

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 184

Alexandria, VA

1 April 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 April 2002 unless otherwise indicated.

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

SALLY BRICE-O'HARA  
RADM, USCG  
Director of Personnel Management

THOMAS V. COLELLA  
Principal Deputy Assistant Secretary  
of the Navy (M&RA)

EVELYN J. FIELDS  
RADM, NOAA  
Director, NOAA Corps

KELLY A. CRAVEN  
Deputy Assistant Secretary  
of the Air Force (FMP)

R. MICHAEL DAVIDSON  
RADM, USPHS  
Assistant Surgeon General

This change includes all material written in MAP Items 047-01; 98-01, 01-02(E); 89-01(E); and editorial changes U01064; U02003 and U02004. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 183 cover page.

BRIEF OF REVISION

These are the major changes made by Change 184:

U2550; Appendix A. Modifies the definition of "conference" to indicate that the term does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility. This will prevent allowances intended for conferences from being authorized for regularly scheduled courses.

U2600; U4125-B; U4130-B; U7150-C2b; U7150-C5b; Appendix E. Changes the mileage rates for privately owned automobiles to \$0.365, motorcycles to \$0.280, and airplanes to \$0.975 effective 21 January 2002.

U3125. Deletes JFTR, par. U3125-B4g because use of frequent traveler benefits no longer needs to be authorized/approved.

U4520-A6. Clarifies that energy surcharge and resort fees may be reimbursed when the fee is not optional.

U5310-C. Removes the words in the JFTR that specifically say PBP&E must be identified on the inventory. This change enables the Services to document PBP&E as required by transportation policy and procedures.

U5805. Revises the JFTR to reflect the increase in the reimbursement fee for household pet quarantine from \$275 to \$550 for members whose pets were in, or entered into, quarantine on/after 28 December 2001.

Appendix M. Rewrites, organizes, and updates information.

Various paragraphs. Allows reimbursement up to the directed transportation mode cost except for directed Government transportation for PCS transoceanic travel.

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 G: CONFERENCES****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. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

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,

**PART H: MILEAGE & MALT RATES****\*U2600 TDY & LOCAL TRAVEL**

Effective 21 January 2002 the mileage rates for local and TDY travel are:

POC	Rate Per Mile
Airplane	\$0.975
Automobile	\$0.365
Motorcycle	\$0.28

**NOTE:** Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis, see par. U3305-C.

**U2605 PCS TRAVEL**

A. General. The monetary allowance in lieu of transportation (MALT) for the authorized use of a POC during official PCS travel depends on the:

1. official distance for which MALT may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); *and*
2. the number of authorized travelers transported.

B. PCS MALT Rates. MALT rates per authorized POC (see par. U5205) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	\$0.15
Two Authorized Travelers	\$0.17
Three Authorized Travelers	\$0.19
Four or More Authorized Travelers	\$0.20

**U2610 CONVERTING KILOMETERS TO MILES**

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers X .62 miles/km = Miles*.

**EXAMPLE:** To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km X .62 miles/km = 52 miles.

**U2615 SELF-PROPELLED MOBILE HOME**

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. See also par. U5510-B.

**CHAPTER 3**  
**TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL**

**PART A: applicability and general rules**

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**PART C: TRAVEL BY GOVERNMENT CONVEYANCE**

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**Aero Club Aircraft Use on TDY**

- A. General
- B. Allowable Travel Time for Computation of Per Diem or Actual Expenses

## CHAPTER 3

## TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

## PART A: APPLICABILITY AND GENERAL RULES

## U3000 SCOPE

A. Applicability. This Chapter applies worldwide to travel incident to TDY and PCS by the various transportation modes. It prescribes rules concerning accommodations members or dependents may use on specific modes, U.S. flag carriers use, travel agency use, reimbursement of transportation expenses, travel within and around members' TDY or PDS locations, and entitlements for accompanied baggage transportation.

B. Transportation Modes. Official TDY or PCS travel may be authorized/approved on any combination of the following:

1. Government (including foreign Government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),
2. commercial (including Government-contracted) aircraft, train, bus, or vessel (ocean, waterway or ferry), ***NOTE: The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.***
3. POC,
4. special conveyance,
5. taxicab, bus, streetcar, subway or other public conveyances, and
6. airport limousine, or courtesy conveyance.

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

## U3001 ALLOWABLE TRANSPORTATION EXPENSES

Transportation expenses include the cost of airline, train (including sleeping accommodations or parlor car seats), vessel (including ocean, waterway or ferry), and bus tickets, transportation to/from carrier terminals and the cost of special conveyance. POC operating expenses ordinarily are reimbursed through a mileage allowance. Transportation expenses reimbursement and mileage are in addition to the per diem or actual expense allowances prescribed in Chapter 4, Part B or Chapter 4, Part C.

**\*U3002 DIRECTING TRANSPORTATION MODE**

***NOTE: Throughout this paragraph, users must remember that it is MANDATORY DoD policy to use CTOs for all transportation requirements.***

A. General. The authorizing/order-issuing official may direct the use of one or more transportation modes for members on TDY travel that does not involve a PCS move. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC or special conveyance) may be directed (see par. U5107) for individual PCS moves. See par. U5108-A for transoceanic PCS travel. ***A member may not be directed to use a POC or a special conveyance, nor may dependent travel be directed by a particular mode.*** The member may select POC for overland PCS travel. If no mode is directed, the member may select a transportation mode that allows the mission to be completed within the prescribed time limits. The member is bound by all regulations pertaining to the directed or, if appropriate, the selected transportation mode.

B. Travel Reimbursement. Except PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. ***NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.*** See par. U3120 regarding mandatory CTO use.

C. Other Reimbursable Expenses. Reimbursement for additional TDY transportation expenses (e.g., taxicab, bus, streetcar fares) is allowable as authorized in Chapter 3, Part E.

### **U3003 AUTHORIZED MODES**

The order-issuing official, when not required to direct the transportation mode, ordinarily determines the authorized transportation modes, taking into account mission requirements, time limits, transportation availability, and economic considerations. If the order-issuing official fails to make a determination or direct the mode, air transportation is the authorized mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the member demonstrates that air transportation cannot meet the mission requirements efficiently or economically.

### **U3005 TRAVEL TIME**

A. Travel by Government Conveyance and/or Common Carriers on Government-Procured Transportation. Travel time for travel by Government conveyance (except Government automobile) and/or common carriers obtained by ***Government-procured transportation*** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Government automobile is computed under par. U3005-C.

B. Travel by other than Directed Mode. A member, directed to travel by an available specific transportation mode but who elects to travel by another mode, is limited to the actual travel time used, not to exceed the allowable travel time for the directed transportation mode.

C. POC. Generally, 1 day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed. This applies to travel by:

1. POC as advantageous,
2. special conveyance (vehicle) as authorized mode for TDY travel, and
3. Government vehicle.

### **U3006 TRAVEL SCHEDULE**

In determining a travel schedule, select the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of this paragraph. Consider:

1. duty hours;
2. duty requirements;
3. lodging availability at points of origin, destination or intermediate stops;
4. the need for onward transportation;
5. the traveler's comfort and well being; and

6. the traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

**U3010 SEPARATE CONSIDERATION OF EACH PORTION OF THE JOURNEY**

When determining payable allowances, travel between any two points in the following categories is a separate journey:

1. PDS,
2. TDY station,
3. passenger port of embarkation (POE),
4. passenger port of debarkation (POD),
5. first duty station,
6. last duty station,
7. HOR,
8. HOS,
9. PLEAD,
10. a designated place,
11. a COT leave location,
12. POV loading port/VPC, and
13. POV unloading port/VPC.

**U3015 ACCOMPANIED BAGGAGE TRANSPORTATION**

A. General. This paragraph prescribes entitlement to transportation of accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage.

B. Authorization/Approval For Excess Baggage. Shipment of excess baggage may be authorized/approved in accordance with Service regulations.

C. Baggage Cost Payment

1. Excess Baggage Transportation Charges. Excess baggage transportation costs may be paid only when authorized/approved under par. U3015-B. Excess baggage charges may be included in Government-procured transportation documents, or the member may be reimbursed for the charges.
2. Baggage Transfer. Itemized necessary baggage transfer expenses are reimbursable except when the member is receiving mileage.
3. Baggage Checking and Handling. Itemized baggage checking expenses are reimbursable except when the member is receiving mileage. See par. U4520 for reimbursement of baggage handling tips.

D. Return Of Baggage To Member. When a member's baggage is shipped as part of a troop movement but the member's name is later deleted from the movement order, an expedited transportation mode may be used to return or forward the baggage to the member. This expedited transportation must be authorized/approved in accordance with Service regulations.

**PART B: TRAVEL BY COMMON CARRIER****U3100 GENERAL****A. Travel/Transportation Policy**

1. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. U3125 and U3130 for exceptions.
2. Travel Prudence. Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.
3. GSA City-Pair Air Fares. GSA city-pair air fares contracted through the Contract City Pair Program are to be used for Government travelers whenever available. See par. U3145-A for Contract City Pair Policy and Exceptions. City pair air fares must not be used for travel to/from non-official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as COT).
4. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.
5. Usual Routing. The authorizing/order-issuing official must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
6. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.
7. Accommodations. Common carrier accommodations are addressed specifically in pars. U3125, U3130, and U3135, and apply to all official travel. Authorizing/order-issuing officials should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.
8. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-D.
9. Dependents' Seating. Each dependent is allowed a seat.

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

1. the member is responsible for all excess travel/transportation costs; and
2. constructed costs for each trip leg must be based on the non-capacity-controlled city-pair air fare, if available (not the capacity-controlled city-pair if both capacity-controlled and non-capacity-controlled fares are available).

***NOTE: For TDY travel/transportation allowances when a TDY order is received while a member is on official leave, see par. U4105-F.***

**U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT**

See DoD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City-Pair Program see par. U3145.

**U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY**

***NOTE:*** Throughout this paragraph, users must remember that it is **MANDATORY DoD policy to use CTOs for all transportation requirements.**

\*A. General. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a member may be reimbursed for personally procured transportation up to the cost of the directed mode. Otherwise, the member is authorized transportation cost reimbursement as prescribed in pars. U3110-B, U3110-C, U3110-D, U3110-E and U3110-F. Reimbursement may not be more than the accommodations cost prescribed in pars. U3125, U3130 and U3135. See Chapter 3, Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U3010), the limits in pars. U3110-B and U3110-C must be reduced by its cost.

***NOTE:*** This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.

B. Government/Government-Contracted Transportation/In-house or CTO Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points.

C. Government/Government-Contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service is not available and the member procures common carrier transportation at personal expense, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

\*D. Transoceanic Travel - Government/Government-Procured Transportation Available. When travel by Government/Government-procured transportation is authorized (*except member PCS transoceanic travel - see JFTR, par. U5108-A*) and transoceanic travel is performed by common carrier at personal expense, the member is authorized reimbursement for the transportation cost up to the amount that would have paid for the available Government/Government-procured transportation. If both Government and Government-procured transportation are available, the lower priced mode is the maximum reimbursement measure. When Government/Government-procured transportation is not available, the member is authorized reimbursement for the transportation (see par. U3120 regarding mandatory CTO use) cost up to the least expensive unrestricted fare available over the direct route between the origin and destination. If air travel is medically inadvisable for the member, see par. U3130.

E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

**\*U3115 NOT USED**

**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.

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- c. necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See par. U3125-C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.
- \*g. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.
- \*h. travel is direct between authorized origin and destination points (one of which is OCONUS) which are separated by several time zones, and the scheduled flight time (including stopovers) is in excess of 14 hours. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. A rest stop (see par. U4325-C) is prohibited when travel is authorized by premium-class accommodations.*

***NOTE:*** When use of premium-class other than first-class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

#### 5. Documentation Requirements

- a. Orders. Authorization for first-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler must obtain written approval from the appropriate authority at the earliest possible time. When a travel order authorizes first-class air accommodations (by including the authority and authorization source (memo/letter/message/etc. including date and signatory position), appropriate Government transportation documents must be annotated with the same information. When a travel order does not contain authority for first-class air accommodations use and no other class of service is available, a transportation document may be issued for first-class service when the document-issuing official annotates the document in accordance with transportation procedural guidance that tickets for first-class air accommodations were issued as only first-class service was available between authorized origin and destination points.
- b. Travel Voucher. Specific authorization/approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination

(including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. *In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.*

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. U3125-C3, U.S. flag air carrier service is available if:

- a. the carrier performs the commercial foreign air transportation required, and
- b. the service accomplishes the mission, even though:
  - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
  - (2) noncertificated air carrier service is preferred by the service/traveler,
  - (3) noncertificated air carrier service is more convenient for the service/traveler, or
  - (4) the only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 U.S.C. §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
- e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); **NOTE:** *See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.*
- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

**PART C: TRAVEL BY GOVERNMENT CONVEYANCE****\*U3200 GOVERNMENT CONVEYANCE USE ON TDY**

A. Limited to Official Purposes. Use of a Government conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

B. Reimbursable Expenses. Reimbursement is authorized for allowable expenses incurred in operating a Government conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When Government supplies or facilities are not available, examples of allowable expenses are:

1. gasoline and oil;
2. parking fees;
3. repairs;
4. ferry fares;
5. bridge, road or tunnel tolls;
6. trip insurance for travel in foreign countries (par. U4520-B2);
7. guards; and
8. storage fees.

C. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When TDY travel is directed and performed by Government conveyance, allowable travel time is computed under par. U3005-A.

**U3210 AERO CLUB AIRCRAFT USE ON TDY**

A. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's cost for commercial transportation. When travel together by two or more travelers in Aero Club aircraft is authorized/approved, reimbursement to the operator (pilot) shall be the lesser of actual necessary expenses or the total commercial transportation costs to the Government for

the pilot and accompanying passengers. The accompanying passengers shall receive no payment for transportation in the Aero Club aircraft. Necessary expenses incurred include:

1. the hourly fee imposed by the Aero Club,
2. fuel charges if not reimbursable by the Aero Club, and
3. landing and tie-down fees (includes hangar in severe weather).

Authorization for travel by Aero Club aircraft must be in accordance with Service regulations.

B. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When travel orders do not direct travel by a specific transportation mode and the member travels by Aero Club aircraft, allowable travel time shall be the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

**PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE****U3300 TDY POC RULES**

A. Policy. Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The order-issuing official should authorize/approve POC travel only if it is advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. there is no practicable commercial transportation; or
3. common carrier use would be so time-consuming that it would delay the mission.

*POC use shall not be directed.*

C. Official Distances. See par. U2020

D. PCS Travel by POC. See Chapter 5, Part B and Chapter 5, Part C.

**U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)**

A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized mileage for the official ordered travel distance at a rate per mile for the POC type used. See par. U2600 for applicable mileage rates.
2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time computed under par. U3005-C.

B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed in par. U3305-A. However, actual transportation costs may be authorized/approved by the order-issuing official when advantageous under the provisions of par. U3300-B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses shall be limited to the following for the POC type used:

1. privately-owned automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U4520);
2. privately-owned aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. privately-owned boat or vessel: fuel, oil, and docking fees.

*Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.*

***NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §3701-3721).***

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

D. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is entitled to the appropriate mileage plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount may not exceed mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The authorizing/order-issuing official may authorize/approve actual travel cost (mileage plus per diem from par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in unusual circumstances.

### **U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)**

#### **A. Mileage Plus Per Diem**

\*1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the operating expenses (i.e., the cost/portion of cost directly associated with POC use for official travel) is authorized the lesser of:

- a. mileage and reimbursable expenses as prescribed in par. U3305-A1 for the official ordered travel distance plus per diem as prescribed in Chapter 4, Part B, for the actual travel time or the travel time computed under par. U3005-C, whichever is less; or
- b. what it would have cost the Government had Government-procured transportation been used between the ordered points, plus per diem under Chapter 4, Part B, for the constructive travel time (including necessary delays) on the Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or the place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or the place travel actually ends. The constructive common carrier cost should be placed in the member's orders before the member departs the PDS.

2. Passengers Not Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see par. U3310-B. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage, but is entitled to per diem as prescribed in Chapter 4, Part B, based on whichever of the following results in the lesser amount:

- a. the lesser of the actual travel time or the travel time computed under par. U3005-C, or
- b. the constructive travel time for travel between the ordered points (including necessary delays) on Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ends.

\*B. Transportation by Mixed Modes. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier at personal expense, the member is entitled to the appropriate mileage plus per diem under par. U3305-A for the distance traveled by

POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount shall be limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructive travel time for the distance of the ordered travel.

### U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off or pick-up a member at a transportation terminal, the member responsible for paying POC operating expenses shall be paid mileage for the round-trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

B. Expenses Incurred for Two One-Way Trips To and From a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal and then from the terminal to a residence or duty station when the TDY is completed, a member responsible for paying POC operating expenses shall be paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

***NOTE: Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a member's short TDY is unexpectedly extended after departure), the order-issuing official may waive this cost limitation.***

C. Member Departs From PDS on TDY. When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC shall be paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

D. Two or More Members Travel in Same POC. When a member transports other members to or from the same transportation terminal, mileage is authorized for the additional distance involved. Only one member may be paid mileage for the same trip. A member who pays a parking fee at the terminal may be reimbursed (*the NOTE in par. U3320-B applies*).

### U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

When POC use is authorized/approved as advantageous to the Government for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is entitled to reimbursement for the distance traveled between the residence and the TDY station

### U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

Members who travel by POC for the entire journey and are paid mileage may not be reimbursed for:

1. fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and
2. transportation to or from carrier terminals (par. U3320).

***NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).***

### U3340 POC USE IN AND AROUND PDS OR TDY STATION

For entitlements when a POC is used within or around a PDS and TDY station, see Chapter 3, Part F.

12 May		TDY		
13 May	Dep:	TDY Station	POC	
	Arr:	PDS		340 miles

Lodging cost \$62 per night. Per diem rate is \$87, lodging maximum is \$57 and M&IE rate is \$30. Government mess is not available at the TDY point.

**Effective 21 January 2002**

<b>*REIMBURSEMENT:</b>		
5/10	75% times \$30 = \$22.50 plus \$57 (\$62 limited to \$57)	\$ 79.50
5/11	\$30 plus \$57	87.00
5/12	\$30 plus \$57	87.00
5/13	75% times \$30	22.50
1 round trip of 680 miles x \$0.365 per mile =		<u>248.20</u>
<b>Total Reimbursement =</b>		<b>\$524.20</b>

**EXAMPLE 2**

<b>ITINERARY:</b>		
15 March	Dep:	Residence
	Arr:	Ft. Knox
16 March		TDY
17 March		TDY
18 March		TDY
19 March	Dep:	Ft. Knox
	Arr:	Residence

Lodging on post in Government quarters costs \$6 per night and a Government mess is available and the GMR is directed. The breakfast meal is not available on the 17th. (No Government mess deductions shall be made for the day of arrival and the day of departure). Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

<b>REIMBURSEMENT:</b>		
3/15	75% times \$26 = \$19.50 + \$6	\$25.50
3/16	\$10.00 plus \$6	16.00
3/17	(\$8.00 + \$24) (divided by 2) = \$16.00 + \$2 (incidental) = \$18 plus \$6	24.00
3/18	\$10.00 plus \$6	16.00
3/19	75% times \$26	<u>19.50</u>
Total		\$101.00

**U4130 RETURN TO PDS FROM TDY FOR PERSONAL REASONS**

A. General. A member who voluntarily returns to the PDS, or residence from which the member normally commutes daily to the PDS, during a TDY period for personal reasons is authorized the lesser of:

1. per diem or AEA for the actual travel time (*no per diem or AEA while at the PDS*) and transportation expenses for the travel from the TDY point to the PDS and return; or
2. per diem or AEA that would have been allowed had the member stayed at the TDY point.

**NOTE:** *No allowances are credited for any day the member was in a leave status.*

B. Computation. The following are examples of computing per diem allowances and making cost comparisons under this paragraph:

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

### EXAMPLE 1

Member performed TDY. The member returned to the PDS during the intervening weekend.

ITINERARY:				
23 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
24-26 June	TDY			
27 June	Dep:	TDY Station	POC	
	Arr:	PDS (personal reasons)		325 miles
28 June		At PDS		
29 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
30 June – 2 July	TDY			
3 July	Dep:	TDY Station	POC	
	Arr:	PDS		325 miles

Lodging cost \$60 per night. Per diem rate is \$82, lodging maximum is \$52 and M&IE maximum is \$30. Government mess is not available at the TDY point.

*In this example the member is due \$1059.25 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.*

#### Effective 21 January 2002

<b>*REIMBURSEMENT:</b>		
Cost Comparison		
Actual Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	\$ 74.50
6/24	\$30 plus \$52	82.00
6/25	\$30 plus \$52	82.00
6/26	\$30 plus \$52	82.00
6/27	75% times \$30	22.50
6/29	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52)=	74.50
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$42	82.00
7/2	\$30 plus \$42	82.00
7/3	75% times \$30	22.50
2 round trips of 650 miles = 1300 x \$0.365 per mile=		<u>474.50</u>
<b>Total Reimbursement=</b>		<b>\$1160.50</b>

Constructive Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	\$ 74.50
6/24	\$30 plus \$52 =	82.00
6/25	\$30 plus \$52 =	82.00

6/26	\$30 plus \$52 =	82.00
6/27	\$30 plus \$52 =	82.00
6/28	\$30 plus \$52 =	82.00
6/29	\$30 plus \$52 =	82.00
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$52 =	82.00
7/2	\$30 plus \$52 =	82.00
7/3	75% times \$30 =	22.50
1 round trip of 650 miles = 650 x \$0.365 per mile =		237.25
<b>Total Reimbursement =</b>		<b>\$1072.25</b>

**EXAMPLE 2**

Member performed TDY with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July		TDY		
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging on post in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use directed. Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

**Effective 21 January 2002**

<b>*REIMBURSEMENT:</b>		
Cost Comparison		
Actual Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	75% times \$26 = \$19.50 =	19.50
7/13	75% times \$26 = \$19.50 plus \$6 =	25.50
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
2 round trips of 370 miles = 740 x \$0.365 per mile =		270.10
<b>Total Reimbursement =</b>		<b>\$408.10</b>

Constructive Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50

7/10	\$10.00 plus \$6 =	16.00
7/11	\$10.00 plus \$6 =	16.00
7/12	\$10.00 plus \$6 =	16.00
7/13	\$10.00 plus \$6 =	16.00
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
1 round trip of 370 miles = 370 x \$0.365 per mile =		<u>135.05</u>
<b>Total Reimbursement =</b>		\$276.05

In this example the member is due \$276.05.

**U4135 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN [HTTP://WWW.DTIC.MIL/PERDIEM/PDRATES.HTML](http://www.dtic.mil/perdiem/pdrates.html)**

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. ***In the absence of such an authorization, travel orders prescribing rates of per diem different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect and the locality rates in <http://www.dtic.mil/perdiem/pdrates.html> are used.*** Reduced rates of per diem should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

**U4140 REQUESTING REVIEW OF PER DIEM RATES**

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

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

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

**U4150 PER DIEM AND AEA ON A SINGLE TRIP**

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is entitled to the allowances prescribed in par. U4225-D.

**PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL****\*U4300 GENERAL**

***NOTE: Throughout this paragraph, users must remember that it is MANDATORY DoD policy to use CTOs for all transportation requirements.***

When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem allowances or AEAs are payable for actual travel performed not to exceed the per diem or AEA that would have been payable if the directed transportation mode had been used. When the directed transportation mode is not available or the order does not specify any transportation mode, per diem or AEA is computed as though the transportation mode actually used was directed. ***However, the total per diem or AEA payable must not exceed that payable for constructed travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the orders, and is more economical to the Government.*** In determining constructed travel, the transportation allowances are based on the carrier's required check-in time plus travel time from home, office, or place travel actually began, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ended.

**U4305 ACTUAL TRAVEL TIME**

When the actual travel time is less than the time allowable under this Part, the member's actual travel time is used for computation.

**U4325 SCHEDULING TRAVEL**

A. Early Departure. A traveler may depart early (see par. U4300) to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station. ***NOTE: The traveler should be advised that financial regulations may require that a brief statement explaining the early departure accompany the voucher.***

B. Scheduled Early Arrival. When travel is over a direct route by air to a TDY station, the departure may be scheduled to allow arrival at the TDY station 24 hours before work status begins without interruption of per diem or AEA authorization when:

1. the PDS and TDY stations are separated by four or more time zones;
2. at least one of the duty points is OCONUS; and
3. the itinerary does not involve any scheduled stopovers or planned delays in excess of 8 hours en route.

The time zones in which the origin and destination points are located must not be included in the four time zones separating the travel points (e.g., leave from time zone A, cross time zones B, C, D, and E and arrive at time zone F).

C. Travel During Normal Rest Hours. If par. U3006 cannot be followed, and there is a need for duty performance immediately upon arrival, the authorizing/order-issuing official may authorize/approve rest stops en route, or a rest period at the TDY location before reporting for duty if:

1. the traveler is not authorized premium class accommodations; and
2. it is necessary to schedule travel to begin at, near, or after the conclusion of the regularly scheduled duty hours and the conditions and circumstances in the case so warrant; or
3. the traveler is required to travel during normal sleeping hours; or
4. the scheduled flight time including stopovers exceeds 14 hours. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.***

D. Rest Stops:

1. must not exceed 24 hours,
2. should not exceed a reasonable rest period plus delay needed to secure the earliest transportation to the authorized destination (transportation schedules or other conditions permitting), and
3. should be scheduled, to the maximum extent practicable, where free stopovers are permitted en route.

E. Reduced Travel Fares Use. When, to qualify for reduced travel fares, a commanding officer authorizes/approves a member staying at a TDY station longer than required by the assignment, per diem or AEA for the additional time is payable if:

1. the additional per diem or AEA cost is offset by the transportation savings, yielding an overall savings to the Government; and
2. the delay does not extend the time on TDY beyond the time when the member is required to be at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

**U4330 POC TRAVEL**

Transportation cost and travel time are computed in accordance with pars. U3305 and U3310.

**U4335 SPECIAL CONVEYANCE TRAVEL**

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3005-C.***

**U4340 MIXED MODES TRAVEL**

When travel is performed between any two points of a separate leg of a journey (par. U3405-B) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-C or U3310-B.

**PART F: MISCELLANEOUS REIMBURSABLE EXPENSES****U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

**U4505 COMMUNICATION SERVICES**

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The authorizing/order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U4520-B4g.

**U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS**

A. General. A member is authorized reimbursement for meals and/or quarters as provided in par. U4510-B when the authorizing/order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority;  
or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
2. engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
6. pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
8. par. U4125-A3e (Essential Unit Messing);

- \*9. par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
- 10. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS);
- 11. par. U7025 (travel incident to application processing);
- 12. par. U7125-D (bed-patient or inpatient);
- 13. par. U7150-A1 (Reserve Component Travel); or
- 14. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

#### B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.
2. Meals. If the order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as prescribed in subpars. U4125-A3b(1)(a)3 or (b)3 based on the per diem rate as prescribed in Appendices B or D for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

#### U4520 MISCELLANEOUS EXPENSES

A. General. Travelers are authorized reimbursement for necessary travel and transportation-related expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passport and visa fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel (Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable.);

***NOTE: Travelers ordinarily travel on the no-fee passport. However, when travel on official orders is to or from high threat areas or high risk airports (see Appendix N) by commercial air and travelers are authorized to obtain and use regular fee passports, fees for such passports are reimbursable. Those traveling solely by military air or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.***

5. taxes on lodging (except when MALT PLUS for POC travel is paid) in ***the United States and non-foreign OCONUS areas***, are limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the amount of taxes on \$55, which is the maximum authorized lodging amount);

***NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable.***

\*6. fees for:

- a. currency conversion ***NOTE: Travelers are not authorized reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***
  - b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries (this does ***not*** include cashing ***salary*** checks/drafts);
  - c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and
  - d. energy surcharge and/or resort fee (when the fee is not optional);
7. CTO service and processing fees;
8. transportation-related tips for taxis, limousines, and courtesy transportation;
9. public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);
10. customary tips for handling ***any baggage*** at transportation terminals; and
11. similar travel and transportation related expenses (i.e., ***Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***)

B. **TDY Travelers.** In addition to those expenses listed in par. U4520-A, reimbursable expenses for TDY travelers include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);
2. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) to and from the terminal (see par. U3320);
3. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures ***of the foreign country*** involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
4. authorizing/order-issuing official authorized/approved expenses for:
  - a. services, including associated equipment needed for reports/correspondence preparation;
  - b. clerical assistance;
  - c. services of guides, interpreters, packers, or vehicle drivers;
  - d. storage of property used on official business;
  - e. room rental (used for official business) at a hotel/other place;
  - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);

- g. official local and long distance phone calls (see par. U4505);
- h. excess baggage transportation costs (see par. U3015-C);
- i. conference registration fees;
- j. dual lodging costs (see par. U4125-A1i);
- k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;
- l. expedited charge card delivery (*effective 1 May 2001*);

5. Certain laundry/dry-cleaning expenses

- (a) The cost incurred during TDY travel (*not after returning to/arriving at PDS*) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).;
- (b) The cost incurred during TDY/PCS travel for personal laundry/dry-cleaning and pressing of clothing *is not* a separately reimbursable expense for *OCONUS* travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.;

6. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes; and

8. customary tips for handling Government property at terminals and hotels.

C. PCS Travelers. Members are authorized the expenses listed in par. U4520-A for PCS travel. In addition to those expense listed in par. U4520-A, the member is authorized reimbursement for:

- 1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);
- 2. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels; and
- 3. when dependents travel without the member MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, when POC used to and from the transportation terminal.

#### U4525 NOT USED

#### U4535 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, the per diem is computed under par. U4125-A3g(2).

**CHAPTER 5  
PERMANENT DUTY TRAVEL**

**PART A: APPLICABILITY AND GENERAL RULES**

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<b>Paragraph</b>	<b>Contents</b>
<b>U5000</b>	<b>Scope</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Travel Covered</li></ul>
<b>U5002</b>	<b>Applicability</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Special Categories</li><li>C. Persons Not Covered</li></ul>
<b>U5012</b>	<b>PCS Allowances</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Member and Dependent Travel and Transportation Allowances</li><li>C. HHG Transportation and Storage</li><li>D. Unaccompanied Baggage Transportation</li><li>E. POV Transportation</li><li>F. Mobile Home Allowances</li><li>G. DLA</li><li>H. TLE Allowance</li><li>I. Travel and Transportation Allowance Extensions when a Member Separates from the Service</li><li>J. Home of Selection</li><li>K. PCS Order</li></ul>
<b>U5018</b>	<b>Meal Tickets</b> <ul style="list-style-type: none"><li>A. Issuance</li><li>B. Procedures</li><li>C. Value</li></ul>
<b>U5020</b>	<b>Advance of Funds</b>

**PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**

<b>Paragraph</b>	<b>Contents</b>
<b>U5100</b>	<b>General</b>
<b>U5105</b>	<b>Travel and Transportation Options</b> <ul style="list-style-type: none"><li>A. General</li><li>B. MALT PLUS for POC Travel</li><li>C. Reimbursement for Personally Procured Common Carrier Transportation Plus Per Diem</li><li>D. Transportation in Kind, or Government-Procured Transportation, Plus Per Diem</li><li>E. Travel by Mixed Modes</li></ul>

- U5106 PCS Examples – Lodgings and MALT PLUS Per Diem**
- U5107 POC Travel Prohibited**
- U5108 Allowances When Transportation Mode or Travel With No/Limited Reimbursement (Chapter 4, Part A) Directed**
- A. Transoceanic Travel
  - B. Members Traveling Together Under Orders Directing No/Limited Reimbursement
  - C. Transportation Mode Directed to First Duty Station Upon Enlistment, Reenlistment, or Induction
  - D. Travel Reimbursement
- U5109 Miscellaneous Reimbursement**
- U5113 Per Diem for PCS Travel When Government or Commercial Transportation Used**
- A. Rate
  - B. Partial Travel Days
  - C. Travel Time
  - D. New PDS is a Ship
- U5116 PCS to, from, or Between OCONUS Points**
- A. General
  - B. When Land Travel Only is Involved
  - C. Transoceanic Travel
  - D. Reimbursement for Transoceanic Transportation Costs
  - E. Reimbursement When Member Performs Circuitous Travel
- U5120 Travel and Transportation Allowance under Special Circumstances**
- A. Travel when Orders to Active Duty are Received at a Place Other Than That to Which Addressed
  - B. PCS Orders Received at TDY Station
  - C. PCS Orders Received While on Leave
  - D. PCS with TDY at a Location Near (But Outside the Limits of) the Old or New PDS
  - E. Orders Canceled, Amended or Modified En Route
  - F. Orders Involving Units with Homeports or PDS Locations
  - G. Travel to/from a Designated Place
  - H. Member Escorts Dependents to/from a Designated Place in Connection with a Unit PCS Move to/from an OCONUS Unaccompanied Tour
  - I. Member Ordered PCS from OCONUS PDS from Which Dependents Have Been Evacuated
  - J. Unable to Travel with Member's Organization
  - K. PCS to Hospital
  - L. Member Dies While En Route to New PDS
  - M. Directed Travel Over Other Than a Usually Traveled Route
- U5125 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**
- A. General
  - B. Separation from the Service or Relief from Active Duty to Continue in the Service
  - C. Discharge from the Service Under Other Than Honorable Conditions
  - D. Time Limitation
  - E. Member Ordered to a Place to Await Disability Proceedings Results
  - F. Member Ordered to a College

Member spends \$115 for lodging on 15 Jul.  
 POE per diem rate is \$188 (\$126 for lodging and \$62 for M&IE).  
 POE is not the local terminal for the old PDS.  
 M&IE for new PDS is \$30.

<b>REIMBURSEMENT:</b>		
7/15	75% times \$62 = \$46.50 plus \$115 (\$115 less than \$126) =	\$ 161.50
7/16	75% times \$30 =	22.50
114 miles x \$0.15 per mile =		17.10
Taxi		<u>25.00</u>
<b>Total Reimbursement =</b>		<b>\$226.10</b>

**NOTE:** *MALT & Lodgings Plus is paid for the same day.*

EXAMPLE 2

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		805 miles
4 Aug	Dep	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi \$20
	Arr:	New PDS		

Member spends \$110 for lodging on 3 Aug.  
 POE per diem rate is \$152 (\$110 for lodging and \$42 for M&IE).  
 M&IE for new PDS is \$60.

<b>REIMBURSEMENT:</b>		
8/01 - 8/2	2 days @ \$50 =	\$ 100.00
8/03	\$110 + \$42 =	152.00
8/04	75% \$60 =	45.00
805 miles x \$0.15 per mile =		120.75
Taxi		<u>20.00</u>
<b>Total Reimbursement =</b>		<b>\$437.75</b>

**NOTE:** *Even though there is another MALT PLUS per diem day payable, pay lodgings plus per diem for night spent at the port.*

EXAMPLE 3

1 Jun	Dep:	Old PDS	POC	
4 Jun	Arr:	TDY		1200miles
10 Jun	Dep	TDY	POC	
10 Jun	Arr:	New PDS		300 miles

Member spends \$55 per night for lodging 4-10 Jun while TDY.  
 TDY per diem rate is \$98 (\$60 for lodging and \$38 for M&IE).

REIMBURSEMENT:		
6/01 - 6/3	3 days @ \$50 =	\$ 150.00
6/4	\$38 + \$55 =	93.00
6/5 - 6/9	5 x (\$38 + \$55) =	465.00
6/10	1 days @ \$50 =	50.00
1200 miles x \$0.15 per mile =		180.00
300 miles x \$0.15 per mile =		45.00
<b>Total Reimbursement =</b>		<b>\$983.00</b>

**NOTE:** Even though MALT is paid 4 June, pay Lodgings Plus per diem since the member arrived at the TDY location that day.

EXAMPLE 4

1 Jul	Dep:	Old PDS	POC	
10 Jul	Arr:	POE		1080 miles
11 Jul	Dep	POE	TP	
	Arr:	POD		
	Dep:	POD	POC	120 miles
	Arr:	New PDS		

Member spends \$100 for lodging on 10 Jul.  
 POE per diem rate is \$145 (\$99 for lodging and \$46 for M&IE).  
 POD is not the local terminal for the new PDS.  
 M&IE for new PDS is \$82.

REIMBURSEMENT:		
7/01 - 7/9	3 days @ \$50 =	\$ 150.00
7/10	\$99 + \$46 =	145.00
7/11	75% \$82 =	61.50
1080 miles x \$0.15 per mile =		162.00
120 miles x \$0.15 per mile =		18.00
<b>Total Reimbursement =</b>		<b>\$536.50</b>

**NOTE:** Even though MALT is paid 11 July, pay Lodgings Plus per diem since the member also traveled by TP that day. This allows the member to also receive TLA on 11 July.

**\*U5107 POC TRAVEL PROHIBITED**

Each Service may issue regulations prescribing exigencies under which authorizing/order-issuing officials may prohibit members from using a POC when traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement). **If there are no Service regulations, orders prohibiting POC transportation are without effect.** Paragraph U5108 applies if the member's order states that POC travel is prohibited, or specifically directs a particular transportation mode (see par. U3002).

**\*U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART A) DIRECTED**

**NOTE:** Throughout this paragraph, users must remember that it is MANDATORY DoD policy to use CTOs for all transportation requirements.

A. Transoceanic Travel. When travel is directed (as opposed to authorized) by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. U5116-D. **NOTE:** The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

B. Members Traveling Together Under Orders Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the orders. The TDY rules in Chapter 4, Part A, also apply for PCS. ***NOTE: This may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.***

C. Transportation Mode Directed to First Duty Station Upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations permitting authorizing/order-issuing officials to direct in travel orders the use of Government transportation or common carriers and/or meal tickets for travel of enlistees, reenlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. See par. U3002 if the directed transportation mode is not used. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government/Government-procured transportation and/or meal tickets are used, the member is authorized reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F.

D. Travel Reimbursement. Unless otherwise prohibited in this regulation, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. ***NOTE: Member transoceanic PCS travel is a notable exception.***

#### **U5109 MISCELLANEOUS REIMBURSEMENT**

For reimbursement of miscellaneous travel expenses incurred during a PCS move, see Chapter 4, Part F and Chapter 5, Part I.

#### **U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED**

A. Rate. The per diem rate for the new PDS and the procedure in par. U4125 are used for PCS travel when transportation is personally procured (par. U5105-C), furnished in kind, or Government procured (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for that day is the stopover or TDY location rate. M&IE for the arrival day at the new PDS is the new PDS rate whether or not there is a stopover. ***NOTE: See par. U5113-D when the new PDS is a ship.***

B. Partial Travel Days. The 75% rate in par. U4125-A3a applies to the departure and arrival days at PDSs, designated places, or COT leave locations when lodgings-plus per diem is paid. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4125-A3). MALT PLUS per diem always is paid in whole day increments (see par. U5105).

C. Travel Time. When a member takes leave in connection with a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location where the ship is boarded. If the ship is at sea, then the last place departed is the “new PDS rate.” The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS Nimitz homeported in Bremerton, WA. Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.
2. A member travels PCS from NAS Jacksonville, FL, to USS Carr, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS Carr arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.
3. A member travels PCS from USS Enterprise to USS Normandy, both of which are away from their homeports. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. (This does not preclude per diem under par. U5120-F.)

#### **U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS**

A. General. Except as specifically provided in pars. U5116-B and U5116-C, members traveling on PCS orders that neither direct a transportation mode nor specify that the members is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are entitled to:

1. the applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;
2. transportation by available Government aircraft or vessel, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and
3. the applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under par. U5116-A1 and/or U5116-A3, see par. U5413.

B. When Land Travel Only Is Involved. Except as specifically provided in par. U5116-C, a member on PCS orders not involving transoceanic travel (see Appendix A) is entitled to the applicable allowances prescribed in par. U5105 for the official distance.

#### **C. Transoceanic Travel**

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:
  - a. personal travel under par. U5116-A;

- b. dependents' travel under par. U5205-B; and
- c. POV delivery to the vehicle processing center for shipment under par. U5413.

2. POC Travel

a. General. When transoceanic travel usually would be involved but the member is authorized to and travels by POC as advantageous to the Government for the entire distance between duty stations, reimbursement is on a MALT PLUS basis for the member (and dependents if applicable) for the official distance involved. Such reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.

b. Travel Partly by POC and Partly by Common Carrier. When travel by POC has been authorized as prescribed in par. U5116-C2a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is under par. U5105-E.

3. POC Travel Involving a Car Ferry. When a member travels between two PDSs partly by POC and partly by transoceanic car ferry (circuitously or otherwise), the member is entitled to:

a. MALT PLUS for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS ***NOTE: If more than one car ferry is used, MALT PLUS is payable for overland travel between ferries.***

b. Government-procured transportation or reimbursement for the transportation cost of personal travel for the member on the car ferry (including the cost of required staterooms but not the cost of meals);

c. reimbursement for ferry fees;

d. dependents' transportation as for members in pars. U5116-C3a and U5116-C3b;

e. for travel aboard a car ferry other than on the Alaska Marine Highway System, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem from the day following embarkation through day of departure (debarkation) at the rate applicable to the POD; or

f. for travel aboard an Alaska Marine Highway System car ferry, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem at the highest CONUS M&IE rate for each full day the member is on board the ferry. Per diem is payable for the day of departure (debarkation) at the rate applicable to the POD.

The nonavailability of U.S. registered carrier certificate or memorandum required by par. U3125-C4 must be attached to the voucher, when applicable.

D. Reimbursement for Transoceanic Transportation Costs

1. Government or Government-Procured Transportation Available. ***When travel is directed by Government or Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement for the transoceanic travel is authorized.*** If Government and Government-procured transportation are both authorized and available, the member is entitled to reimbursement for the cost of the transportation used up to the cost of the lowest priced transportation mode authorized and available.

2. Government Transportation and Government-Procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is entitled to reimbursement for the cost of transportation used up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If travel by aircraft is medically inadvisable for

the member or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Vessels or Aircraft of Foreign Registry. See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on vessels or aircraft of foreign registry.

\*E. Reimbursement When Member Performs Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over a circuitous route, the member is authorized:

1. MALT PLUS for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;
2. Reimbursement for the cost of transoceanic U.S.-flag transportation used and per diem; and
3. Reimbursement for transoceanic foreign-flag transportation used and per diem up to the cost the Government would have incurred for the member's transportation on the direct route if travel by foreign-flag carrier on the circuitous route is supported by the documentation required in Chapter 3, Part B, stating U.S.-flag carrier was not available on the direct route and a documentation stating U.S.-flag was not available on the circuitous route.

The total reimbursement must not exceed the amount the member would have been authorized under par. U5116-A via the direct route between the old and new PDSs. If transoceanic travel by Government or Government-procured transportation is directed in a member's order and the member travels by a different mode, the maximum cost computed under par. U5116-A must be reduced by the cost of the unused directed transportation mode (see Appendix A for definition of circuitous travel).

#### U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel When Orders to Active Duty Are Received at a Place Other Than That to Which Addressed. When orders to active duty are received at, and travel begins from, a place other than that to which the orders were addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the orders were addressed.

B. PCS Orders Received at TDY Station. A member, who receives PCS orders while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

C. PCS Orders Received While on Leave

1. Orders Received While on Leave from TDY Station. A member, who receives PCS orders while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), not to exceed the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

2. PDS Changed or Assigned While on Leave from the PDS. A member, who receives PCS orders while on leave from the old PDS, and begins PCS travel from that site, is entitled to PCS allowances from the place where orders are received to the new PDS, not to exceed allowances from the old to the new PDS.

D. PCS with TDY at a Location Near (But Outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location in connection with a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the quarters occupied while attached to the old PDS or the permanent quarters the member shall occupy at the new PDS. This applies when a member performs TDY at or near the homeport when the PDS is a ship or an afloat staff. Quarters (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent quarters on and after the date of transportation of the PCS HHG weight allowance. Quarters at the new PDS are permanent on and after the date the PCS HHG weight allowance is accepted. Transportation expenses incurred in commuting between such quarters and the place of TDY may be paid under Chapter 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A

C. Professional Books, Papers, and Equipment (PBP&E). A member is authorized PBP&E transportation, when the member certifies the PBP&E as necessary for official duty. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E. Articles which lose their identify as PBP&E are HHG, if otherwise qualified.

**\*NOTE: PBP&E must be declared at origin and documented in accordance with transportation policy and procedures.**

**Effective 10 November 1998**

D. Additional Consumable Goods. A member, assigned to a PDS designated in Appendix F, Part I is entitled to transportation of consumable goods in addition to the authorized HHG weight allowance. The consumable goods must be for the personal use of the member and/or dependents. OCONUS locations and their consumable goods weight allowances are contained in Appendix F, Part I. Instructions for adding a location to the list are contained in Appendix F, Part II.

E. Certain Articles Involving a Weight Additive. When HHG include an article (such as a boat or trailer in excess of 14 feet) for which a weight additive is assessed by a carrier (as prescribed in the applicable tariff), the weight additive is added to the shipment’s actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. In instances when an article that involves a weight additive also requires special packing, crating, and handling, the member is responsible for these expenses.

F. Excess Costs for Transportation of Boats as HHG. The following examples outline the method to determine excess cost, using various rates available from MTMC that might arise in connection with the movement of a boat.  
**NOTE: The various Government ‘rates’ in the examples are used strictly for the examples and should not be used for actual calculations.**

**EXAMPLE 1**

Member on PCS from San Diego, CA, to Washington, DC (2,595 miles).  
 Member is 0-6 with a weight allowance of 18,000 lbs.  
 Member transports HHG weighing 12,000 lbs. (net less 10%) and a boat (no trailer) weighing 20,000 lbs. (includes weight additive, see par. U5310-D).  
 The lowest usable applicable Government rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 18,000 lbs. between authorized points is \$69.65/cwt.  
 The MTMC one-time-only (OTO) rate for movement of boat between authorized points is \$5,000.

**EXCESS COST COMPUTATION**

**STEP 1:**

Government’s Maximum Transportation Cost Liability. Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat’s actual weight plus any weight additive(s).

**NOTE: If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable Government rate, times the member's maximum weight allowance.**

HHG transported (net less 10%)		12,000 lbs.
Weight of boat and additive(s)		+ 20,000 lbs.
Total weight of HHG and boat (including additive(s))		32,000 lbs.*
* Exceeds member's maximum weight allowance		
Member's maximum weight allowance (18,000 lbs. = 180 cwt)	180 cwt	
Times lowest usable applicable Government rate	x \$69.65/cwt	
Gov't's maximum transportation cost liability	\$12,537.00	

**STEP 2:**

Actual HHG Transportation Cost.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable Government rate, times the weight of HHG actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		\$ 5,000.00
Weight of HHG actually transported (12,000 lbs. = 120 cwt)	120 cwt	
Times lowest usable applicable Government rate	X 69.65	\$ 8358.00
Total		\$13,358.00

**STEP 3:**

Compare the results of STEPS 1 and 2.

In this case, the cost in STEP 2 is less than the cost in STEP 1.

The member owes for excess:

Total STEP 2	\$13,358.00
Less STEP 1	- \$12,537.00
Difference (if negative amount enter zero)	\$ 821.00
Additional accessorial costs member owes (lift on/off charges)	+ \$ 300.00
Total cost member owes for transportation	\$ 1,121.00

**EXAMPLE 2**

Member on PCS from Scott AFB, IL, to Andrews AFB, MD (790 miles).

Member E-6 (with dependents) with a weight allowance of 11,000 lbs.

Member transports HHG weighing 8,000 lbs. (net less 10%) and a 17' bass boat and trailer weighing 2,800 lbs. (includes weight additives, see par. U5310-D).

The lowest usable applicable Government rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 11,000 lbs. between authorized points is \$39.05/cwt.

The MTMC OTO rate for movement of boat/trailer between authorized points is \$900.

**EXCESS COST COMPUTATION**

**STEP 1:**

Government's Maximum Transportation Cost Liability.

Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight plus any weight additive(s).

**NOTE:** If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable Government rate, times the member's maximum weight allowance.

HHG transported (net less 10%)		8,000 lbs.
Weight of boat and additive(s)		+ 2,800 lbs.
Total weight of HHG and boat (including additive(s))		10,800 lbs.*
*Does not exceed member's maximum weight allowance		
Weight of HHG actually transported (10,800 lbs. = 108 cwt)	108 cwt	
Times lowest usable applicable Government rate	X \$ 39.05/cwt	
Gov't's maximum transportation cost liability	\$ 4,217.40	

**STEP 2:**

Actual HHG Transportation Cost.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable Government rate, times the weight of HHG actually transported, other than a boat.

**PART I: PET QUARANTINE**

**U5800 PURPOSE**

Pet quarantine reimbursement is for PCS moves with an effective date on or after 4 December 2000.

**\*U5805 PET QUARANTINE REIMBURSEMENT**

For PCS moves with an effective date on or after 4 December 2000, reimbursement for actual mandatory quarantine fees for household pets is authorized not to exceed \$275 per PCS move. For mandatory pet quarantine fees incurred in connection with the mandatory quarantine of a household pet underway on 28 December 2001 or that begin on or after that date, reimbursement is authorized not to exceed \$550 per PCS move.

**PART B: TRAVEL OF UNIFORMED SERVICES APPLICANTS  
AND REJECTED APPLICANTS**

**U7025 TRAVEL INCIDENT TO APPLICATION PROCESSING**

A. General. This Part applies to applicants and rejected applicants for the regular Service, the reserve components, and flight training. The term "applicant for flight training" includes civilian applicants for appointment as aviation cadets; Reserve Component officer and enlisted members not on active duty; and members of the SROTC.

B. Basic Travel Entitlement. Applicants for the regular Service, the reserve components, and flight training are entitled to travel at Government expense from the place where they make application, or from their homes, to the place(s) of physical examinations, qualifying examinations, other processing, and acceptance into the Service. If the applicant is rejected or is accepted and ordered to return home to await further orders or a reporting date, the applicant is entitled to return travel to home or place of application at Government expense. Unless Service regulations are issued in accordance with par. U7025-C or U7025-D, PCS allowances under Chapter 5, Part B, and miscellaneous reimbursable expenses under Chapter 4, Part F, are authorized.

\*C. Use of Government Procured Transportation and Meal Tickets. Each Service may issue regulations that require use of Government-procured transportation and meal tickets (see par. U5018) for applicant processing travel. Expenses in Chapter 4, Part F, are reimbursable. If the authorizing/order-issuing official accepts the applicant's reason(s) for not using the Government-procured transportation and meal tickets:

1. the automobile mileage rate is paid for POC travel for personal convenience (see par. U3310-A1) for the official distance of the ordered travel, and/or
2. reimbursement is provided for occasional meals and quarters (see par. U4510) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the traveler is reimbursed under par. U3110-A.

D. Temporary Duty Allowances. Each Service may issue regulations which authorize travel and transportation allowance payment (including per diem or actual expense allowances) to applicants for travel in connection with applicant processing. The appropriate rates, provisions, and deductions in Chapter 4, Part B; Chapter 4, Part C; and Chapter 4, Part F for members performing TDY are applicable.

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, per diem or AEA is payable at any location where the duty is for less than 20 weeks as provided for TDY in Chapter 4.

d. Active Duty and Active Duty Extensions (Other Than Training) of 140 or More Days

(1) Except when paid station allowances under par. U7150-H2, a member away from home for other than training purposes who is called to active duty for:

- (a) a period of 140 or more days, or
- (b) less than 140 days but extended to be 140 or more days (from the extension date),

may be authorized per diem for the entire period if the call to active duty/extension is required by:

- (c) unusual circumstances,
- (d) emergency circumstances, or
- (e) exigencies of the Service concerned,

as determined by the Secretarial Process.

(2) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A4c(1), per diem or AEA is computed under Chapter 4.

B. Active Duty Without Pay

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

***NOTE: par. U7150-B2 is effective as of 10 February 1996.***

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 U.S.C. §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 U.S.C. §6323(d)) outside the United States.

3. Others. Except as provided in par. U7150-B2, other reserve component members who perform duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters (see par. U4510). ***They are not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).***

C. Inactive Duty Training With Pay

1. General. The following definitions apply to this subparagraph.

- a. Assigned Unit. For travel allowance purposes, a reserve member's assigned unit is the designated post of duty.

b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member's assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Entitlement. There is no entitlement to travel or transportation allowances for:

(1) inactive duty training at the:

- (a) training duty station,
- (b) drill site,
- (c) city/town where the assigned unit is located, or in the
- (d) local area of assigned unit or home, or

(2) travel between home and:

- (a) the assigned unit,
- (b) the place of attendance at unit training assemblies, or
- (c) the place of duty instead of a unit training assembly.

\*b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

- (1) training duty station,
- (2) drill site, or
- (3) city/town,

may be authorized/approved under Chapter 3, Part F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

**Effective 21 January 2002**

Example 1: A member's home is Springfield, VA, and assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to alternate duty site at the Pentagon (38 miles roundtrip). The member is due reimbursement for 20 miles (38 - 18) @ \$0.365 = \$7.30.

Example 2: A member's home is St. Louis, MO, and assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Washington National and takes subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local area. The member flies to Washington National and takes a taxi to Andrews AFB, MD (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 - 842) x 2 (round trip) @ \$0.365 = \$5.84.

3. Travel from Home/Assigned Unit to TDY Station

a. Entitlement. A member directed to travel from 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 home/assigned unit 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 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.

**Effective 21 January 2002**

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 to the Pentagon (1315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1315 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 (1315 NTE 16 - 9 = 7) x 2 (round trip) @ \$0.365 = \$5.11.

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

## PART H: LEAVE TRAVEL AND TRANSPORTATION

### U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. Entitlement. Eligible members and their eligible dependents, if any, are entitled to the travel and transportation allowances authorized in Chapter 5, Part B and Chapter 5, Part C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
  - a. consecutive tour of duty at the same (old) PDS, or
  - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
    - (1) one of the tours is unaccompanied, or
    - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).
2. Eligible Dependents. An eligible dependent is one who:
  - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
    - (1) the last day of the member's first tour at the old OCONUS PDS; or
    - (2) the effective date of the member's PCS to the new OCONUS PDS;
  - b. is command sponsored for both tours;
  - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
  - d. accompanies the member during both tours.
3. Authorized Locations. The authorized locations listed below are official travel locations to and from which available contract city pair fares may be used.
  - a. Travel between authorized locations is travel:
    - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
    - (2) from the old to the new OCONUS PDSs via an authorized destination; or
    - (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.
  - b. An authorized destination is the member's HOR or a place no farther distant. ***NOTE: 'The place no farther distant' is limited by distance and not cost. If the selected location is less distant than the HOR, cost is not a consideration. If the selected location is more distant than the HOR, the cost to the HOR limits the entitlement.*** However, the Secretarial Process may authorize/approve any destination.

#### Example 1:

Member's PDS is in Germany and the HOR is Ames, Iowa.

No city pair to Ames, Iowa and least cost unrestricted fare (incorporating some city pair fare 'legs' is \$1,200.

Member desires to utilize COT leave to Boston, MA.

City pair (or least expensive unrestricted fare) to Boston is \$1,400.

Since Boston, MA, is closer to the PDS in Germany than is Ames, Iowa, there is no cost limit. The member is authorized a transportation cost for travel to Boston, MA.

**Example 2:**

Member's PDS is in Germany and the HOR is Washington, DC.

City pair trip cost is \$980.

Member desires to utilize COT leave to St. Louis, MO.

Special excursion fair cost is \$840.

Since St. Louis, MO, is further from the PDS than the HOR in Washington, DC, cost to Washington, DC limits the entitlement. The member is authorized a transportation cost for travel to St. Louis (\$840) NTE the \$980 cost to HOR.

c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B or U5120-C (members) and U5218 (dependents).

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if separate COT leave travel is authorized/approved in accordance with Service regulations.

b. PCS Travel Not Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Deferred COT leave travel must begin within a year after the member:

a. begins the consecutive tour at the old OCONUS PDS, or

b. reports to the new OCONUS PDS.

***Exception to Time Limit for Contingency Operation: (Effective 1 November 1995)*** If unable to travel within a year because of duty in connection with a contingency operation, members and dependents may defer travel for an additional year after that duty ends.

C. Reimbursements

1. Member-Procured Transportation

***\*a. A member, directed to use Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures other transportation at personal expense, must not be reimbursed for the transoceanic travel. NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

- b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C).
  - c. When the Service concerned authorizes/approves POC use, a member is entitled to MALT PLUS under par. U5105-B.
2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.
3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:
- a. travel is to other than an authorized location, or
  - b. a member elects:
    - (1) transportation under par. U7305, or
    - (2) either option available in lieu of transportation under par. U7305.

## 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". The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

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:

- (1) member's PDS, or
  - (2) member's or dependents' location when notified of the personal emergency.
- b. Authorized destination points are:
- (1) an international airport in a nonforeign OCONUS area; or
  - (2) any other OCONUS location, as determined by the Secretarial Process.

**U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT**

1. Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are authorized round-trip (*if applicable*) personal emergency transportation between the TDY/unit location or ship and the:

- a. PDS,
- b. homeport, or
- c. other location.

\*2. Space-required Government transportation must be used if reasonably available, otherwise transportation entitlements are the same as if traveling on TDY. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

3. Transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the transportation cost between the TDY/unit location and the PDS or homeport.

***4. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's transportation cost to the PDS directly from the other location is limited to the balance of the transportation cost from the TDY/unit location to the PDS not used under item 3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).***

5. The locations listed in par. U7206, item 1 above are official travel locations (including par. U7206, item 1c other location) 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.***

**U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEMLE) TRANSPORTATION**

A. Policy. FEMLE policy is established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19.

B. Eligibility

1. Members. A member is eligible for FEMLE if stationed at an authorized FEMLE PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEMLE if they:

- a. are command sponsored, and

b. reside with the member at the FEML PDS.

**C. Limitation**

**1. Number of FEML Trips**

a. The number of FEML trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

<b>Tour Length</b>	<b>Number of FEML Trips Authorized</b>
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking *IPCOT assignments* are entitled to additional FEML trips based on the above table.

2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

**D. FEML Locations/Destinations**. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.

3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from these alternate locations is official travel and contract city pair fares may be used.

**4. Location Designation/Recertification**

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) *before* the indicated recertification date.

**E. Transportation**

## PART N: ABSENTEE, STRAGGLER, OR OTHER MEMBER WITHOUT FUNDS

### U7400 PRIOR ORDERS

A. General. An absentee, straggler, or member without funds, who:

1. is under prior orders;
2. surrenders at, or is apprehended and delivered to, a U.S. installation other than the member's PDS; and
3. is without funds to purchase transportation;

\*may be furnished necessary transportation and meal tickets, or the cash equivalent of meal tickets (see par. U5018) to travel to the new PDS or to another place directed by competent authority. In these cases, the transportation, meal tickets (or cash equivalent) are furnished in connection with the prior orders. Reimbursement for travel performed between the old PDS and any new PDS, is in accordance with Chapter 5. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

B. Transportation and/or Meal Tickets Previously Furnished. When a member is without funds and:

1. loses the transportation and/or meal ticket(s) while in a travel status, or
2. becomes separated from the remainder of the members who are members traveling together with no/limited reimbursement,

the member may (upon reporting to a U.S. installation) be furnished:

3. transportation, and/or
4. meal ticket(s) or cash equivalent (see par. U5018),

to enable the member to proceed to the PDS.

### U7401 NO PRIOR ORDERS, OR DESERTER WITH OR WITHOUT PRIOR ORDERS

An absentee, straggler, or member without funds (no prior orders involved), or a deserter (with or without prior orders), who:

1. reports in, surrenders at, or is apprehended and delivered to a U.S. Installation other than the member's PDS; and
2. is without funds to purchase transportation;

may be furnished:

3. necessary transportation; and
4. meal tickets or cash equivalent (see par. U5018);

to travel to the new PDS or to another place directed by competent authority.

***\*NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***



**PART O: MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO  
DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR  
GUARDS**

**U7450 DISCIPLINARY ACTION**

- A. Transportation. When a member is ordered to travel for disciplinary action:
1. a Government conveyance shall be used, if available; or
  2. if a Government conveyance is not available, the member shall be directed to use Government-procured transportation;
  3. if Government-procured transportation is not available the member shall be reimbursed for the actual cost of personally procured common carrier transportation for the mode of transportation used; or
  4. if a POC is used for the ordered travel, the member shall be reimbursed only for the cost of gas and oil. Payment of mileage is not authorized.

\*Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

B. Meals. The member shall be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel shall be reimbursed for meal costs not to exceed the values in par. U5018.

**U7451 PRISONERS AND GUARDS**

- A. Travel and Transportation of Prisoners and Their Guards
1. General
    - a. Documents. All travel and transportation documents, including tickets, should:
      - (1) be in the name of the member in charge "for" the prisoner(s);
      - (2) be signed, when proper, by the member in charge; and
      - (3) not be surrendered to the individual prisoner(s) for any reason.
    - b. Transportation. When prisoners are moved on public transportation, Government-procured transportation should be obtained by the member in charge of the movement for the transportation for all members and prisoners named in the movement order. Transportation in-kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be in accordance with Service regulations.
    - c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement shall secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.
    - d. Miscellaneous Expenses. Items of miscellaneous expenses incurred in connection with pars. U7451-A2, U7451-B and U7451-C are payable under Chapter 4, Part F.
  2. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter Between Place of Initial Confinement and Initial Delivery to a U.S. Installation. A military guard is authorized reimbursement for:

- a. transportation, lodging, and meals

incurred on behalf of a:

- b. prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items. Total reimbursement for meals and lodging shall not exceed per diem or actual expense allowances computed under Chapter 4, Part B or Chapter 4, Part C. Reimbursement for transportation is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter. par. U7451-A1 describes the travel and transportation allowances for prisoners. See Part N for allowances for absentees, stragglers, and deserters being moved between U.S. installations.

\*B. Paroled Prisoners. A prisoner paroled from confinement is entitled to transportation in-kind to the HOR, or place authorized for residence. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

C. Prisoners on "Commandant's Parole". A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation *in-kind and meal tickets to the HOR or other authorized point. The member is furnished transportation in-kind and meal tickets, if practical, from the place of parole to the facility concerned and for return travel, when appropriate, if:*

1. a rehearing is ordered following completion of travel; or
2. official travel is required to be performed for hospitalization, physical examination, discharge, or other purposes incident to the parole.

\*If it is impractical to furnish transportation in-kind and meal tickets for any of the later travel, reimbursement is at the automobile mileage rate for the official distance and for occasional meals (see par. U4510). ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

**PART P: TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE  
UNDER OTHER THAN HONORABLE CONDITIONS**

**U7500 GENERAL**

For travel in pars. U7501 through U7504, a member may be provided:

1. in-kind transportation by the least expensive mode of common carrier transportation available, or
2. the Government cost of that transportation.

**\*NOTE:** *The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.*

**U7501 NO CONFINEMENT INVOLVED**

A member, who has not been confined, is entitled to transportation allowances in par. U7500 from the place of separation to the HOR or the PLEAD, as the member elects. See par. U7504 for transportation to an alternate location.

**U7502 UPON PAROLE OR RELEASE FROM UNITED STATES MILITARY CONFINEMENT FACILITY**

A former member, who has been discharged while in confinement in a U.S. military confinement facility, is entitled, upon parole or final release, to transportation allowances in par. U7500, from the place of confinement to:

1. the HOR; or
2. the PLEAD, as the member elects; or
3. the place authorized by the Service concerned for residence as a parolee.

See par. U7504 for transportation to an alternate location.

**U7503 UPON PAROLE OR RELEASE FROM AN OCONUS CONFINEMENT FACILITY**

A former member, discharged OCONUS while in confinement in a non-U.S. military confinement facility, is entitled to transportation allowances in par. U7500, from:

1. the place of release from confinement, or
2. the U.S. military facility nearest the place of confinement,

to the port of debarkation in the country (including a U.S. territory or possession) of:

1. the member's HOR, or
2. the PLEAD,

as the member elects.

**U7504 TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR OR PLEAD**

Transportation allowances in par. U7500 may be authorized from the place of separation, or point of parole or release from confinement facilities, to a place other than the member's HOR or PLEAD, when:

1. authorized/approved by the commanding officer or other competent authority; and
2. the Government transportation cost does not exceed the transportation cost to the member's HOR or PLEAD, as the member elects.

**U7505 UPON PAROLE OR RELEASE FROM CIVIL CONFINEMENT IN CONUS**

A former member who has been discharged while in confinement by civil authorities (Federal, State, county, or local) in CONUS, is not entitled to transportation.

**U7506 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW**

A. Involuntary Leave. A member, who is placed on leave involuntarily while awaiting completion of appellate review of the court-martial sentence to a punitive discharge or dismissal from the Service, may be provided transportation in-kind to the HOR or PLEAD, as the member elects. The least expensive transportation mode available shall be provided or the member may be paid an amount not to exceed the Government cost of that transportation. See par. U7504 for transportation to an alternate location.

B. TDY Travel. If a rehearing is ordered following completion of travel or official travel is ordered for hospitalization, physical examination, discharge, or for other purposes of an official nature, the member is entitled to travel and transportation under Chapter 4.

C. Member Restored to Duty. If the member is restored to duty, the member is entitled to the PCS allowances in Chapter 5, Part B, from the place to which travel was authorized when placed on appellate leave to the PDS.

D. Final Separation Travel. When the member travels at Government expense to the HOR or PLEAD, or to some other place on a not to exceed basis under this paragraph, this travel constitutes final separation travel unless the member is restored to duty. (63 Comp. Gen. 135 (1983)).

## 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 triptravel 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; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***
- \*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; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***
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.

**AUTHORIZED.** The giving of permission before an act.

**AUTHORIZING/ORDER-ISSUING OFFICIAL.** The official who directs travel and has responsibility for the funding.

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

**AUTOMOBILE MILEAGE RATES:** See **MILEAGE (ALLOWANCE)**.

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

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

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

**BAGGAGE, UNACCOMPANIED.** That part of a member's prescribed weight allowance of HHG that:

1. is not carried free on a ticket used for personal travel,
2. ordinarily is transported separately from the major bulk of HHG, and
3. usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

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

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

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

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

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

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

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

**COMMANDANT'S PAROLE.** The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has approved and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

**COMMAND SPONSORED DEPENDENT.** See ***DEPENDENT, COMMAND SPONSORED.***

**COMMERCIAL POV STORAGE FACILITY.** Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

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

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

**\*CONFERENCE.** A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

**CONSECUTIVE OVERSEAS TOUR (COT).** (*Also see IN PLACE CONSECUTIVE OVERSEAS TOUR.*) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

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

**CONTINGENCY OPERATION.** A military operation that:

1. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. § 688, § 12301(a), § 12302, § 12304, § 12305, or § 12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

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

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

#### **DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)**

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

**DEPARTMENT OF DEFENSE (DOD) COMPONENTS.** The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics

## APPENDIX E

## INVITATIONAL TRAVEL ORDERS

## PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

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

## INVITATIONAL TRAVEL ORDER

Name \_\_\_\_\_ TRAVEL ORDER NUMBER \_\_\_\_\_

Address \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

You are invited to proceed from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_ (Date)

for the purpose of \_\_\_\_\_

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

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

- The order-issuing agent has arranged Transportation.
- Transportation tickets are included with this order.
- Transportation tickets shall be provided at a later date

***NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, NTE the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.***

To arrange transportation call: (\_\_\_\_) \_\_\_\_\_

You may arrange your transportation. The following rules apply:

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

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

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

**\*Effective 21 January 2002**

You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.365 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

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

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

You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Order, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned. Even if your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

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

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

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

Actual Subsistence Expense Allowance (AEA) Authorized:

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

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

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

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

**APPENDIX M**

**STATION ALLOWANCE AND TRAVEL PER DIEM REPORTING PROCEDURES  
AND  
COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR  
RESPONSIBILITIES**

**PART I: REPORTING PROCEDURES**

- A. Purpose
- B. Required Allowance Reports
- C. Overseas Housing Allowance (OHA) Reports
- D. Cost-of-Living (COLA) Reports
- E. Travel Per Diem Reports

**PART II: CURRENCY ADJUSTMENTS**

- A. Currency Adjustments
- B. Collecting Daily Exchange Rates
- C. Tracking Daily Exchange Rates
- D. Currency Adjustment Effective Dates

**PART III: COMMAND, SENIOR OFFICER, AND COUNTRY ALLOWANCE COORDINATOR  
RESPONSIBILITIES**

- A. Overseas Command/Commander Responsibilities
- B. Senior Officer Responsibilities
- C. Country Allowance Coordinator Responsibilities
- D. Country Allowance Coordinator Training

**PART IV: LIVING PATTERN DATA COLLECTION INSTRUMENT CONTROL SHEET**

**PART V: SAMPLE APPOINTMENT LETTER**

**PART VI: TABLES OF ALLOWANCE REPORTING LOCATIONS/SCHEDULES AND TABLE OF RESPONSIBLE COMMAND/SENIOR OFFICER**

- A. Cost-of-Living (COLA) Surveys - Required Reporting Locations/Schedule
- B. Travel Per Diem Reports - Required Reporting Locations/Schedule
- C. Country Allowance Reports - Required Reporting Locations/Responsible Command/Senior Officer

## APPENDIX M

## PART I: REPORTING PROCEDURES

A. Purpose. Reports and data required by this Appendix provide actual cost data needed to establish or adjust the overseas housing allowances (OHA), overseas cost-of-living allowances (COLA), and non-foreign area travel per diem allowances (i.e., Alaska, Hawaii, Guam, and other U.S. territories and possessions).

B. Required Allowance Reports. Required allowance data reports include:

1. Overseas Housing Allowance (OHA). OHA is a combination of:

a. utility/recurring maintenance allowance, and

b. move-in housing allowance, (MIHA) (see Appendix N for additional MIHA information,

(1) MIHA/miscellaneous,

(2) MIHA/rent,

(3) MIHA/security, and

c. rental data reports.

2. Cost-of Living (COLA). COLA indexes are determined using data provided via:

a. Living Pattern Data Collection Instrument (LPDCI) (individual surveys - where goods/services are purchased),

b. Retail Price Data Collection Instrument (RPDCI) (market basket surveys - how much is paid for goods/services), and

c. Hotel and Restaurant Data Collection Form (hotel and restaurant costs).

3. Travel per diem.

C. Overseas Housing Allowance (OHA) Reports. The following reports are used in determining OHA allowances:

1. Utility/Recurring Maintenance Allowance. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC), in conjunction with a private contractor, conducts an annual utility survey. The survey is entitled the 'Overseas Housing Allowance Utility Expenses Survey'. Actual utility cost data is collected and used to adjust utility/recurring maintenance allowances. ***To ensure that proper utility allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all utility expenses for later survey completion and cost reporting.***

2. MIHA/Miscellaneous. In addition to the utility data collected by survey in subpar. 1, once every three years PDTATAC collects data to determine the cost of initially outfitting dwellings. The survey is entitled the 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. Actual cost data for move-in expenses is included and used to adjust MIHA allowances. ***To ensure that proper MIHA allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.***

3. Rental Data Reports. Rental data for members in privately leased quarters is based on data provided by the uniformed member and is reported to PDTATAC by the Defense Manpower Data Center (DMDC West).

a. Established Duty Locations. Members report their rental costs to their finance centers by completing DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report).

(1) Rental data for each location is reviewed at least twice a year.

(2) Rental ceilings are set based on what currently assigned members are paying.

b. New Duty Locations. When a member is assigned to a PDS for which no rental data is available, the Country Allowance Coordinator (see Part III, of this Appendix for more information about the Country Allowance Coordinator's responsibilities) must provide the following information to PDTATAC:

(1) member's name,

(2) member's grade,

(3) member's SSN,

(4) number of dependents,

(5) if the dwelling member is renting is a house or apartment,

(6) number of bedrooms and baths,

(7) total square footage of dwelling,

(8) commuting distance to PDS (in both time and miles),

(9) amount of monthly rent (in the currency used to pay the rent), and

(10) if any utilities are included in the rent.

D. Cost-of-Living (COLA) Reports. The following forms and handbooks are used in conducting COLA surveys:

1. Retail Price Data Collection Instrument (RPDCI). The RPDCI data is collected annually and reports actual prices for a market basket of goods and services at the OCONUS location; and

2. Living Pattern Data Collection Instrument (LPDCI). The LPDCI is required at least once every three years to determine where service members shop and how they allocate their purchases between local market and U.S. Government shopping facilities.

3. The Retail Price Data Collection Instrument Handbook. The Retail Price Data Collection Instrument Handbook contains *step-by-step instructions and guidance for completing the COLA surveys*. For copies of the required reports and the handbook see the PDTATAC web site at: <http://www.dtic.mil/perdiem/allwfrms.html>.

4. Hotel and Restaurant Data Collection Form. The Hotel and Restaurant Data Collection Form is an adjunct (the last three pages) to the RPDCI. The data is collected annually and reports prices for the most used lodging and restaurant facilities. The price data collected annually is used to develop the 'Food Away' category. The 'Food Away' category is used in determining the appropriate COLA allowance for OCONUS locations.

5. The Hotel and Restaurant Data Collection Form Handbook. The Hotel and Restaurant Data Collection Handbook contains *step-by-step instructions and guidance for completing the Hotel and Restaurant Data Collection Form*. For a copy of the required report and the handbook see the PDTATAC web site at: <http://www.dtic.mil/perdiem/allwfrms.html>.

6. Required COLA Reporting Localities. PDTATAC and the Department of State (DoS) share COLA reports. The DoS Standardized Regulations (DSSR) require COLA reports from selected overseas cities. DoS makes the reports available to PDTATAC and then PDTATAC determines the COLA for the uniformed members. However, additional locality reports are required by PDTATAC and are listed in column one, Table A, Part VI, of this Appendix. Column two indicates the required month for completing the RPDCI (yearly) survey and column three indicates the year (every three years) for completing the required LPDCI.

a. Countries with large numbers of duty stations need only submit a sample of COLA data collection reports. These reports determine COLA indexes for other localities with similar living costs.

b. For locations where DoS is responsible for report submission, the senior uniformed officer in the area is responsible for maintaining liaison with DoS and cooperation in report preparation. If the DoS reported prices or the reported sources of supply and services are not representative for uniformed members, the senior officer has two options:

(1) request that the reporting agency include separate RPDCI pages or a statement showing the points of difference, or

(2) prepare and submit separate RPDCI pages or a statement showing the points of difference.

c. See Table A, Part VI, of this Appendix for a list of required reporting locations and their reporting schedule.

7. Voluntary RPDCI Reports. Preparation of RPDCI reports requires significant resources; therefore voluntary reports should only be submitted:

a. after the Commander confirms the necessity of the report with the Country Allowance Coordinator,

b. when costs are considered substantially different from the costs in other areas of the country for which reports are already required, and/or

c. the value of the U. S. dollar has changed by more than 15% against the unit of local currency.

8. Out-of-Cycle RPDCI Reports. Out-of-cycle reports should only be considered when unusual changes have occurred since the submission of the last Retail Price Data Collection Instrument report, i.e.:

a. when prices change materially, and/or

b. sources of supply or services change materially.

For localities where DOS is responsible for report submission and is unable or unwilling to prepare an out-of-cycle report, the report should be prepared and submitted at the direction of the senior officer of the uniformed services at that location.

9. Out-of-Cycle LPDCI. Out-of-cycle reports should only be considered when unusual changes have occurred since the submission of the previous LPDCI, i.e.:

a. the first RPDCI is conducted for the duty station,

- b. the value of the dollar (in terms of the local currency) has increased/decreased more than 15 percent since the last survey,
- c. a commissary or exchange facility opens/closes/expands at or near the duty station, and/or
- d. local market outlets open/close or become more/less accessible.

10. Survey Coordinator. The survey coordinator should have experience in sampling and survey techniques. Due to training requirements it is preferable to have the same individual coordinate the survey(s) for more than one year when possible. The survey coordinator must:

- a. be able to conduct a random sampling in years that the LPCDI is due, and
- b. maintain formal COLA survey files,
  - (1) files must contain copies of at least two prior year RPDCI for reference purposes,
  - (2) instruction materials, and
  - (3) feedback information from the Country Allowance Coordinator and PDTATAC.

11. Conducting the RPDCI. ***FOR SPECIFIC, DETAILED, STEP-BY-STEP INSTRUCTIONS ON COLLECTING THE PRICE DATA, PLEASE SEE THE RETAIL PRICE DATA COLLECTION INSTRUMENT HANDBOOK*** located on the PDTATAC web site at: <http://www.dtic.mil/perdiem/allwfrms.html>. Reports must be submitted annually for locations identified in Part IV, this appendix. ***If the LPDCI and RPDCI are due at the same time, the LPDCI must precede the RPDCI.***

- a. When multiple surveys are required, the Country Allowance Coordinator should ensure that all reporting locations prepare the surveys during the same time period (usually the first 10 days of the month the reports are due).
- b. Reported prices are those appropriate for families of three to four persons in middle-income pay grades (E-5, E-6, and O-2 for service members, or pay grade GS-11 for civilians). When possible, family members in this category should be involved in price collection.
- c. Price collection should not be delegated to a local national.
- d. Prices collected from local market outlets are reported in local currency unless U.S. currency is normally used.
- e. A separate report should be submitted for local market outlets for U.S. Government facilities (commissaries, exchanges, concessions, etc.). When preparing a report for a commissary/exchange, request the manager's help for customer purchasing preferences. When prices for U. S. Government facilities are reported in U. S. dollars but tied to the fluctuation of the local currency, clearly annotate that information on the survey.
- f. Collect prices from the same outlets used in the previous retail price data collection survey report (unless a new living pattern data collection was conducted). If different outlets are used provide an explanation, (e.g., major department store opened or closed).

g. Review the reports for price omissions. Price omissions delay processing and may jeopardize calculation of an appropriate index.

h. Compare the current report to the previous report. Where current prices or weights differ substantially from the previous report, explanations or comments should be provided. If errors are discovered in the **previous** report, they must be reported to permit valid comparisons between reports.

i. Forward completed RPDCI surveys to the Country Allowance Coordinator. The Country Allowance Coordinator forwards the reports to PDTATAC. Note any significant problems in a forwarding letter.

12. **Conducting the LPDCI.** Before an LPDCI is conducted, the Country Allowance Coordinator must contact PDTATAC. PDTATAC will determine the desired sample size for each location based on data provided by DMDC West and the unique population characteristics of the area. **FOR SPECIFIC, DETAILED, STEP-BY-STEP INSTRUCTIONS ON COLLECTING THE LIVING PATTERN DATA, PLEASE SEE THE RETAIL PRICE DATA COLLECTION INSTRUMENT HANDBOOK.** For a copy of this handbook see the PDTATAC web site: <http://www.dtic.mil/perdiem/allwfrms.html>. For required reporting locations see Table A, of this Appendix. LPDCI reports must be submitted at least once every three years and must precede the RPDCI survey.

a. Members surveyed should complete a LPDCI. If the member has a family, patterns for the entire family should be recorded. The LPDCI must identify the local market establishments where the family typically shop and how the family typically allocates their purchases between local market and U.S. Government shopping facilities.

b. LPDCIs should be distributed approximately 3 months prior to the required completion of the RPDCI survey so that follow-ups can be conducted and data can be summarized prior to collection of prices.

c. The survey should be limited to members who have been at the duty station for six months or more, if possible.

d. Members entitled to 47 percent of the prescribed COLA (JFTR, par. U9154) should be excluded from the survey.

e. The survey coordinator completes the LPDCI Control Sheet provided in Part IV, of this appendix. The control sheet should be returned to the Country Allowance Coordinator at the conclusion of all survey activities.

f. The survey coordinator must emphasize the importance of the LPDCI to those selected to participate in the survey. The questionnaire should be completed with the assistance of all shoppers in the household. To ensure statistical reliability, it is important that at least 67 percent of the LPDCIs be returned. The survey coordinator should:

- (1) conduct vigorous follow-ups in an effort to exceed the 67 percent goal,
- (2) review questionnaires for completeness and logical responses, and
- (3) resolve or discard incomplete/illogical responses.

g. All LPDCI responses should be summarized onto a 'master' LPDCI. Information from the 'master' LPDCI should be used to complete:

- (1) page 39 (Relative Importance of Various Sources of Supply), and
- (2) page 40 (Relative Use of Commodities and Services)

of the RPDCI.

Information provided on Pages 39 and 40 documents the 'most frequently used' outlets to be priced. ***NOTE: Refer to the Retail Price Data Collection Instrument Handbook for additional instructions for selecting outlets.***

h. PDTATAC uses the reported percentage of purchases and determines weighted prices paid for each of the goods and services in the Retail Price Data Collection Instrument. Therefore, all reported categories should total 100 percent. When the 'other' is specified, please explain. If no commissary or exchange is available at the PDS but members purchase from a commissary/exchange facilities, indicate the location of the facilities.

i. At the conclusion of the LPDCI, the survey coordinator should return the following materials to the Country Allowance Coordinator:

- (1) the completed RPDCI,
- (2) the individual LPDCIs completed by service members and their families – sorted by duty station, then further sorted by pay grade,
- (3) the 'master' LPDCI attached to the LPDCI Control Sheet.

j. The survey coordinator should retain file copies of the:

- (1) 'master' LPDCI, and
- (2) LPDCI Control Sheet.

13. Significant Unique Expenses. In some areas, members must purchase items of significant expense (approximately \$200 per item) that CONUS-based members ordinarily do not purchase or for which the cost is insignificant in CONUS. Unique expenses must be incurred by the majority of members assigned, must individually be of a significant amount, and must, in fact, be paid by members at the overseas PDS. These expenses should be reported/submitted by the Senior Officer to the Country Allowance Coordinator. The Country Allowance Coordinator should provide the information to PDTATAC. Do **not** report these unique expense items on the RPDCI.

14. Forwarding COLA Reports. All reports must be forwarded in sufficient time to reach PDTATAC (at the address below) no later than the last day of the month indicated in Table A, Part VI, of this Appendix, i.e., if the RPDCI month is October the report should reach PDTATAC by 31 October. If unable to meet that date, an explanation must be furnished prior to the due date. Forward completed reports to:

Director  
Per Diem, Travel and Transportation Allowance Committee  
ATTN: E&S Branch COLA Section  
Hoffman Building I, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

E. Travel Per Diem Reports. PDTATAC has responsibility for setting per diem travel allowances for the non-foreign OCONUS areas. The same hotel and restaurant information required for the COLA survey is also required for the travel per diem reports.

1. The Hotel and Restaurant Data Collection Form. The Hotel and Restaurant Data Collection Form is used to provide price data for the most used lodging and restaurant facilities in the non-foreign areas. The annual report is used to review and determine appropriate per diem allowance rates for these localities.

2. The Hotel and Restaurant Data Collection Form Handbook. The Hotel and Restaurant Data Collection Form Handbook contains *step-by-step instructions and guidance for completing the Hotel and Restaurant Data Collection Form*. For a copy of the required report and the handbook see the PDTATAC web site at: <http://www.dtic.mil/perdiem/allwfrms.html>.
3. Required Travel Per Diem Reporting Locations. Hotel and Restaurant Data Collection Forms should be submitted annually for the OCONUS non-foreign area locations listed in Table B, Part VI, of this Appendix.
4. Travel Per Diem Reporting Instructions. Reporting officials should ensure that the reports submitted for Alaska, Hawaii, Puerto Rico, and territories and possessions of the United States include lodging and meal costs experienced by all Government travelers, not just uniformed personnel. Facilities reported should be those used by both Federal civilian employees and uniformed personnel. Lodging costs reported should include discounts available to civilian personnel and/or uniformed personnel. When non-commercial lodging and meal facilities are available, reports should also contain the following information:
  - a. name of facility,
  - b. operating agency, and
  - c. amount of meal charges for uniformed personnel, for Department of Defense civilian employees, and for other U.S. Government civilian employees.
5. Requesting a Travel Per Diem Rate Change. When the travel expenses in the area appear to be significantly different than the prescribed per diem rate, the local commander and/or the senior officer should forward to PDTATAC:
  - a. a request for a review/change in the per diem rate, and
  - b. a Hotel and Restaurant Data Collection Form submitted through the Country Allowance Coordinator.
6. Forwarding Travel Per Diem Reports. All reports must be forwarded in sufficient time to reach PDTATAC (at the address below) no later than the last day of the month indicated in column two of Table B, Part VI, of this Appendix, i.e., if the '**Month Annual Travel Report Due**' is October the report should reach PDTATAC by 31 October. If unable to meet that date, an explanation must be furnished prior to the due date. Forward completed reports to:

Director  
Per Diem, Travel and Transportation Allowance Committee  
ATTN: E&S Branch Travel Section  
Hoffman Building I, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

## APPENDIX M

## PART II: CURRENCY ADJUSTMENTS

A. Currency Adjustments. Overseas allowances are paid to the member in U.S. dollars; however, some rents, utilities, move-in items, and many goods and services are paid in the local currency. ***Purchases made in U.S. dollars are not adjusted for currency fluctuation.*** This necessitates periodic adjustment of allowances to ensure that members maintain their purchasing power in the local currency used.

1. Reviewing and Adjusting Exchange Rates. PDTATAC reviews and adjusts (when necessary) exchange rates for countries where members are assigned. Based solely on the currency fluctuations, adjustments are made:

- a. twice monthly,
- b. to Overseas Housing Allowances (OHA), and/or
- c. to Cost-of-Living Allowances (COLA).

2. Determining 'New' Exchange Rates. The new exchange rate selected by PDTATAC ensures that neither the member nor the Government makes or loses money. The goal is for both the member and the Government to 'break even'. PDTATAC uses a tracking and adjustment currency model that:

- a. compares the daily difference between the current allowance exchange rate and the trading rate members receive for their U.S. dollars,
- b. compares the weekly difference between the current allowance exchange rate and the trading rate members receive for their U.S. dollars,
- c. accumulates both positive and negative exchange rate differences,
- d. makes a new exchange rate selection when the weekly differences reach a five- percent limit,
- e. ensures that the selected rate buys back the accumulated difference (either negative or positive) in a stable economy over an eight-week period.

3. Rapid Dollar Depreciation/Appreciation. Rapid dollar depreciation/appreciation causes sometimes large and/or frequent changes in the dollar amount of members' paychecks. To restrain large changes PDTATAC uses a 'look-ahead' module. The 'look-ahead' module:

- a. reviews the current accumulator,
- b. projects the accumulator forward to the next review period,
- c. selects a new exchange rate if the projected accumulator reaches the five percent limit,
- d. ensures that the selected rate buys back the accumulated difference (either negative or positive) in a stable economy over an eight week period, and

- e. minimizes the financial (amount of paycheck fluctuation) impact to member by buying back the accumulator early.
- B. Collecting Daily Exchange Rates. PDTATAC collects daily exchange rates from overseas locations and:
1. overseas commands (in countries where a significant number of members is assigned),
  2. the Wall Street Journal, or
  3. the USOFFICE RSC Charleston.
- C. Tracking Daily Exchange Rates. PDTATAC tracks daily exchanges rates provided directly by:
1. tracks the allowance exchange rate to the actual trading rate available to members,
  2. adjusts the allowance exchange rate when the accumulated difference between the two rates reach a threshold of five percent.
- D. Currency Adjustment Effective Dates. Currency adjustments are effective the 1st and 16th of each month; however, processing time requires that the exchange rate review take place on or before the 8th of the month (for the 16th adjustment) or the 22nd of the month (for 1st adjustment).

## APPENDIX M

**PART III: COMMAND, SENIOR OFFICER, AND COUNTRY ALLOWANCE  
COORDINATOR RESPONSIBILITIES**

A. Overseas Command/Commander Responsibilities. For overseas housing the Commander should explore every means possible that helps members obtain adequate, reasonably priced local economy housing. Additionally, the Commander should:

1. require new arriving members to register with the local housing office(r),
2. emphasize the need for new members to keep the housing office(r) informed of their progress in locating housing,
3. provide the incoming member a copy of the OHA briefing sheet (see Appendix K, Part I),
4. advise the incoming member of the responsibility to aggressively seek adequate, reasonably priced housing,
5. follow-up on the member's progress in obtaining housing,
6. advise the member of what constitutes an illegal rental contract (e.g., a lease that stipulates rent in an amount less than that agreed, which could permit landlord to avoid local taxes), and
7. inform the member of the member's obligation to avoid illegal rental contracts.

B. Senior Officer Responsibilities. The senior officer of the Uniformed Services in each country has responsibility for the quality and timeliness of all allowance and travel per diem reports for that country. As used in this Appendix, the term 'country' also applies to Hawaii, Alaska and territories and/or possessions of the United States. See Table C, Part VI, of this Appendix, for a list of required reporting locations and the responsible command/senior officer. The senior officer should:

1. formally appoint a Country Allowance Coordinator. The senior officer should provide to PDTATAC the allowance coordinator's:
  - a. e-mail address,
  - b. commercial telephone number,
  - c. DSN telephone number (with prefix),
  - d. commercial FAX telephone number, and
  - e. DSN FAX telephone number (with prefix), if available.
2. provide to PDTATAC a copy of the Country Allowance Coordinator's appointment letter. A sample is provided in Part V of this Appendix. Forward a copy of the appointment letter to:

Director  
Per Diem, Travel and Transportation Allowance Committee  
ATTN: E&S Branch  
Hoffman Building I, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

3. ensure that the appointed Country Allowance Coordinator:
  - a. is a good leader and motivator with sufficient authority - in many cases the allowance coordinator depends on individuals at other duty stations to collect data,
  - b. is a good communicator - allowance coordinators sometimes train other individuals to conduct surveys,
  - c. is experienced in conducting surveys (if at all possible), and
  - d. will be on the job for more than one survey cycle.
4. solicit the support of other commanders to designate local survey coordinators to work with the Country Allowance Coordinator in preparation of timely, high-quality reports.
5. ensure that the required reports are properly prepared and forwarded to PDTATAC by the due date. If parts of the report are delayed, completed parts will be forwarded with a cover letter. The cover letter should indicate a timeframe for forwarding the delayed reports.
6. report economic changes or other factors that substantially alter the cost of living in the country. Supporting data should be provided.
7. ensure that commanders do not establish policies that direct uniformed members to rent either above or below published rental allowance ceilings.
8. ensure that the commander advise uniformed members that, based on exchange rate fluctuations and PDTATAC reviews of cost data, station and travel per diem allowances are subject to decreases as well as increases.

C. Country Allowance Coordinator Responsibilities. The Country Allowance Coordinator responsibilities include:

1. OHA Utility and Utility/MIHA Survey. The Country Allowance Coordinator receives from a PDTATAC contractor a list of the members included in the utility or utility/MIHA survey. The allowance coordinator should review the list, make corrections where necessary, and return the corrected list to the contractor. For the utility or utility/MIHA survey the allowance coordinator also should:
  - a. widely advertise the upcoming survey,
  - b. stress the importance of the member completing and returning the survey, and
  - c. issue supplementary utility survey instructions that help the member complete the questionnaire.
2. COLA Surveys (RPDCI, LPDCI, and Hotel and Restaurant Data Collection Form). For COLA surveys the Country Allowance Coordinator should:
  - a. maintain a list of all duty stations for the country as well as the individual PoC and office responsible for annual COLA survey preparation,
  - b. maintain at least two prior COLA reports,
  - c. keep forms and instructional materials needed for local survey coordinators,

- d. ensure that local survey coordinators are trained in price and data collection and maintain appropriate training records,
- e. ensure that local survey coordinators do not distribute excessive numbers of LPDCIs when conducting surveys.

3. Completed Station Allowance Reports. When surveys are complete the Country Allowance Coordinator should consolidate and forward the reports to PDTATAC with a cover letter. Forward the reports and letter to the address in Part I, par. D15, of this Appendix. The letter should be signed by the senior officer, or designee, and should include the following information, where applicable:

- a. duty station changes (new, deleted, name changes);
- b. any recommendations for revising the current locality listings in the Per Diem, COLA, and/or OHA lists on the PDTATAC Website (<http://www.dtic.mil/perdiem>); recommendations to consolidate or separate localities should include justification; and
- c. for COLA surveys, the LPDCI Control Sheet completed for all areas for which a living pattern survey was conducted.

4. Currency Rates of Exchange. For localities reporting daily exchange rate information the Country Allowance Coordinator ensures that currency reports are provided as required.

D. Country Allowance Coordinator Training. PDTATAC periodically conducts an in-depth two-day training session for OCONUS Country Allowance Coordinators. The adequacy of allowances is often a reflection of the Country Allowance Coordinator's knowledge and the support given to the PoC by the local command structure. The training enhances this effort by providing a working knowledge of the allowances, survey techniques, and results in more accurate and complete data reporting. The senior officer should plan for new Country Allowance Coordinators to attend a minimum of one session. This is especially helpful just prior to conducting the country's cost surveys.

1. Training Location. All training sessions are held at:

Per Diem Travel and Transportation Allowance Committee  
Hoffman Building I, Room 836  
2461 Eisenhower Avenue  
Alexandria, Virginia

2. Training and/or Scheduling Information. For training and/or scheduling information send e-mail message to: POC.Training@perdiem.osd.mil.

**APPENDIX M**

**PART IV: LIVING PATTERN DATA COLLECTION INSTRUMENT (LPDCI) CONTROL SHEET**

***NOTE:** When conducting an LPDCI, use this control sheet to track the number of questionnaires distributed and returned for your survey group. See JFTR, Appendix M, for instructions in conducting the survey.*

Country: \_\_\_\_\_

Locality/Station: \_\_\_\_\_

Survey began (dd/mm/yyyy): \_\_\_\_\_ Survey completed (dd/mm/yyyy): \_\_\_\_\_

Survey Coordinator (Name and Pay Grade) \_\_\_\_\_

Number of eligible members: \_\_\_\_\_

Number of LPDCIs distributed and returned:

Member's Grade	Pay	Number LPDCIs Distributed	Number LPDCIs Returned
06-O10			
O-5			
O-4/W-4/W-5/O-3E			
O-3/W-3/O-2E			
O-2/W-2/O-1E/W-1			
O-1			
E-9			
E-8			
E-7			
E-6			
E-5			
E-4			
E-3			
E-2			
E-1			
<b>Total LPDCIs</b>			

\_\_\_\_\_  
Signature of Survey Coordinator

\_\_\_\_\_  
Date (dd/mm/yyyy)

**APPENDIX M**

**PART V: SAMPLE APPOINTMENT LETTER FOR COUNTRY ALLOWANCE  
COORDINATOR**

From: (Senior Officer)

To: (Designated Country Allowance Coordinator)

Subject: Appointment as Country Allowance Coordinator for (Location/Locations)

1. You are hereby designated as the Country Allowance Coordinator and PoC for allowances (OHA, COLA, and/or per diem). You are directed to carry out your duties utilizing guidelines contained in Joint Federal Travel Regulations, Volume 1 (JFTR), Appendix M.
2. The Country Allowance Coordinator works directly with the Per Diem, Travel and Transportation Allowance Committee (PDTATAC), Alexandria, VA, for OCONUS housing, cost-of-living and travel per diem allowance issues.
3. As the Country Allowance Coordinator you are responsible for coordinating the price collection data for all surveys required by JFTR, Appendix M and submitting the results to the PDTATAC.

Signature and Signature Block  
Of Senior Officer

cc: Director  
Per Diem, Travel and Transportation Allowance Committee  
ATTN: E&S Branch  
Hoffman Building I, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

## APPENDIX M

## PART VI: TABLES OF REPORTING LOCATIONS/SCHEDULES AND RESPONSIBLE COMMAND/SENIOR OFFICER

A. Cost-of-Living (COLA) Surveys - Required Reporting Locations/Schedule

<b>Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Data Collection Instrument (RPDCI)</b>	<b>RPDCI Month</b>	<b>LPDCI Year</b>
<b>Alaska:</b>		
Anchorage	October	2001
Cordova	October	2001
Fairbanks	October	2001
Juneau	October	2001
Kodiak	October	2001
Kotzebue	October	2001
Wasilla	October	2001
<b>American Samoa</b>	June	2002
<b>Australia:</b>		
Woomera	Nov	2001
<b>Bahrain</b>	August	2002
<b>Belgium:</b>		
Hainaut Prov (incl Chievres/SHAPE)	March	2001
Province of Limburg (Kleine Brogel)	March	2002
<b>Canada:</b>		
Halifax/Dartmouth/Shearwater	November	2000
North Bay	November	2000
<b>Denmark:</b>		
Karup (incl Baltap and Viborg)	April	2002
<b>Germany:</b>		
Bremen (incl Bremerhaven and Nordholtz)	November	2001
Garmisch (B)	November	2001
Geilenkirchen (NRW)	November	2001
Heidelberg (BW)	November	2001

<p align="center"><b>Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Data Collection Instrument (RPDCI)</b></p>	<p align="center"><b>RPDCI Month</b></p>	<p align="center"><b>LPDCI Year</b></p>
Ramstein (RP)	November	2001
Schweinfurt (B)	November	2001
Stuttgart (BW)	November	2001
Vilseck/Graffenwohr (B)	November	2001
<b>Gibraltar</b>	November	2001
<b>Greece:</b>		
Araxos	April	2001
Souda Bay	April	2001
<b>Guam</b>	March	2002
<b>Hawaii:</b>		
Hawaii (Other)	March	2001
Kauai	March	2001
Maui	March	2001
Oahu	March	2001
<b>Iceland:</b>		
Keflavik	October	2000
<b>Italy:</b>	March	2002
Aviano	March	2002
Gaeta	March	2002
Ghedi	March	2002
La Maddalena	March	2002
Latina	March	2002
Livorno (incl Camp Darby)	March	2002
Naples	March	2002
Sigonella	March	2002
Verona	March	2002
Vicenza (incl Longare)	March	2002
<b>Japan:</b>		
Atsugi (KA)	February	2001
Camp Zama (KA)	February	2001
Iwakuni (YA)	February	2001
Misawa (AO)	February	2001

Okinawa (OK)	February	2001
Sasebo (NA)	February	2001
Yokosuka (KA)	February	2001
Yokota (KA)	February	2001
<b>Korea:</b>		
Camp Humphreys (formerly Pyongtaek)	June	2003
Chinhae	June	2003
Osan AB	June	2003
Pusan	June	2003
Seoul (K-16Fld/C.Mercer/SiteTango)	June	2003
Taegu/Waegwan (incl Camps Carroll, Henry, & Walker)	June	2003
<b>Micronesia, Fed States of:</b>		
Yap	February	2002
<b>Mongolia</b>	January	2002
<b>Netherlands:</b>		
Province of Limburg	February	2001
Rotterdam	February	2001
Volkel	February	2001
<b>Northern Mariana Islands:</b>		
Saipan	February	2002
<b>Portugal:</b>		
Azores	November	2002
<b>Puerto Rico:</b>		
Aguadilla (incl CG AS Borinquen)	July	2003
Ft. Buchanan	July	2003
Roosevelt Roads	July	2003
<b>Singapore</b>	April	2002
<b>Spain:</b>		
Moron AB	February	2003
Rota	February	2003

<p align="center"><b>Cost-of-Living (COLA) Surveys Required Reporting Locations/Schedule Retail Price Data Collection Instrument (RPDCI)</b></p>	<p align="center"><b>RPDCI Month</b></p>	<p align="center"><b>LPDCI Year</b></p>
<p><b>United Kingdom:</b></p>		
<p>Croughton (including Barford St. John, Bicester, and Upper Heyford)(E)</p>	<p align="center">May</p>	<p align="center">2001</p>
<p>Fairford (E)</p>	<p align="center">May</p>	<p align="center">2001</p>
<p>Harrogate/Menwith Hill (E)</p>	<p align="center">May</p>	<p align="center">2001</p>
<p>High Wycombe/Daws Hill (E)</p>	<p align="center">May</p>	<p align="center">2001</p>
<p>Lakenheath/Mildenhall (E)</p>	<p align="center">May</p>	<p align="center">2001</p>
<p>St. Mawgan (E)</p>	<p align="center">May</p>	<p align="center">2001</p>
<p><b>Virgin Islands:</b></p>		
<p>St. Croix</p>	<p align="center">June</p>	<p align="center">2001</p>

**B. Travel Per Diem Reports - Required Reporting Locations/Schedule**

<p align="center"><b>Travel Per Diem Reports -Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection</b></p>	<p align="center"><b>Month Annual Travel Report Due</b></p>
<b>Alaska:</b>	
Anchorage (incl Naval Reserve Station)	October
Bethel	October
Cordova	October
Delta Junction (Ft. Greely)	October
Denali National Park	October
Dutch Harbor-Unalaska	October
Fairbanks	October
Glennallen	October
Healy	October
Homer	October
Juneau	October
Kenai-Soldotna	October
Kennicott	October
Ketchikan	October
Klawock	October
Kodiak	October
Kotzebue	October
Nome	October
Petersburg	October
Seward	October
Sitka-Mt. Edgecombe	October
Tok	October
Umiat	October
Valdez	October
Wasilla	October
<b>American Samoa</b>	June
Guam	March

<p style="text-align: center;"><b>Travel Per Diem Reports -Non-Foreign Areas Required Reporting Locations/Schedule Hotel and Restaurant Data Collection</b></p>	<p style="text-align: center;"><b>Month Annual Travel Report Due</b></p>
<b>Hawaii:</b>	
Isle of Hawaii: Hilo	March
Isle of Hawaii: Other	March
Isle of Kauai	March
Isle of Maui	March
Isle of Oahu	March
<b>Johnston Atoll</b>	March
<b>Midway Islands</b>	March
<b>Northern Mariana Islands:</b>	
Rota	March
Saipan	March
Other	March
<b>Puerto Rico:</b>	
Aguadilla	July
Ft. Buchanan (incl GSA Svc Ctr)	July
Mayaguez	July
Ponce	July
Roosevelt Rds (incl Naval Reserve Station)	July
San Juan (incl Naval Reserve Station)	July
<b>Virgin Islands:</b>	
St. John	June
St. Thomas	June
<b>Wake Island</b>	May

**C. Country Allowance Reports - Required Reporting Locations/Responsible Command/Senior Officer**

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Alaska	COMALCOM (Responsibility for all reports delegated to 11th Air Force, Alaska)
American Samoa	Coast Guard Liaison Office, Pago Pago
Antigua and Barbuda	U.S. Naval Support Facility, Antigua
Argentina	USMILGP, Buenos Aires
Australia	USCINCPACREP, Australia
Austria	USDAO, Vienna
Bahamas	American Embassy, Bahamas
Bahrain	Administrative Support Unit, Bahrain
Barbados	USDAO, Bridgetown
Belgium	NSSG US SHAPE (responsibility for housing reports delegated to NSSG US SHAPE AERSH-FO)
Belize	USMLO, Belize City
Bolivia	USDAO, La Paz
Brazil	USMLO, Brasilia
Canada	USDAO, Ottawa (responsibility for reports for Argentina delegated to NAVFAC Argentina; responsibility for housing reports for British Columbia delegated to NAVUSEAWARENGTSTA, Keyport) delegated
Chile	USDAO, Santiago
Columbia	USMILGP, Bogota
Costa Rica	USMILGP, San Jose
Denmark	USODC, Copenhagen
Dominica	USMLO, Bridgetown
Dominican Republic	USMAAG, Santo Domingo
Ecuador	COMUSMILGP, Quito
Egypt	OMC, Cairo (responsibility for housing reports delegated to U.S. Naval Medical Research Unit, Cairo)
El Salvador	USMILGP, San Salvador
Fiji	USCINCPACREP, Suva
France	USDAO, Paris
Germany	CINCUSAREUR
Gibraltar	CINCUSNAVEUR London (N25)
Greece	ODC, Athens (responsibility for all reports delegated to CO, 7276 ABG, Iraklion AS)

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Guam	USCINCPACREP, Guam
Guatemala	USMILGP, Guatemala City
Hawaii	USCINCPAC, Honolulu
Honduras	USMILGP, Tegucigalpa
Hong Kong	USDLO, HK
Iceland	Iceland Defense Forces, Keflavik
India	USDAO, New Delhi
Ireland	USDAO, Dublin
Israel	USDAO, Tel Aviv
Italy	CINCSOUTH, Naples (responsibility for all reports delegated to U.S. Naval Support Activity, Naples)
Jamaica	USDAO, Kingston
Japan	COMUSFORJAPAN
Johnston Atoll	USCINCPAC, Honolulu
Jordan	Military Assistance Program (MAP), Amman
Kenya	U.S. Liaison Office, Nairobi
Korea	COMUSFORKOREA
Luxembourg	USODC BELLUX OL, Luxembourg
Malaysia	USDAO, Kuala Lumpur
Marshall Islands	USCINCPACREP Marshall Islands
Mexico	USDAO, Mexico City
Micronesia, Fed. States of	USCINCPACREP, Guam
Midway Islands	CO, U.S. Naval Station, Midway Islands
Morocco	U.S. Liaison Office, Rabat
Netherlands	AFCENT SUPACT (US), Brunssum (responsibility for housing reports for the Hague delegated to USODC, The Hague)
New Zealand	USDAO, Wellington (responsibility for housing reports for Christchurch delegated to NAVSUPFORANTARTICA DET Christchurch)
Northern Mariana Islands	USCINCPACREP, Guam
Norway	USODC, Oslo
Palau, Republic of	CINCPACREP, Guam
Panama	USMILGP, Panama City
Panama Canal Area	USCINCSO, Quarry Heights
Paraguay	USODC, Asuncion
Peru	USMAAG, Lima
Philippines	CINCPACREP, Philippines (responsibility for housing reports for Manila delegated to NAMRU Two, Manila; responsibility for housing reports for Clark AB delegated to 3 TFW/AC)

Required Reporting Location	Country Allowance Reports Responsible Command/Senior Officer
Portugal	U.S. National Support Unit, Lisbon
Puerto Rico	Commander, Fleet Air Caribbean (responsibility for all reports delegated to CO, U.S. Naval Station Roosevelt Roads)
Singapore	USCINCPACREP, Singapore
Spain	USODC, Madrid
Sweden	USDAO, Stockholm
Switzerland	USDAO, Bern (responsibility for housing reports for Geneva delegated to USMISSION, Geneva)
Thailand	JUSMAGTHAI, Bangkok
Turkey	TUSLOG, Ankara
United Kingdom	CINCUSNAVEUR, London
Uruguay	USODC, Montevideo
Venezuela	USMILGP, Caracas
Virgin Islands, U.S.	Senior Army Advisor
Wake Island	Det 4 15 ABW (travel data only)

- 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, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***
- 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.

**JOINT TASK FORCE OPERATIONS TDY OPTIONS**

**SUBSIST ASHORE**

<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals <b>(In AOR only)</b>	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

**SUBSIST ABOARD GOVERNMENT VESSEL 3/**

	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

**NOTE:** For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

#### D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

E. Miscellaneous Expenses. Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

***NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;***

6. fees for:

- a. currency conversion; ***NOTE: Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does *not* include cashing checks/drafts *for salary*); and
- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));

\*d. energy surcharge and/or resort fee (when the fee is not optional);

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Com. Gen. 1343 (1976));