, in CONUS and non-foreign OCONUS areas, privatized housing) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the quarters for the Government's convenience. Such a move would be at Government expense, for example, when the member is directed by competent authority to vacate local economy quarters because the commander has: (1) determined the member's residence does not meet Service health or sanitation standards, or (2) placed the housing

area/complex "off-limits". Except as noted in par. U5355-D2, when a member moves from local economy quarters as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity or requirement (52 Comp. Gen. 293 (1972)). For NTS, see par. U5380-G2a.

2. Member Vacates Local Economy Quarters Incident to Involuntary Tour Extension. A member is authorized a short distance HHG move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). The member is authorized a short distance move:

- a. to other local economy quarters,
- b. from NTS to Government or economy quarters,

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY SEPARATION, AND SEPARATION UNDER THE VSI OR SSB PROGRAM

(See pars. U5125 and U5225 for related member/dependent transportation.)

A. General. Except when a member is:

1. separated from the Service or relieved from active duty to continue in the Service (par. U5360-C);
2. separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. U5360-D);
3. in a reserve component and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. U5360-E);
4. stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. U5360-I); (For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, with or without dependents, who are separated from the Service under other than honorable conditions, see par. U5370-B3.); or
5. separated under conditions in par. U5365-A.

*A member on active duty, who is separated from the Service or relieved from active duty, is authorized HHG transportation to the location the member elects under par. U5125, from whichever of the following applies:

1. the last or any previous PDS,
2. a designated place, or
3. an authorized place of storage.

HHG transportation may be between places other than the authorized places if the member assumes all financial responsibility for costs in excess of transportation from the authorized origin to the place the member elects under par. U5125 (see par. U5340-C). If, under par. U5340-C, the member elects HHG transportation to other than that place, excess costs are computed on the basis of the cost that would have been incurred by the Government for

transportation of a like weight of HHG in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Government, to that place.

B. Storage

1. Nontemporary Storage. A member who is entitled to transportation of HHG under par. U5360-A, U5360-F or U5360-H is entitled to NTS. The entitlement begins on the date orders are issued and terminates at the expiration of the 180th day from the date of termination of active duty. (Also see par. U5360-G).
2. Temporary Storage. Temporary storage of HHG transported from NTS under pars. U5360-A, U5360-F or U5360-H is authorized only when:
 - a. necessary because of conditions beyond the member's control;
 - b. such conditions arise after HHG transportation from NTS; and
 - c. authorized/approved in accordance with Service regulations.

Any HHG not placed in NTS may be placed in temporary storage under par. U5375 in connection with transportation under par. U5360-A, U5360-F or U5360-H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is entitled to HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service. A member, separated or relieved from active duty due to expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to HHG transportation or NTS.

E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for Less Than 20 Weeks or Less Than 6 Months for Initial Active Duty for Training. A member of the reserve components who is ordered to:

1. initial active duty for training for less than 6 months;
2. active duty (including active duty for training) for less than 20 weeks; or
3. active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is entitled to the HHG transportation (including temporary storage not to exceed 30 days) of the weight allowance in par. U4710-A, upon relief from such duty, from the:

1. member's last duty station, or
2. place to which such HHG were last transported at Government expense, to the:
 - a. HOR, or
 - b. PLEAD or active duty for training.

NOTE: NTS is not authorized.

F. Member Required to Vacate Government or Government-Controlled Quarters Upon Separation or Relief from Active Duty. A member, authorized HHG transportation under par. U5360-A, who is required by competent authority to vacate Government quarters or other quarters under a Service's jurisdiction, is authorized a short distance HHG move at Government expense from the vacated quarters to a temporary residence in the vicinity of the

vacated quarters. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies to this short distance move. HHG transportation is authorized, within the time limit in par. U5360-G and the member's prescribed weight allowance, from the local temporary residence to the place elected by the member under par. U5125.

G. Time Limit. Entitlement to HHG transportation terminates on the 181st day following separation from the Service or relief from active duty unless a written application for HHG transportation is turned in to a transportation officer or a designated representative before the expiration of the 180th day. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The transportation officer or designated representative determines "practicability" based on the facts and circumstances in each case. In hardship cases, an extension of the time limit may be authorized/approved for a specific additional period of time through the Secretarial Process. An extension of the time limit for transportation in no way extends the Government's obligation for storage costs for longer than the period authorized/approved under par. U5360-B (for NTS) or par. U5375-B (for temporary storage). HHG in NTS belonging to a member for whom the 180-day time limit for transportation has been extended may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

1. continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. the member agrees to pay all costs for NTS for any period in excess of the authorized (not to exceed 180 days) storage period.

Following the expiration of NTS, the HHG must be transported as soon as possible to the final destination.

H. Members Ordered Home to Await the Results of Disability Proceedings. A member, who is:

1. found by a physical evaluation board unfit to perform the duties of the member's grade,
2. not entitled to a HOS move under par. U5130,
3. but who, for the convenience of the Government, ordered home or to a specific location to await the results of the disability proceedings,

is entitled to HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results. Entitlement to HHG transportation when separation or other orders are ultimately issued is in addition to the transportation made under this subparagraph. However, the entitlement upon final results of physical disability proceedings shall be for the cost for the distance from the member's PDS at the time the member received the orders directing the member to proceed in an awaiting-orders status to the point to which the member is entitled incident to separation or relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependents and Is Separated from the Service Under Other Than Honorable Conditions. A member serving in CONUS, who has no dependents and is separated from the Service under other than honorable conditions, is not entitled to any HHG transportation or NTS. For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, see par. U5370-B3.

J. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is entitled to HHG transportation from:

1. the last or any previous PDS,
2. a designated place, or
3. an authorized place of storage.

- b. is assigned to quarters of the United States that do not meet the minimum adequacy standards established by DoD for members in such pay grade, or
- c. is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
- d. elects not to occupy such quarters or facility,

is entitled to DLA.

14. Both Spouses Below Grade E-6 Assigned to Sea Duty. The senior spouse of a dual military couple (both below grade E-6) is entitled to DLA if the spouses:

- a. *have no dependents,*
- b. are assigned simultaneously to permanent duty aboard ship(s),
- c. elect not to occupy assigned shipboard quarters, and
- d. occupy non-Government quarters ashore,

(73 Comp. Gen. 6 (1993).

*C. Special Categories DLA Not Authorized. No DLA entitlement accrues in connection with a PCS:

- 1. from home or from PLEAD to first PDS;
- 2. from last PDS to home or to the PLEAD;
- 3. from last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
- 4. when the member does not relocate the household ***NOTE: Relocation of a household is not limited to HHG shipment. A member may relocate the household and not ship HHG or move dependents (e.g., A member with dependents who leaves the dependents in place, takes some personal belongings and moves to the new PDS has in fact relocated the household and the member may be eligible for a DLA if Government quarters are not available at the new PDS.))***; or
- 5. for a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, and U5203-B1d; U5203-B2a, U5203-Bb, U5203-Bc, U5203-Be, and U5203-Bf; and U5203-B3b.

D. Relocation of Household Incident to Alert Notification. A member with dependents,

- 1. who relocates the household incident to official alert notification,
- 2. but before PCS orders are issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is entitled to the DLA only when the PCS has been completed.

E. Entitlement when a Member Married to a Member Is Transferred to a New PDS. Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2001		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,419.74	\$2,978.67
O-9	\$2,419.74	\$2,978.67
O-8	\$2,419.74	\$2,978.67
O-7	\$2,419.74	\$2,978.67
O-6	\$2,219.92	\$2,682.03
O-5	\$2,138.07	\$2,585.22
O-4	\$1,981.38	\$2,278.89
O-3	\$1,587.92	\$1,885.42
O-2	\$1,259.59	\$1,609.92
O-1	\$1,060.67	\$1,439.17
O-3E	\$1,714.68	\$2,026.27
O-2E	\$1,457.65	\$1,828.22
O-1E	\$1,253.43	\$1,689.14
W-5	\$2,013.07	\$2,199.67
W-4	\$1,787.73	\$2,016.59
W-3	\$1,502.55	\$1,847.59
W-2	\$1,334.42	\$1,699.72
W-1	\$1,116.99	\$1,469.97
E-9	\$1,468.22	\$1,935.61
E-8	\$1,347.61	\$1,784.22
E-7	\$1,151.33	\$1,656.59
E-6	\$1,042.17	\$1,530.71
E-5	\$961.21	\$1,376.66
E-4	\$836.21	\$1,376.66
E-3	\$820.36	\$1,376.66
E-2	\$666.32	\$1,376.66
E-1	\$594.16	\$1,376.66

PART F3: MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS

<u>Paragraph</u>	<u>Contents</u>
U7140	Member's Assigned TDY as Observers to UN Peacekeeping Organizations

PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY

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U7150	Reserve Component Travel <ul style="list-style-type: none">A. Active Duty With PayB. Active Duty Without PayC. Inactive Duty Training With PayD. Active Duty Training Without PayE. SROTC MembersF. Travel Allowances for Member Entitled to Medical and Dental CareG. Funeral Honors DutyH. Station Allowances
U7155	Retired Members Called (or Ordered) to Active Duty With or Without Pay
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PART H: LEAVE TRAVEL AND TRANSPORTATION

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U7200	Leave Between Consecutive Overseas Tours (COT) <ul style="list-style-type: none">A. EntitlementB. SchedulingC. Reimbursements
U7205	Transportation in Personal Emergencies <ul style="list-style-type: none">A. Transportation AuthorizationB. EligibilityC. Authorized Locations
U7206	Personal Emergencies for Members on TDY or Away from Homeport
U7207	FEML Transportation <ul style="list-style-type: none">A. PolicyB. EligibilityC. LimitationD. FEML Locations/DestinationsE. Transportation
U7210	Convalescent Leave Transportation <ul style="list-style-type: none">A. EntitlementB. Transportation Allowances

- U7215 Ship Relocated During Authorized Absence**
 A. Entitlement
 B. Limitation
 C. Special Circumstances

- U7220 Recall from Leave**
 A. Member's Responsibility
 B. Recall for Operational Reasons

PART I: TRAVEL OF MEMBERS IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS

<u>Paragraph</u>	<u>Contents</u>
U7250	Definitions of Terms Used in This Part A. Escort B. Attendant
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Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member travels directly from home to Dover, DE. The member is due travel cost from Salt Lake City, UT to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

4. Travel from a Location Other than Home/Assigned Unit to a TDY Station

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

*b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member is authorized to travel from another location, Chicago, IL, a location where the member is on business for a civilian job. The member is due travel cost from Chicago, IL, to Dover, DE, limited to travel cost from Denver, CO, to Dover, DE.

5. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not entitled to travel and transportation allowances.

*b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid mileage for the distance limited to the distance *from the assigned unit* to the alternate site less distance from home to assigned unit.

Example: A member's home is Springfield, VA, assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, (civilian business trip location) to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1,315 NTE 16 - 9 = 7) x 2 (round trip) @ \$0.345 = \$4.83.

6. Reimbursement of Service Charges for Transient Government Housing Use. Reservists not entitled to per diem or AEA, who occupy transient Government housing (while performing inactive duty training with pay) may be reimbursed the actual cost of lodging.

D. Inactive Duty Training Without Pay

1. Standby Reserves. There is no entitlement to travel and transportation allowance for members of the Standby Reserve of the Armed Forces who voluntarily perform inactive duty training without pay.

2. Other Than Standby. Other members authorized to perform inactive duty training without pay are entitled to travel and transportation allowances in par. U7150-C.

Reservists not entitled to per diem or AEA, who occupy transient Government housing while performing inactive duty training without pay, may be reimbursed the actual cost of lodging.

E. SROTC Members

1. Applicability. This subparagraph applies to designated SROTC applicants and members appointed under 10 U.S.C. §2104 and §2107.

2. Advanced Training (10 U.S.C. §2104)

a. Transportation for Field or At-Sea Training. SROTC Advanced Training members or designated applicants are authorized transportation between home or the location of the SROTC unit, as specified in the orders, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. SROTC Advanced Training members or designated applicants may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from installations: 1) for medical or other examinations, 2) to observe military functions or operations, or 3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. Government or Government-procured transportation and Government-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, entitlement is to the automobile mileage (no per diem) for the distance of the ordered travel up to the constructive cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).

f. Per Diem Not Authorized. There is no per diem entitlement for members and designated applicants appointed under 10 U.S.C. §2104 (53 Comp. Gen. 957 (1974)).

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Government quarters or mess are available (B-195791, March 31, 1980). Reimbursement for the cost of occasional meals/quarters is made in accordance with par. U4510.

3. Financial Assistance Program for Cadets or Midshipmen in SROTC (10 U.S.C. §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is entitled to PCS allowances in Chapter 5, Part B, but they may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Entitlement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was in connection with appointment.

b. Travel Under TDY Orders. TDY travel entitlements are the same as the travel and transportation allowances prescribed for cadets and midshipmen of the Service academies in par. U7001 for TDY, except while performing field or at-sea training when both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the orders) to the place designated for field or at-sea training and return. For the purpose of this subparagraph, a Government mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before members depart

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

*A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) <http://www.dtic.mil/whs/directives/corres/html/13275.htm>) for DoD Services and/or Service regulations (see par. U1010-B9)) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. ***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). See par. U7205-C for definition of "authorized locations".***

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.

3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Members. Eligible members are those:

- a. on permanent duty OCONUS,
- b. assigned to an OCONUS ship or unit operation, or
- c. with OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

NOTE: Cadets/midshipmen are not eligible members for this transportation.

2. Eligible Dependents. Eligible dependents are those who:

- a. are command sponsored and reside OCONUS with the member,
- b. reside at an OCONUS location and for whom the member receives a station allowance, or
- c. reside in CONUS and the member:
 - (1) is on permanent duty OCONUS, or
 - (2) has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in this paragraph, domicile is a member's HOR or place:

- a. from which first called (or ordered) to active duty,
- b. of first enlistment, or

- c. of permanent legal residence.

A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations. Eligible members and dependents are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under this paragraph. The authorized locations listed below (including par. U7205-C1b(3)) are official travel locations to and from which available contract city pair fares may be used.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

1. Members and Dependents OCONUS. For members described in pars. U7205-B1a and U7205-B1b and dependents described in pars. U7205-B2a and U7205-B2b:

- a. Authorized originating locations are:

- (1) a member's PDS;
- (2) dependents' other OCONUS location; or
- (3) member's or dependents' location when notified of the personal emergency;

- b. Authorized destination points are:

- (1) Either:

(a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; ***NOTE: This creates a cost limit to be used for transportation.*** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.); or

- (2) an airport in a nonforeign OCONUS area (see Appendix A); or

- (3) any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS.

2. Members and Dependents in CONUS. For members described in par. U7205-B1c and dependents described in par. U7205-B2c:

- a. Authorized originating locations are the international airports nearest the:

PART Q: TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS

U7550 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort. A member, employee, or other person who, in accordance with travel orders, accompanies a dependent between authorized locations, when travel of the dependent has been authorized by competent authority, and the dependent is incapable of traveling alone. An escort may be appointed by the member's commanding officer or order-issuing authority.

B. Attendant. A member, employee, or other person who, in accordance with travel orders, accompanies a dependent who is authorized to travel to or from a medical facility for required medical attention which is not available locally. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs. The duties of an attendant may include traveling with the patient and attending to the patient's needs at the destination medical facility. An attendant is appointed by competent medical authority.

U7551 GENERAL

This Part prescribes the travel and transportation allowances payable for escorts or attendants for dependents. This travel may be authorized under the following circumstances:

1. for a member, employee, or other person to escort a dependent(s) within the 1-year period after the member dies, is declared missing, is injured (see par. U5241) or is otherwise unable to accompany the dependent;
2. for member(s), employee(s), or other person(s) to travel as attendant(s) or escort(s) for dependent(s) accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. U5240-C) and the dependent(s) cannot travel alone;
3. for a sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS. In this case, round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized. Government transportation must be used on a space required basis as the directed mode when available. If not available, entitlement is as in par. U7552;
4. for a sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual or emergency circumstances in pars. U5240 and U5900. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination. Government transportation must be used on a space required basis as the directed mode when available. If not available, entitlement is as in par. U7552;
5. for member(s), employee(s), or other person(s) to escort dependent(s) authorized transportation from the member's PDS incident to an evacuation under par. U6004-B or U6004-G (OCONUS) or U6053-B (CONUS), and who is later authorized return transportation to the member's PDS under par. U6004-I (OCONUS) or U6053-H (CONUS). For escort travel entitlements in connection with dependent evacuation travel, see par. U6004-H (OCONUS) or U6053-G (CONUS);
- *6. for member(s) to accompany dependent(s) as attendant(s) or escort(s) when the dependent(s), requiring escort(s) or attendants(s) to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. U7960 in regard to travel for specialty care for TRICARE Prime patients);
7. for a member, employee, or other person to escort dependent(s) authorized transportation to attend a member's burial ceremony (see par. U5242); or

8. for a member, employee, or other person to accompany a dependent incapable of traveling alone as an attendant when the dependent is transferred to a STS facility in accordance with par. U7950.

Escort or attendant travel is authorized only when the order-issuing official determines that dependent travel is necessary and that dependents are incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstances. Orders for escort or attendant travel must cite this paragraph as authority. The travel and transportation allowances authorized by this paragraph may be paid in advance. For travel of attendants or escorts of members, see Part I.

U7552 MEMBERS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A member escort or attendant under this Part is entitled to TDY travel and transportation allowances.

U7553 CIVILIAN EMPLOYEES AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A U.S. Government civilian employee attendant or escort under par. U7551, items 1, 2, 5, 7, or 8 is entitled to the allowances in regulations issued by the employee's agency or department for TDY. Entitlements of DoD civilian employee attendants or escorts under par. U7551, items 1, 2, 5, 7, or 8 are in the Joint Travel Regulations, Volume 2, par. C6151 or C6150.

U7554 OTHER PERSONS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A person other than a member or U.S. Government civilian employee, designated to travel as an escort or attendant for dependents, should be issued invitational travel orders or be included in the same travel authorization (identified as an escort or attendant) issued to the dependent. This individual is entitled to the same transportation and travel allowances as a civilian employee.

U7555 ADVANCE OF FUNDS FOR ESCORTS AND ATTENDANTS FOR DEPENDENTS

The travel and transportation allowances authorized for an escort and attendant for a dependent may be paid in advance.

***PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES**

U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

Effective 30 October 2000

A. General. When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient shall be reimbursed for reasonable travel expenses. ***NOTE: The PCM determines if the specialty care is more than 100 miles from the PCM. That distance is not the distance for which transportation expenses are reimbursed. Transportation expenses are reimbursed for the official distance (see par. U2020) from the patient's residence city to the specialty care provider's city. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder. This policy is based on OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.***

B. Applicability. Travel under this Part may be provided to a covered beneficiary enrolled in TRICARE Prime. ***The following are not authorized travel under this Part:***

1. active duty members (see par. U7252);
2. patients authorized travel to Specialized Treatment Services (STS) Facilities (see par. U7950); and
3. dependents overseas authorized travel under par. U5240-C.

C. Transportation. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved. When practicable, Government transportation should be used. When Government transportation is not available or its use is not practicable, patients may be transported by one of the following modes:

1. Government-procured commercial transportation,
2. personally procured commercial transportation (see par. U3120), or
3. POC.

When personally procured commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***Reimbursement for travel performed by personally procured commercial transportation or POC must not exceed the Government's cost if Government or Government-procured transportation is available.*** When Government-procured or personally procured commercial transportation is used, reimbursement is authorized for actual expenses incurred for the transportation cost between home and terminal and terminal and the specialty care provider facility and return. ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.***

D. Lodging and Meals. The actual cost of the patient's lodging (including taxes (see ***NOTE***), tips, and service charges) and actual cost of meals (including taxes and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

NOTE:

a. The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

b. The maximum amount allowed for lodging in foreign OCONUS areas (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.

E. Reimbursable Expenses. Reimbursement is authorized for the actual expenses incurred for the patient's travel between the transportation terminal, medical facility, and lodging when the patient is receiving outpatient care at a specialist more than 100 miles from the PCM's office. Actual expenses incurred for transportation costs between the medical facility and lodging may be reimbursed for the number of trips the patient must make between those two places on any day. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When a POC is the mode, reimbursement for the actual expenses incurred, as in par. U7960-D, is authorized. Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.

F. Administrative Provisions. An order authorizing/approving patient transportation to a specialist for medical care must cite this paragraph as authority. A statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility in accordance with 10 U.S.C. §1074i must support the order.

G. Attendant Travel. There is no authority for attendant or escort travel except under the provisions of par. U7551, item 6, for an active duty member escort/attendant. Under these circumstances if a patient is transported by POC and the member-attendant is authorized a transportation allowance, no additional patient transportation expense is authorized.

EXAMPLE 2

Member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2100 miles shall be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.

Authorized reporting date	10 June
Actual reporting date	9 June
Less 1 day travel time	8 June
Add 1 day	9 June
Effective date of PCS order	9 June

EMPLOYEE. A civilian individual:

1. employed by an agency (as defined in this Appendix), regardless of status or grade;
2. employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. serving without pay or at \$1 a year (5 U.S.C. §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

FAMILY. *See DEPENDENT.*

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. the individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises.

NOTE: *Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate),, or*

2. students are participating in survival training, forage for subsistence, and improvise shelter.

NOTE: *Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.*

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 U.S.C. §41102.

***FOREIGN AREA AND FOREIGN COUNTRY.**

Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized citizen of the U.S; also, children of a foreign-born dependent spouse.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: *Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession are separate geographical localities.*

NOTE 2: *When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.*

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the traveler.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE:*** *A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in JFTR, par. U5320-D (Personally-procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).*

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp
NOTE: *A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by or made available to them.;*
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

3. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE: *In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.*

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. owned by an agency;
2. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE

The daily rate (discount or standard) charged for meals in a Government dining facility.
Effective 1 October 2001.

1. Discount Government Meal Rate: \$6.75 per day
2. Standard Government Meal Rate: \$8.10 per day

NOTE: *Also see DISCOUNT GOVERNMENT MEAL RATE.*

GOVERNMENT MESS. *See GOVERNMENT DINING FACILITY/GOVERNMENT MESS.*

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

1. Sleeping accommodation owned, operated, or leased by the U.S. Government;
2. lodgings or other quarters obtained by U.S. Government contract;
3. quarters in a state-owned National Guard camp;
4. sleeping facilities in a National Guard armory when these facilities actually are used or competent authority for annual or year-round annual training directs their use even though not used;
5. temporary lodging facilities as defined in this Appendix;
6. permanent lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations;
7. family-type housing owned or leased by the U.S. Government.

NOTE 1: *Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant on a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.*

NOTE 2: Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see GOVERNMENT CONVEYANCE.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

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

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

NOTE 2: Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.

NOTE 3: An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in JFTR, par. U5130-A1

HOUSEHOLD GOODS (HHG).** Items (*except those listed in 2 and 3*) associated with the home and all personal effects (see ***NOTE 1) belonging to a member and dependents on the effective date (see ***NOTE 2***) of the member's PCS or TDY order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: See par. U5310-E for articles involving weight additives.

NOTE 2: HHG acquired after the effective date of orders but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.

1.. HHG also include:

- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
- b. spare POV parts (see definition in this Appendix) and a pickup tailgate when removed;

- c. integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
 - d. consumable goods for members ordered to locations listed in Appendix F;
 - e. vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, and jet skis and snowmobiles and their associated trailers);
 - f. boats; and
 - g. ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
2. HHG *do not* include:
- a. personal baggage when carried free on tickets;
 - b. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
 - c. live animals including birds, fish and reptiles;
 - d. articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders, except:
 - (1) bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - (2) replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
 - e. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
 - f. HHG for resale, disposal or commercial use rather than for use by the member and dependents;
 - g. privately owned live ammunition (B-130583, May 8, 1957); and
 - h. hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.
3. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:
- a. liable to impregnate or otherwise cause damage (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
 - b. that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
 - c. that are perishable (including frozen foods), or that require refrigeration, or that are perishable plants.

HOUSEHOLD GOODS TRANSPORTATION. See *TRANSPORTATION, HHG.*

INACTIVE DUTY TRAINING.

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

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

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

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

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

INVITATIONAL TRAVEL. *See TRAVEL, INVITATIONAL.*

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

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

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

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

Each Secretary concerned, without further delegation, may designate certain categories of involuntary retirements as also eligible.

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART III: 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

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

*a. Space on a scheduled contract flight (including a confirmed pet space (see **NOTE**)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

***NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing ((DoD 4500.9-R) - DTR, Part I, Chapter 103, par.B.2.c.(1) Note).**

b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours;

c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or through a centrally billed account;**

d. Rail service is available and that service is cost effective and consistent with mission requirements;

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

f. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;

(1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and

(2) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. SCHEDULED AIR CARRIERS

1. Contract air service between city-pairs shall be used for all domestic travel, and for international travel when Air Mobility Command (AMC) Category B/Patriot Express is not available or does not meet the mission requirement.

2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares (including Contract City-Pair fares) when purchasing commercial airline tickets.

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

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

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

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement are listed in JFTR, par. U2600 and JTR, par. C2505. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in JFTR/JTR, Appendices B and D; or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), and Government and commercial lodging through the CTO or in-house travel arranger. Government transportation is arranged through the transportation office (TO), unless the CTO provides this service. The CTO provides round-the-clock service by a toll free telephone number, and estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.
4. Travelers:
 - a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement.
 - b. must use coach class, unless a medical condition or mission timing requires premium class.

- c. shall not use foreign flag transportation even if U.S. flag carrier fares are higher.
 - d. who use premium class or a foreign flag transportation must provide justification to the AO for reimbursement.
 - e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, or to get alternate arrangements.
5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.
 6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."
 7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.
 8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8(series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.
 9. Frequent traveler benefits received for services paid for by the Government belong to the Government. These benefits may:
 - a. be used for official travel and accommodation upgrades (*not first class*) if authorized/approved by the AO based on Service regulations, *but*
 - b. *not be used for personal travel or airline club memberships.*
- NOTE: The traveler must maintain records to be able to account for all Government-owned frequent traveler credits earned and used (67 Comp. Gen. 79 (1987)).***
10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

***T4025 ARRANGING OFFICIAL TRAVEL**

A. Governmentwide Policy for CTO Use. *It is the Government's policy that, when available, CTO services be used to arrange official travel. It is DoD (TRANSCOM) policy that CTOs be used for all transportation including rental car arrangements.*

B. Requirements

1. When making travel arrangements, travelers should use the following:
 - a. a CTO (see Appendix A),
 - b. in-house travel offices, or
 - c. General Services Administration (GSA) Travel Management Centers (TMCs).

2. All travel arrangements must be made in accordance with:

- a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
- b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized/approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

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

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