

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 185

Alexandria, VA

1 May 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 May 2002 unless otherwise indicated.

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This change includes all material written in MAP Items 101-01; 078-01; 094-01; 095-01; 096-01; 099-01; 002-02(E); 005-02(E); 03-02(E); 04-02(E); 6-02(E); 11-02(E) and editorial change U02005. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 184 cover page.

BRIEF OF REVISION

These are the major changes made by Change 185:

U1051. Reminds agencies that travel arrangements for 90% of civilian employees and members of the uniformed services that are lodged in commercial lodging must be booked in places of public accommodation that meet the fire and life safety requirements of the Hotel and Motel Fire Safety Act of 1990.

U3310-A1a. Eliminates an extra per diem cost comparison for POC travel when the POC travel is not advantageous to the Government.

U3415-C2b; T4030-C. Clarifies that a claim for damage sustained by a rental car is allowed as a reimbursable miscellaneous expense if the claim is adjudicated as being payable by the Service concerned.

U4520-B4; T4040-E9. Allows reimbursement of the delinquent payment fees for *mission critical personnel* only when paying the Government Travel Charge Card bill.

U5355-B1; U5355-B2. Corrects the JFTR in its reference to the word "installation." A member may be ordered from one "activity" to another "activity," yet stay at the same location as far as permanent duty station or

installation. Clarifies that in these particular circumstances, reference is being made to the member's "activity," and not the "installation"/PDS to which the member may be located.

U5600; U5630-A; U5630-B. Authorizes a partial DLA payment of \$500 to members orders to occupy or vacate Government housing for the Government's convenience.

U5630-B11. Allows DLA to a member in the grade of E-4 who has no dependents and is assigned to a ship when authorized BAH effective 30 October 2000.

U5630; Table U5G-3. Authorizes DLA to a member-married-to-member couple with no dependents who move into Government family-type quarters after arriving PCS.

U5630-C. Authorizes DLA to members with dependents upon move to first duty station.

U5705; U5710; U5720. Authorizes TLE for all member moves to the first PDS, and raise the maximum daily TLE rate from \$110 to \$180.

U5900. Clarifies that in Par. U5900-D2h dependents are not required to begin travel before PCS orders are issued that relieve the member from the OCONUS PDS.

U7960; U7551; U7961. Authorizes a non-medical attendant for specialty care patients referred to a specialty care provider more than 100 miles away.

Various paragraphs. Deletes all reference to transition authority in the JFTR. The transition authority expired 31 December 2001 and was not extended by either the FY 02 Authorization or Appropriation Act.

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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**U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES**

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

**U1035 SPACE-AVAILABLE TRAVEL INITIATIVE (SpATI) FOR CHILDCARE TEST**

This paragraph applies to a test conducted by USTRANSCOM allowing members to travel in a space-available status to/from TDY to accompany dependents to/from long-term care providers in CONUS. This test applies to members:

1. permanently assigned to Azores, Okinawa and Aviano AB, Italy local area;
2. ordered to a CONUS TDY that is 30 days or longer;
3. with command sponsored dependent(s) who are unable to care for themselves (meaning children who are under the age of 19 or any dependent incapable of self care because of mental or physical incapacity);
4. who are sole caregivers for dependents; and
5. authorized to participate by their unit commanders.

Members authorized to participate in this test are allowed to travel space-available between their PDS and the CONUS and return to accompany their dependent(s). All travel must be arranged through the CTO as outlined in paragraph U3120. The member travels to and from the TDY location via the care provider's location to drop off/pick up the dependent(s). If the member must purchase other than space-available transportation to the port the member's reimbursement for travel and transportation is limited to the Government's cost for travel from the PDS directly to the TDY location and return to the PDS. If the member and dependent(s) are bumped from the space-available flight the member must contact the closest CTO and either 1) enter the space-required system and purchase space-required tickets for the dependent(s) from personal funds (Applies to OCONUS travel only. Space-required travel for dependants does not exist in CONUS.), or 2) use commercial tickets from the CTO and purchase tickets for the dependent(s) from personal funds. If the member travels space-available between the PDS and CONUS port, the member's reimbursement between that port and the TDY location and return is limited to the Government's cost for direct travel from the port to the TDY location and return to port. *There is no entitlement for travel and transportation allowances for the dependent(s).*

**U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM**

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 or more weeks in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and
3. PCS versus TDY cost comparisons are considered before issuing orders.

**\*U1038 NOT USED****U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS**

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

**U1040 GAIN-SHARING PROGRAM**

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. While authority exists in 5 U.S.C., Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

**U1045 GOVERNMENT QUARTERS USE/AVAILABILITY**

A. Quarters Available. Members are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a U.S. Installation. Availability/nonavailability documentation must be obtained per JFTR, par. U1045-C. Members should use adequate available Government quarters when TDY to a U.S. Installation; *however, when adequate Government quarters are available on that U.S. Installation and other lodgings are used, lodging reimbursement is limited to Government quarters cost (44 Comp. Gen. 626 (1965)).*

***NOTE: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: Government quarters are available only if use is directed in the order.***

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

1. when a TDY/delay point is at other than a U.S. installation;
2. when an authorizing/order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
  - a. members attending service schools at an installation; and
  - b. officers in grades O-7 through O-10 who determine their own quarters availability;
3. during all periods of travel en route;
4. for any TDY/delay of less than 24 hours at one location;
5. when travel is in connection with a PCS:
  - a. when per diem is payable under MALT plus (par. U5105);
  - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
  - c. to a ship/afloat staff homeported OCONUS;
    - (1) and a member is accompanied by dependents authorized concurrent travel;

(2) and is put on TDY at the homeport while awaiting arrival of the ship/staff or onward transportation;  
and Government quarters are not available for the entire family; or

6. when a member is TDY at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (see par. U7551).

C. Travel Order/Voucher

1. Documentation. A travel order/voucher must document non-availability by:

- a. confirmation number provided by the Service's registration process;
- b. the date the member attempted to make reservations, and the phone number and name of the billeting office point of contact; or
- c. member certification that Government quarters were not available on arrival.

2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the order-issuing authority must authorize/approve reimbursement for commercial lodgings.

**U1050 CONFERENCES/TRAINING AT THE PDS**

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 U.S.C., §404. For authority to pay related training costs at the PDS see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

**\*U1051 HOTEL AND MOTEL FIRE SAFETY -- APPROVED ACCOMMODATIONS**

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each DoD component must ensure that not less than 90% of all members who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's internet site at: <http://www.usfa.fema.gov/hotel/index.htm>. Services shall be considered to be compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (*see Appendix A*) whenever possible (*5 U.S.C. §5707a*).

**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
- 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

1. Expenses Reimbursable. When a rental automobile or other special conveyance is authorized/approved, the rental or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, the receipt should include a list of these expenses. These expenses include:

- a. fuel and oil;
- b. parking;
- c. garage, hangar or boathouse rental;
- d. subsistence of operator;
- e. ferry fares;
- f. bridge, road and tunnel tolls;
- g. liability insurance required by the company furnishing the special conveyance as a rental condition (see par. C3415-C2, below, for insurance);
- h. optional extra collision hull insurance for rental aircraft; and
- i. traveler access fee (when charged).

2. Insurance on a Rented Automobile

a. Cost of Insurance. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

- (1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile in a foreign area or country, or
- (2) certain classified special operations are involved.

\*b. Damage to Rented Motor Vehicle. A member may be reimbursed for personal funds paid to car rental companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The Government may make direct payment to car rental companies instead of to the member, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

\*c. Damage Claims. Requests from a member, or from a rental company for reimbursement or payment should be documented and submitted in accordance with the DoD Financial Management Regulation, Volume 9, Chapter 4 (***found at website <http://www.dtic.mil/comptroller/fmr/>***), (or appropriate Service regulations for the non-DoD Services). Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

3. Receipts for Special Conveyances. See par. U2500-B.

D. To/From Carrier Terminals. Special conveyance use may be authorized/approved for travel to and from carrier terminals. Special conveyance use to, from, and between carrier terminals, other than local terminals, may be authorized/approved by the order-issuing official when neither public nor Government transportation between the points meets the requirements of the ordered travel.

E. Between Duty Stations. The order-issuing official may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of the conveyance. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use In and Around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

G. Limited to Official Purposes. Use of a special 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.

#### **U3420 BUS, STREETCAR, AND SUBWAY USE**

A. To/From Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. between place of residence, lodging, or duty at the PDS or TDY station and transportation terminal;
2. between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. from transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a transportation terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the duty site.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging and from the PDS to the member's residence on the day of return from TDY.

#### **U3425 NOT USED**

#### **U3430 COURTESY TRANSPORTATION USE**

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

***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*);
- \*m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card for ***only mission critical personnel*** (see DoDFMR, Volume 9, chapter 3 for definition/criteria of mission critical personnel);

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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  - D. Time Limitation
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  - F. Member Ordered to a College

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**U5215**

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**U5218**

**Travel and Transportation Involving Old and/or New Non-PDS Location**

**U5220**

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- A. General
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- C. Per Diem

**U5222**

**Various Unique PCS Orders**

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- B. Assigned to Foreign Service Colleges
- C. Ordered to an OCONUS Station to Which Dependents' Travel is Authorized
- D. Ordered on a Dependent-Restricted Tour, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
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**U5225**

**Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay**

- A. General
- B. Duty Station Erroneously Designated as HOR
- C. Separation from the Service or Relief from Active Duty to Continue in the Service
- D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
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- F. Member Serves Less Than Initial Prescribed Period of Service
- G. Time Limit
- H. Member Ordered to a Place to Await Results of Disability Proceedings
- I. Member Ordered to a College

- U5230 Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty With Readjustment or Separation Pay,**
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**U5340**

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- A. General
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**U5345**

**Transportation Under Various Types of PCS Orders**

- A. Entrance Into the Service
- B. Called/Ordered to Active Duty
- C. PCS With TDY En Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment
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**U5350**

**Transportation Under PCS Orders to or from Sea Duty or OCONUS Duty**

- A. Ordered to an OCONUS PDS to Which HHG Transportation is Permitted
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- C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances.
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- I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed
- J. Reassignment OCONUS Before the Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action

**U5355**

**Local Short Distance Moves**

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

**U5360**

**Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay**

- A. General
- B. Storage
- C. Separation or Relief from Active Duty to Continue in the Service
- D. Separation or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for Less than 20 Weeks or Less Than 6 Months for Initial Active Duty for Training

- F. Member Required to Vacate Government or Government-Controlled Quarters Upon Separation or Relief from Active Duty
- G. Time Limit
- H. Members Ordered Home to Await the Results of Disability Proceedings
- I. Member Serving in CONUS Who Has No Dependents and is Separated from the Service Under Other Than Honorable Conditions
- J. Member Ordered to a College

**U5365**

**Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, or Involuntary Release from Active Duty With Readjustment or Separation Pay**

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- I. Recalled to Active Duty After Selecting a Home
- J. Members on TDRL Discharged or Retired
- K. Member Dies After Retirement or Release
- L. Members Ordered Home to Await Disability Retirement

**U5370**

**HHG Transportation Under Unusual/Emergency Circumstances**

- A. General
- B. HHG Transportation Located in CONUS When Disciplinary Action is Taken Against A Member Stationed OCONUS
- C. PDS to Which Dependent Travel is Authorized Changed to Dependent Restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty
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- F. Member Reduced in Grade
- G. HHG Transportation Incident to Tour Extension
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**U5372**

**HHG Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death**

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- U5385**                      **Advance of Funds**

**PART E: POV TRANSPORTATION AND STORAGE**  
**SECTION 1: POV TRANSPORTATION**

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	D. Concurrent POV Pick-up Accomplished with Member's PCS Travel and no TDY En Route Involved
	E. POV Delivery to Pick-up from a Designated POV Port Accomplished Concurrently with TDY En Route



## **PART G: DISLOCATION ALLOWANCE (DLA)**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U5600</b>	<b>Purpose</b>
<b>U5605</b>	<b>Definition of Terms</b> <ul style="list-style-type: none"><li>A. Member With Dependents</li><li>B. Member Without Dependents</li></ul>
<b>U5610</b>	<b>Eligibility</b> <ul style="list-style-type: none"><li>A. Member With Dependents</li><li>B. Member Without Dependents</li></ul>
<b>U5615</b>	<b>Determining Amount Payable</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Dependents Authorized to Relocate in Connection With PCS but Delay Their Travel</li></ul>
<b>U5620</b>	<b>Fiscal Year Limitation on Payment of DLA</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Application of Fiscal Year Limitation on Payment of DLA</li></ul>
<b>U5630</b>	<b>Factors Affecting Entitlement</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Special Categories DLA Authorized</li><li>C. Special Categories DLA Not Authorized</li><li>D. Relocation of Household Incident to Alert Notification</li><li>E. Entitlement When a Member Married to a Member is Transferred to a New PDS</li></ul>

## **PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U5700</b>	<b>Purpose</b>
<b>U5705</b>	<b>Entitlement</b> <ul style="list-style-type: none"><li>A. A Member is Authorized TLE Reimbursement</li><li>B. A Member is not Authorized TLE</li></ul>
<b>U5710</b>	<b>Time Limitations</b>
<b>U5715</b>	<b>Temporary Quarters</b>
<b>U5720</b>	<b>Reimbursement</b> <ul style="list-style-type: none"><li>A. Member-Married-to-Member Couple</li><li>B. Per Diem Rate Used</li><li>C. Maximum Reimbursement</li><li>D. Reimbursement Example</li><li>E. Reimbursement Computation</li></ul>
<b>U5725</b>	<b>Advance of Funds</b>

## **PART I: PET QUARANTINE**

<b>Paragraph</b>	<b>Contents</b>
<b>U5800</b>	<b>Purpose</b>
<b>U5805</b>	<b>Pet Quarantine Reimbursement</b>

## **PART J: EARLY RETURN OF DEPENDENTS**

<b>Paragraph</b>	<b>Contents</b>
<b>U5900</b>	<b>Dependent Travel</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Official Situations</li><li>C. National Interest</li><li>D. Personal Situations and Travel of Dependents in CONUS When Disciplinary Action is Taken Against Member Stationed OCONUS</li><li>E. Divorce of Annulment</li></ul>
<b>U5905</b>	<b>HHG Transportation</b> <ul style="list-style-type: none"><li>A. From Other Than the U.S. Due to Official Situation</li><li>B. National Interest</li><li>C. From OCONUS Due to Personal Situations and in CONUS When Disciplinary Action is Taken Against a Member Stationed OCONUS</li></ul>
<b>U5910</b>	<b>POV Transportation</b> <ul style="list-style-type: none"><li>A. OCONUS Dependent Transportation Authorized</li><li>B. Dependent Currently at an Appropriate Destination – Orders Not Issued</li><li>C. Ex-Family Members' Travel Incident to Divorce or Annulment</li><li>D. Dependents' Return to OCONUS Areas Authorized</li><li>E. Entitlement on Next PCS</li></ul>
<b>U5915</b>	<b>Mobile Home Transportation</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Member Assigned to Full PCS Weight Allowance Area</li><li>C. Member Assigned to Administrative Weight Restricted Area</li></ul>

**\*OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES 1/**

Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Shipment Part D	NTS 2/ Part D	POV Shipment 3/ Part E, Section 1	POV Storage 24/ Part E, Section 2	Mobile Home Shipment 4/ Part F	DLA 5/ Part G	TLE 6/ Part H	TLA 7/ Ch. 9, Part C
Travel to First PDS	Yes	Yes	Yes	Yes 8/	No 9/,10/	Yes	Yes	No	No 25/	No 11/
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes 8/	No 10/	No	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	Yes	Yes
PCS from OCONUS to OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	No	Yes
PCS Involving Member Married to Member CONUS to CONUS To/from OCONUS	Yes (each)	Yes (each)	Yes (each) 13/ Yes (each) 13/	Yes 8/(each)	No 10/ Yes (each)	No Yes	Yes 15/ No 12/	See par. U5630-E & Table U5G.1	Yes (each) Yes (each)	No Yes (each)
Separated Under Honorable Conditions 16/ Member completed 90% of 1 <sup>st</sup> term Member did <i>not</i> complete 90% of 1 <sup>st</sup> term	Yes Yes 17/	Yes Yes 17/	Yes Yes	Yes 18/ Yes 18/	No 19/ No 19/	No No	Yes Yes	No No	No No	Yes 26/ Yes 26/
Separated Under Other Than Honorable Conditions 16/	Yes 20/	Yes 20/	Yes 21/	No	No 19/	No	Yes	No	No	No
Placed on TDRL	Yes 22/	Yes 22/	Yes 22/	Yes	No 19/	No	Yes	No	No	Yes 26/
Retired with pay (including for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay 23/	Yes	Yes	Yes	Yes	No 19/	No	Yes	No	No	Yes 26/

## Table U5A-1

- 1/ This table is a general guide to basic travel and transportation allowances in various PCS situations. Parts B through I of this Chapter prescribe the specific entitlements and must be used to administer travel and transportation entitlements ICW a member's PCS.
- 2/ For the time limitation of NTS for PCS orders, see par. U5380.
- 3/ Member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
- 4/ Member must meet conditions in par. U5502 to be entitled to transportation of a mobile home. Mobile homes allowances are in lieu of HHG transportation except as noted in par. U5330-F.
- 5/ Member must meet eligibility criteria in par. U5605 to be entitled to DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is entitled to DLA at the "with dependent" rate (pars. U5605 and U5610). Members without dependents assigned to Government quarters at the new PDS are *not* entitled to DLA (par. U5605).
- 6/ Member must meet eligibility criteria in par. U5705 to be entitled to a TLE allowance. See par. U5710 for maximum periods authorized.
- 7/ TLA is only authorized under the conditions specified in par. U9201. See Chapter 9, Part C, for the maximum periods authorized.
- 8/ When member requests NTS as an alternative to shipment, NTS must be in the Government's best interest (see par. U5380-C).
  - 9/ Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
- 10/ See par. U5410-F for exceptions under which a POV may be shipped within CONUS.
- 11/ Except when member's first PDS is OCONUS.
- 12/ Mobile home transportation is authorized only between points in CONUS, between a point in CONUS and Alaska, and between points within Alaska; and only if dependent(s) will occupy the mobile home at destination.
- 13/ Members may combine their HHG weight allowances for shipment purposes (par. U5330-A).
- 14/ For moves to/from certain OCONUS areas, members may be limited to shipment of the administrative HHG weight allowance of the senior member (see par. U5315-B).
- 15/ See par. U5505-A for information on combining the weight allowances of the two members to compute maximum mobile home entitlement.
- 16/ Travel and transportation allowances may be paid not to exceed to HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
- 17/ Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 (member travel) and U5225-F (dependent travel)) except as authorized by the Service Secretary.
- 18/ NTS in connection with separation/retirement from the Service is in addition to shipment.
- 19/ Except when member's HOR/PLEAD or authorized HOS under par. U5130-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
- 20/ See Chapter 7, Part P, for member travel. For dependent travel whose last PDS is CONUS, see par. U5240-J, or if the last PDS is OCONUS, see par. U5240-D.
- 21/ A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is *not* authorized HHG shipment.
- 22/ A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the entitlement is subject to adjustment so as not to exceed entitlement for the distance from the PDS at the time the member received the TDRL orders to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
- 23/ Travel and transportation allowances may/may not be paid to the member's HOS (see par. U5130).
  - 24/ The member must meet the eligibility criteria in par. U5466 to be authorized POV storage.
- 25/ Beginning 5 October 1999 TLE is payable to enlisted members on first PCS.
- 26/ TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure and only while on active duty.

2. OCONUS PDS to CONUS PDS. Unit members who are required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. Members who do, are authorized round trip PCS allowances between the new PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructive travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

I. Member Ordered PCS from OCONUS PDS from Which Dependents Have Been Evacuated. A member, ordered on a PCS from an OCONUS PDS from which dependents were evacuated under par. U6004, may be paid PCS allowances for travel from the old PDS to

1. the new PDS via the designated place or safe haven, as applicable;
2. the designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;
3. any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or
4. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable;

but not for round-trip travel between a TDY station and a designated place or safe haven. These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must:

1. assist in the transportation of dependents and/or HHG,
2. pick up personal items, or
3. personally drive the member's POC.

Travel to a designated place must occur before the member completes PCS travel.

J. Unable to Travel with Member's Organization. A member, unable to travel to the new homeport/PDS with member's organization for reasons acceptable to the Service, but who later joins it under competent orders, is entitled to the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the orders do not contemplate return to the PDS.

L. Member Dies While En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid shall not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel Over Other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the Government on orders that are amended or modified while en route, a member is entitled to allowances over the ordered route.

**\*U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

A. General

1. Travel in CONUS. A member on active duty, who:
  - a. is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;

- b. has a break in service of at least 1 calendar day; and
- c. actually travels

is entitled to travel and transportation allowances prescribed in par. U5105 from the last PDS to the HOR or PLEAD, as the member elects. A member traveling to a different location is entitled to allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or
- b. is entitled to travel allowances under this paragraph to an OCONUS HOR or PLEAD; and
- c. has a break in service of at least 1 calendar day; and
- d. actually travels

is entitled to travel and transportation allowances under par. U5116.

3. Travel to and from Place of Separation. A member may travel to the HOR or PLEAD as the member elects from the last PDS via a separation station of the member's choice. The member is entitled to travel and transportation allowances up to the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the separation station away from the PDS while undergoing separation processing.

4. Order Received at a Leave Location. When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is entitled to travel and transportation allowances under par. U5125-A1 or U5125-A2, whichever applies, from the member's last actual or constructive place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see Appendix A.

5. Member Serves Less Than Prescribed Period of Service. A member:

- a. separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and
- b. whose period of active duty service at separation or relief from active duty is less than 90 percent of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, shall be provided only:
  - (1) transportation in kind (no per diem) by the least expensive transportation mode available, or
  - (2) be paid an amount up to the Government's cost of such transportation.

This limitation shall not apply to members in the following categories:

- a. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 U.S.C. (see par. U5130-A1);
- b. retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. U5130-A1) (B-160488, February 14, 1967);

- c. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
- d. separated from the Service or released from active duty because the time period for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions; or
- e. discharged under 10 U.S.C. §1173 for hardship.

B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not entitled to travel and transportation allowances. This prohibition does not deny PCS entitlements when the member is transferred on PCS orders in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a continuation of the prior period of service. (see 45 Comp. Gen. 661 (1966)).

C. Discharge from the Service Under Other Than Honorable Conditions. See Chapter 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

1. found unfit by a physical evaluation board to perform the duties of the member's grade,
2. not entitled to a HOS move under par. U5130, and
3. ordered to a place to await completion of the disability proceedings for the convenience of the Government,

is entitled to travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the results of the initial physical evaluation board. Upon final disposition of disability proceedings, the member is entitled to travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to travel and transportation allowances to the college.

**\*U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

A. General

\*1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- a. retired for physical disability or placed on the TDRL (without regard to length of service);
- b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);

- c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- e. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001); or
- f. separated under the VSI or SSB program from a DoD Service (on/after 5 December 1991 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001).

A member may select a home:

- a. any place within the United States;
  - b. the HOR outside the United States (see par. U5125-A) or the place outside the United States from which the member was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or
  - c. any other place. ***NOTE: Allowances paid in this case shall not exceed those payable had the member selected a home at a CONUS location specified by the member.***
2. Travel to HOS Not Authorized. A member on active duty is entitled to travel and transportation allowances under par. U5125-A when the member:
- a. is retired without pay;
  - \*b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
  - \*c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.
3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is entitled to travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

## B. Time Limitations

1. General. Except as provided in pars. U5130-B2, U5130-B3, and U5130-B4, travel to a selected home must be completed within 1 year after active duty termination.
2. Member Undergoing Hospitalization or Medical Treatment
  - a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-I).
  - b. During the 1-Year Period After the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service

termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:

a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. the extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the best interest of the Service, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5012-I) using the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph must be incident to the member's separation from the Service (B-207157, February 2, 1983).

C. Recalled to Active Duty Before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under par. U5130-B.

D. Recalled to Active Duty After Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to no additional travel and transportation allowances other than those paid under par. U5130-A or U5130-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders if issued (32 Comp. Gen. 348 (1953)).

**U5155 NOT USED**

**U5160 ALLOWABLE TRAVEL TIME COMPUTATION**

A. General. A member performing PCS travel is authorized the travel time allowable to complete the PCS move. *A member reassigned between activities at the same PDS is allowed no travel time. See par. U5100 for proximity PCS.* The maximum travel time that may be allowed under this paragraph is that which would have been allowed under par. U3005-C had travel been performed entirely by POC. If PCS orders are amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's travel allowances. In cases involving two afloat units or an afloat unit and a shore activity, the unit's location(s) on the departure date or the planned location at the arrival date are used to determine travel time subject to correction after the fact if either point proves not to be correct. The "arrival date" and "departure date" are the authorized arrival, reporting, detachment, departure, sign in or sign out days as used by the Service concerned. In computing travel time, the miles from the home, office, or residence to the local transportation terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under pars. U3005, U5160-B, U5160-C, and U5160-D. *Travel time allowed may differ from the time allowed for per diem computation purposes.*

B. Transoceanic Travel. Transoceanic travel time by aircraft or ship is the actual time required for the travel by the usual direct routing. The embarkation or debarkation day at the port while awaiting transportation is included in the actual time for ocean or transoceanic travel regardless of the embarkation or debarkation hour.

C. Common Carrier at Personal Expense or Mixed Modes Travel

1. General. Authorized travel time, for travel by common carrier at personal expense or by mixed modes (par. U5105-E), is:
  - a. travel time authorized for the total distance traveled by POC in whole days as in par. U3005-C, up to the travel time authorized for the official distance between origin and destination, and
  - b. 1 day for commercial transportation other than transoceanic (see par. U5160-B).

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. U3005-C as if POC were used for the entire travel (unless additional travel time is authorized under par. U5160-E).

2. Computation When Travel Is by Mixed Modes. Compute authorized mixed-mode travel time as follows:

Step 1--Determine the official distance between authorized travel points as prescribed in par. U2020;
Step 2--Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with par. U3005-C;
Step 3 --Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and
Step 4 --Compare the number of days in step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two.

Example 1: Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4-day total.

Example 2: Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

Example 3: Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

- b. if the homeport is changed to the port of overhaul or inactivation and the dependents are residing in the area of the homeport or former homeport,

may be provided transportation under par. U5222-M4 in lieu of member's entitlement, to the port of overhaul or inactivation, up to the cost of Government-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. Dependents shall not be provided transportation under this paragraph unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes entitled to a round trip before using a prior entitlement does not lose a previously earned entitlement. All travel authorized under this paragraph must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the homeport from which personnel customarily commute daily to the homeport.

2. Homeport of Ship Not Changed. When the homeport of the ship is not changed, dependent travel is authorized between the homeport and the overhaul/inactivation port unless the member has elected personal travel under par. U7115-A, in which case dependents' travel under this paragraph is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent(s), member, each time the entitlement becomes available. The dependents' travel under this paragraph may not exceed the cost of Government-procured round trip travel for the member.

3. Homeport of Ship Changed. When the ship undergoes a homeport change to the overhaul/inactivation port, dependents are authorized travel between the former homeport of the ship and the overhaul/inactivation port in lieu of PCS entitlements, if because of personal situations, dependents are not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/inactivation port.

4. Dependents Travel While the Ship Is Being Constructed. When the entitlement conditions in this paragraph are met, the dependents of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than:

- a. the designated future homeport of the ship; or
- b. the area where the dependents are residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of:

- a. the future homeport of the vessel; or
- b. the area where the dependents are residing;

unless the member has elected personal travel under par. U7115-B, in which case dependents' transportation under this paragraph is not authorized. Members have the option to personally travel or substitute dependent travel each time the entitlement becomes available. The entitlement to this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes entitled to a round trip before using a prior entitlement shall not lose a previously earned entitlement. All travel under this paragraph must begin before the ship departs the port of construction.

\*5. Transportation Allowances. A member whose dependents' travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

- a. transportation-in-kind or Government-procured transportation;
- b. reimbursement for the cost of personally-procured commercial transportation;

- c. the automobile mileage rate (see par. U2600) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable. Reimbursement under item b is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel up to the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c shall not exceed the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. ***NOTE: Per diem or reimbursement for meals and lodging may not be paid in connection with travel under this paragraph.***

**\*U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in pars. U5225-B, U5225-C, U5225 D through U5225-E and par. U5230-A1, is entitled to dependents' travel and transportation allowances up to the entitlement for travel from the PDS or place to which dependents were last transported at Government expense to the place to which the member elects to receive travel allowances under par. U5125.

B. Duty Station Erroneously Designated as HOR. An officer who upon:

1. being commissioned from an enlisted grade;
2. being commissioned in the regular establishment while on active duty as a member of the Reserves; or
3. accepting a new commission in the Reserves without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is entitled upon relief from active duty to dependents' travel and transportation allowances to the correct HOR if the:

1. member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and
2. certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the period of service during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. A member who is separated from the Service or relieved from active duty to continue on active duty in the same or another status or in the same or another of the Uniformed Services, is not entitled to dependents' travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.

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

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

1. active duty (including active duty for training) for less than 20 weeks; or

2. active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not entitled to dependents' travel and transportation allowances in connection with relief from that active duty.

F. Member Serves Less Than Initial Prescribed Period of Service. This subparagraph applies to members separated from the Service or relieved from active duty who have not served at least 90 percent of an initial active duty enlistment or other initial period of active duty otherwise agreed to. A member may be provided dependents' transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Government's cost of the least expensive common carrier transportation that would have been furnished. This subparagraph does not apply to a member who is:

1. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 U.S.C. (see par. U5230-A1a);
2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (see par. U5230-A1b);
3. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
4. separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;
- \*5. discharged under 10 U.S.C. § 1173 for hardship; or
- \*6. discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for entitlement to exist under this subparagraph. When travel before the 181st day would impose a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings. A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not entitled to select a home under par. U5130, but who, for the convenience of the Government, is ordered to a place to await the results of the disability proceedings, is entitled to dependents' travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board shall not be contested. Dependents' travel under this subparagraph shall not preclude entitlement to dependents' travel when disability separation orders, or other orders, ultimately are issued. Such entitlement is subject to adjustment upon final disposition of physical disability proceedings so as not to exceed entitlement for the distance from the member's PDS at the time the member received orders to proceed in an awaiting orders status to the point to which the member is entitled incident to release from active duty, etc., less any amount previously paid for dependents' travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to dependents' travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

**\*U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

A. General

\*1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- a. retired for physical disability or placed on the TDRL (without regard to length of service);
- b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);
- \*c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days;
- \*d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days;
- e. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001); or
- f. separated under the VSI or SSB program (on/after 5 December 1991 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001).

A member authorized travel to a HOS under par. U5130-A, who qualifies under par. U5130-B or U5130-C by traveling to the HOS within the time limits specified, and whose dependents travel to a home other than the member's HOS, is entitled to dependents' travel and transportation allowances for travel actually performed up to the entitlement for travel from PDS, or place to which dependents were last transported at Government expense, to the member's HOS. Except as provided in par. U5230-B, the travel to a HOS must begin within 1 year after the member's termination of active duty. In the case of a member who has not moved dependents at Government expense during the current tour of duty, travel and transportation allowances for dependents' travel from the HOR is authorized. A member who is authorized HOS travel under par. U5130-A, may elect dependents' travel under this subparagraph to the member's HOR or PLEAD outside the United States under par. U5225-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is entitled to dependents' travel and transportation allowances under par. U5225-A when the member:

- a. is retired without pay;
- \*b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
- \*c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior specified location to the new PDS, or from the old PDS to a specified location. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior specified location, or from the old PDS to a specified location. When partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior specified location to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Homeports Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units having identical homeports, HHG transportation is not authorized.
2. Homeports Not Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units not having identical homeports, HHG transportation or NTS in any combination is authorized:
  - a. from old homeport to the new homeport;
  - b. from a former PDS to the new homeport;
  - c. from a previously designated place to new homeport;
  - d. from NTS to the new homeport;
  - e. NTS in lieu of transportation prescribed in par. U5350-G2a, U5350-G2b or U5350-G2c.

H. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport. When a member departs from/arrives at a vessel, afloat staff, or afloat unit while deployed away from the homeport unaccompanied baggage transportation from/to the deployed unit is authorized without regard to distance.

I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed. A member assigned to a vessel, afloat staff, or afloat unit, not specified as unusually arduous sea duty on the effective date of a homeport change, is entitled to HHG transportation or NTS in par. U5350-G2. A member assigned to a vessel, afloat staff, or afloat unit, specified as unusually arduous sea duty (par. U5222-D2) on the effective date of a homeport change is entitled to the HHG transportation to the destination authorized for dependents in par. U5222-D5 and/or NTS. HHG transportation to a new homeport shall not be made when a member receives PCS orders, directing detachment from the unit undergoing the homeport change, before the HHG are transported to the new homeport.

J. Reassignment OCONUS Before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action. A member, involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action is entitled to HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour. In lieu of transportation, HHG may be placed in NTS. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the length of time served. (See par. U5317, item 7.)

**U5355 LOCAL SHORT DISTANCE MOVES**

A. General. Necessary short distance HHG moves (either intra-city or inter-city) within prescribed weight allowances are authorized within the same city, town, or metropolitan area upon:

1. reassignment or PCS (par. U5355-B),
2. moving to/from Government quarters (par. U5355-C),

3. vacating local economy housing under certain circumstances (par. U5355-D1),
4. involuntary tour extension (par. U5355-D2),
5. separation (par. U5360-F and par. U5355-B4),
6. retirement (par. U5365-G and par. U5355-B4), or
7. death of the midshipman or cadet owner (par. U5370-E).

\*B. Short Distance Move Incident to Reassignment or PCS. There are two types of short distance moves incident to PCS (pars. U5355-B2, U5355-B3 and U5355-B4) -- within the PDS limits (intra-city moves) and in the metropolitan area (inter-city moves).

1. Reassignment between Activities at the Same PDS - NOT A PCS. A short distance HHG move is authorized for a reassignment between activities at the same PDS if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian equivalent employee) certifies that the member's household relocation is:

- a. mission essential,
- b. in the Government's best interest, and
- c. not primarily for the member's convenience.

The short distance HHG move must be to a residence from which the member will commute daily.

***NOTE: Service regulations may require this certification for a short distance HHG move to, from, and between designated location(s) to which dependent travel is authorized under par. U5222-D2. Otherwise certification is not required for these short distance HHG moves. This subparagraph also does not apply to retirement or separation from the Service.***

2. PCS between PDSs Located in Proximity. A PCS short distance HHG move is authorized for a PCS between two PDSs in proximity to each other if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian employee equivalent) certifies that the member's household relocation is:

- a. mission essential,
- b. in the Government's best interest, and
- c. not primarily for the member's convenience.

Permanent duty stations are in proximity to each other if:

- a. both are in an area ordinarily serviced by the same local transportation system, or
- b. a member could commute daily from home to either PDS.

The short distance HHG move must be to a residence from which the member will commute daily.

3. PCS between PDSs Not in Proximity to Each Other. A short distance HHG move between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

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

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

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

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

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

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

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

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

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

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

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

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

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

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

**\*U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

***NOTE:*** See pars. U5125 and U5225 for related member/dependent transportation.

A. General. Except when a member is:

1. separated from the Service or relieved from active duty to continue in the Service (par. U5360-C);
2. separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. U5360-D);
3. in a reserve component and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. U5360-E);
4. stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. U5360-I); (For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, with or without dependents, who are separated from the Service under other than honorable conditions, see par. U5370-B2.); or
5. separated under conditions in par. U5365-A.

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

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

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

Shipment may be made between other places. The member is responsible for payment of all transportation costs in excess of transportation from the place of authorized origin to one of the authorized destinations. The member is entitled to storage entitlements as in par. U5360-B above.

**\*U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

(See pars. U5130 and U5230 for related member/dependent transportation.)

\*A. HOS Authorized. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a designated place in CONUS, from storage, or any combination thereof, to the member's HOS (under par. U5130) when the member is:

1. retired for physical disability or placed on the TDRL (without regard to length of service);
2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, February 14, 1967);
3. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or
4. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

Except for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, U5365-E, and U5365-F), HHG must be turned over for transportation within 1 year following termination of active duty. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest entitlement (54 Comp. Gen. 1042 (1975)).

\*B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. U5360 when the member:

1. is retired without pay;
2. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability or
3. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

C. Storage

1. General. A member or a dependent, entitled to HHG transportation under par. U5365-A or U5365-K, is entitled to NTS. The entitlement begins on the date orders are issued and terminates 1 year from the date of termination of active duty, except as indicated in pars. U5365-D and U5365-H.

2. One-Year Period Extended Because of Hospitalization or Medical Treatment. A member undergoing hospitalization or medical treatment on date of termination of active duty, or for any period of time during the 1-year period following such date, is entitled to NTS under par. U5365-D (see par. U5012-I).
3. One-Year Period Extended Because of Education or Training or in Other Deserving Cases. The HHG of a member, for whom the 1-year time limit in par. U5365-A has been extended under par. U5365-E or U5365-F, may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:
  - a. continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
  - b. the member agrees to pay all costs for NTS for any period in excess of 1 year from the date of termination of active service, or the longer period authorized by par. U5365-D, if applicable.
4. Temporary Storage. Temporary storage of a shipment from NTS under par. U5365-A or U5365-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:
  - a. necessary because of conditions beyond the control of the member, or dependent (if applicable);
  - b. such conditions arise after transportation from NTS; and
  - c. authorized/approved in accordance with Service regulations.

Any portion of a member's HHG not placed in NTS may be placed in temporary storage under par. U5375 as part of HHG transportation under par. U5365-A or U5365-K.

D. Member Undergoing Hospitalization or Medical Treatment

1. On Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital on the date of termination of active duty, is entitled to HHG transportation if transportation to the HOS is authorized (par. U5365-A) and storage is authorized (par. U5365-C). Entitlement to HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or termination of medical treatment, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).
2. During 1-Year Period After Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period following termination of active duty, is entitled to HHG transportation until 1 year after the date of termination of active duty plus a period equal to the period of the member's hospitalization or treatment. An extension of that time limit may be authorized/approved through the Secretarial Process (see par. U5012-I). The member is entitled to NTS until 1 year after date of termination of active duty plus a period equal to the period of hospitalization or treatment occurring within that year. NTS in excess of this total time is at the member's expense. Further extension of the time limit for NTS is not authorized.

E. Member Undergoing Education or Training. A member entitled to HHG transportation under par. U5365-A who:

1. on the date of termination of active service is undergoing education or training to qualify for acceptable civilian employment, or
2. begins such education or training during the 1-year period following termination of active service, or during the longer period authorized/approved under par. U5365-D (if applicable),

is entitled to HHG transportation until 1 year after the education or training is completed, or 2 years after the date of termination of active duty, whichever is earlier, and continued NTS provided:

NTS incident to Government quarters assignment for the convenience or morale of the member is not authorized. If a member voluntarily vacates Government quarters for personal reasons or convenience, neither Government funded NTS of the HHG from the Government quarters, nor continued NTS of the HHG in NTS as excess to the Government quarters, is authorized. Charges for handling out delivery to the member's local residence, and unpacking HHG delivered from NTS are payable by the Government. NTS shall not be authorized under this subparagraph when termination of Government quarters assignment is incident to the advance return of dependents and HHG under pars. U5370-B2 and, U5900-D2h respectively.

b. Moving from Government-Controlled Quarters. When a member occupying quarters under a Service's jurisdiction (other than Government quarters) is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized NTS within the time limits prescribed in par. U5380-L23. This includes a short distance move between the quarters and the NTS facility incident to vacating and reoccupying the quarters, or between the NTS facility and Government quarters if such quarters were occupied in lieu of reoccupying the vacated quarters. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move under par. U5355-C and NTS under this subparagraph.

## 2. Incident to Vacating Local Economy Quarters

a. Member Is Directed by Competent Authority to Vacate Local Economy Housing. A member is authorized NTS, with no weight limitation based on grade, when, in compliance with an order, the member vacates local economy quarters (52 Comp. Gen. 293 (1972)). See par. U5355-D1 for authorization for a short distance move in such situations.

b. Member Vacates Local Economy Quarters Incident to an Involuntary Tour Extension. A member is authorized NTS, with no weight limitation based on grade, when a tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control (e.g., a landlord's refusal to renew lease agreement), to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). NTS is authorized until the member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order. A short distance move from NTS to Government or economy quarters, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour. See par. U5355-D2 for authorization for a short distance HHG move to other local economy quarters from which the member is to commute daily to the PDS.

H. NTS When Ordered on PCS to a Remote CONUS Area with a Housing Shortage. A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

I. Successive Periods of Entitlement to NTS. A member, whose HHG are in NTS when further orders authorizing NTS are received, is entitled to continued storage until the termination of entitlement under the latter orders.

J. Orders Amended, Modified, Canceled or Revoked. For entitlement to NTS when orders are amended, modified, canceled or revoked, see par. U5375-G.

\*K. NTS upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty and entitled to HHG transportation to the HOR or PLEAD under par. U5360 is authorized NTS, unless specifically prohibited in par. U5360. The time limitation for the NTS is in par. U5360-B1.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, or a dependent in the event of the retiree's death, who is entitled to HHG transportation to a HOS, is authorized NTS of HHG for a period not to exceed 1 year

from the date of active duty termination. The authority and circumstances in par. U5365-C apply for extending the 1-year storage limit.

L. **Time Limits.** The entitlement to NTS is based on the member’s status as prescribed in the following table. The entitlement begins on the date orders are issued and continues as long as the situation exists. When termination of entitlement in one situation is followed by the beginning of another situation, the period of entitlement is continuous. For entitlement to temporary storage for periods after termination of entitlement to NTS, see par. U5375.

Situation	Termination of Entitlement
1. PCS with TDY en route (par. U5345-C).	1. Date of departure of member from last TDY station to proceed to the new PDS.
2. Assignment by PCS orders or when called/ordered to active duty to pursue a course of instruction of 20 weeks or more (par. U5345-D).	2. Date of departure of member from the last course of instruction following completion or termination of attendance thereat.
3. PCS CONUS PDS area to which HHG transportation is restricted (par. U5345-E).	3. Member’s reporting not later than date, or the specific reporting date shown in the next subsequent PCS order or removal of Service restriction.
4. Transfer to a hospital for observation and/or treatment (par. U5345-F).	4. Date of termination of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.
5. Detachment from PDS to await orders, detail, assignment or separation (par. U5345-G).	5. Member’s reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
6. Ordered to duty in a remote CONUS area with a housing shortage (par. U5380-G).	6. Member’s reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order.
7. PCS to PDS located at or in the vicinity of the place of storage (par. U5345-H) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable.	7. Ninety days after the member’s reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (see par. U5345-H for storage in excess of 90 days).
8. PCS from CONUS to OCONUS PDS (pars. U5350-A and U5380-C).	8. Member’s reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order to CONUS.
9. Assignment to duty under any of the conditions listed in par. U5350-B.	9. Date of member’s detachment in CONUS, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a vessel designated as operating OCONUS continuously for 1 year or more or assigned to staff duty in connection with such vessel (par. U5350-D).	10. Member’s reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. U5350-F).	11. Member’s reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
12. Involuntary tour extension (par. U5355-D2).	12. Member’s reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.

## PART E: POV TRANSPORTATION AND STORAGE

### SECTION 1: POV TRANSPORTATION

#### U5400 GENERAL

1. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
2. These allowances are discretionary.
3. POV transportation is authorized unless restricted by the authorizing/order-issuing official or Service regulations.
- \*4. For other requirements related to shipping a POV, see the MTMC website at: <http://www.mtmc.army.mil/>, and "Shipping your POV" at: <http://www.mtmc.army.mil/CONTENT/599/Povpam.pdf>.

#### U5405 ELIGIBILITY

Transportation of a POV (see definition of POV in Appendix A) for the member's or dependents' personal use may be authorized for a member:

1. when ordered to make a PCS to, from or between OCONUS stations;
2. upon change of homeport of the vessel to which assigned; or
3. when ordered to make a PCS within CONUS and the member cannot drive (see par. U5414-C).

Once the POV transportation has been authorized/approved, the member is entitled to the related shipment/transportation.

#### U5410 TRANSPORTATION

##### A. Transportation Permitted

1. From Old to New PDS. When a POV shipment is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:
  - a. POV unloading port/VPC serving the new PDS;
  - b. POV unloading port/VPC serving another authorized place (see pars. U5410-B, U5455-A and U5455-B,);
  - c. new PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or
  - d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.
2. To First PDS. For POV shipment to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
3. Upon Separation/Retirement. For POV shipment upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.
4. For Member-Married-to-Member. For combining POV shipping weight limits when husband and wife are

members, see par. U5415-D.

5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (see par. U5415).

B. POV Shipment When Transportation to the New PDS Not Permitted

***NOTE: For storage when POV transportation is not authorized in a foreign OCONUS PDS, SEE Chapter 5, Part I.***

1. General. If a member is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because

- a. POV transportation is not permitted to the new PDS,
- b. the member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS, or
- c. the member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a), then

transportation of one POV, intended for the member's or dependents' use, is permitted from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

- a. any place in CONUS the member designates, if the old PDS is OCONUS;
- b. Alaska, Hawaii, Puerto Rico, or any United States territory or possession, to which dependent transportation is authorized under Part C; or
- c. any OCONUS location to which dependent transportation is authorized under par. U5222-D1c, or
- d. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***

2. Subsequent Shipment

- a. A member serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized shipment of a POV from the POV loading port/VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.
- b. A member ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized shipment of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under PCS orders. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C or in connection with authorized POV storage in Chapter 5, Part I.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at government expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or
2. member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, December 27, 1983).

***NOTE:*** See par. U5012-I for restrictions to time limit extensions.

\*B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's termination of active service. Initiation of shipment means turning the POV into the designated POV loading port for shipment before 1 year expires following the termination of active service. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of pars. U5365-D, U5365-E, and U5365-F).

***NOTE:*** See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in this Volume or Service Regulations, transportation of a POV for an eligible member may be initiated any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

#### **U5460 CARE AND STORAGE**

The Government's responsibility begins when the POV is accepted for shipment and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

#### **U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE**

This applies to Government-authorized movement of a POV for members or their dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***NOTE:*** *A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is \$210. (See Examples in par. U5410-D.)*

1. from the PCS authorizing/order-issuing (or contingency operation designating) official or the designated representative that the member was advised before such an order (or notification) was issued that it would be issued, and
2. signed by the shipping applicant agreeing to:
  - a. remit the entire storage cost if the PCS order (or contingency notification) to authorize storage is not issued later, and
  - b. pay any additional POV transshipment costs to another storage facility required because the new PDS named in the order is different than that named in the statement required in item 1 (or return to the current PDS if the contingency notification is not issued).

The length of time before a PCS order (or a contingency operation notification) is issued, during which a member may be advised that the PCS order (or notification) is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the order (or contingency operation notification) is actually issued. *General information furnished to the member concerning PCS order (or contingency operation notification) issuance before the determination is made to actually issue the order or notification (such as eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign OCONUS duty, anticipated contingency departure date, etc.) is not advice that the order or notification is to be issued (52 Comp. Gen. 769 (1973)).*

C. **Time Limitation.** Unless otherwise prescribed in this Volume, POV storage for a member may be initiated any time while the order remains in effect and prior to receipt of the next PCS order, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

#### U5474 EXCESS COST

Excess storage costs, incurred by the Government due to the member's negligence or choice, are the financial responsibility of the member (see par. U1010-B8).

#### U5476 CONTINUED POV STORAGE

A. **Continued POV Storage for Active Duty Members.** A POV may remain in storage, at Government expense, for 90 days after the member returns from a foreign OCONUS PDS or TDY on a contingency operation. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

\*B. **Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay**

1. **Separation from Service or Relief from Active Duty.** A member, separated from the Service or relieved from active duty who has a POV in storage under par. U5466, is authorized continued POV storage until the 180th day from the active duty termination date, *unless specifically prohibited in par. U5360*. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.
2. **Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay.** A member, retired, placed on the TDRL, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under par. U5466, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death). The authority and circumstances in par. U5365

apply for extending the 1-year storage limit. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

**U5478 CARE AND STORAGE**

The Government's responsibility begins when the POV is accepted for storage and continues until the POV is delivered to the member.

**U5479 ADVANCE OF FUNDS**

Authorized POV storage costs may be paid in advance.

## PART G: DISLOCATION ALLOWANCE (DLA)

### \*U5600 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the Government's convenience (see par. U5630-B15), or incident to an evacuation (see pars. U6012 and U6059). This allowance is in addition to all other allowances authorized in this Volume and may be paid in advance (37 U.S.C. §407).

### U5605 DEFINITION OF TERMS

A. Member With Dependents. As used in this Part, "member with dependents" means a member who, on the effective date of PCS orders, has dependents entitled to transportation in connection with the PCS. (A member, whose spouse is a dependent on the effective date of the member's PCS orders, is considered to be a member with dependents for DLA entitlement purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983))).

B. Member Without Dependents. As used in this Part, "member without dependents" means a member who:

1. has no dependents;
2. is not entitled to travel and transportation allowances for travel of dependents under par. U5203-B in connection with a PCS (see par. U5605-A for exceptions in parenthesis); or
3. has dependents entitled to travel and transportation allowances under par. U5203, but the dependents do not relocate in connection with a PCS (59 Comp. Gen. 376 (1980)).

### U5610 ELIGIBILITY

A. Member With Dependents. A member with dependents is entitled to a DLA when dependents:

1. relocate in connection with a PCS,
2. move in connection with the closure or realignment of a military installation (see par. U5630-B12),
3. move to a designated place incident to an evacuation (IAW pars. U6012 and U6059), or
4. as otherwise authorized in this Part.

\*B. Member Without Dependents. A member without dependents (see pars. U5630-B14 and U5630-E for rules that apply when a member is married to a member) is authorized DLA when:

1. transferred to a PDS where Government quarters are not assigned, or
2. ordered to move in connection with the closure or realignment of a military installation (see par. U5630-B12).

In the circumstances of item 1, Government quarters occupancy upon arrival at a new PDS does not preclude entitlement to a DLA if the Government quarters were assigned for a period of 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days.

### U5615 DETERMINING AMOUNT PAYABLE

A. General. DLA rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. U5630-B6 only). DLA is based on the member being with or without dependents (par. U5605) on the effective date of the PCS orders or orders directing the member to move in connection with the closure or realignment of a military installation.

B. Dependents Authorized to Relocate in Connection With PCS but Delay Their Travel. When dependents are authorized to travel but do not move with the member, DLA at the without dependent rate may be paid provided the member is not assigned Government quarters at the new PDS. If the dependents later join the member and are entitled to such travel at Government expense, the member may be paid the difference between the DLA entitlement at the with dependent rate and the without dependent rate.

#### **U5620 FISCAL YEAR LIMITATION ON PAYMENT OF dla.**

A. General. Under 37 U.S.C. §407, members are entitled to only one DLA during a fiscal year, unless the:

1. Secretary concerned determines the exigencies of the Service require more than one PCS during the current fiscal year (The authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned. Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned.);
2. member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;
3. eligible dependents are relocated to a designated place incident to an evacuation (see par. U6012 and U6059);
4. movement of a member's household is made in conjunction with a national emergency or in time of war;
5. movement of a member and/or dependents is made as envisioned by pars. U5630-B6, B8 or B10; or
6. movement of member's and or dependents household is made in connection with closure or realignment of a military installation.

***\*NOTE: The one DLA per fiscal year limitation does not apply to partial DLA (see par. U5630-B15).***

#### **B. Application of Fiscal Year Limitation on Payment of DLA**

1. When determining the fiscal year in which entitlement to a DLA occurs, the date of the member's departure (detachment) from the old PDS in compliance with PCS orders will govern.
2. Prior PCS moves in the same fiscal year for which a DLA was not authorized shall be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Government quarters carry no DLA entitlement. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at an installation of the Services, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.
3. Except under the conditions in subpar. A, items 2 and 5, and item 2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

#### **U5630 FACTORS AFFECTING ENTITLEMENT**

A. General. Under par. U5610, members are entitled to DLA for PCS moves and evacuation of dependents. These are the normal categories of entitlement. There are a number of other situations in which members may or may not be entitled to DLA. The following subparagraphs explain the entitlement under these special circumstances.

## B. Special Categories DLA Authorized

1. Member's Old and New PDSs in Proximity to Each Other or Member Reassigned Between Activities at Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at Government expense (42 Comp. Gen. 460 (1963)).

2. PCS Between PDSs Not in Proximity to Each Other. When dependents make a proximity move based on a PCS between PDSs not in proximity to each other, a statement that the relocation of the household was necessary as a direct result of the PCS is required to support payment of a DLA. When the PCS is from or to a dependent restricted tour, the member's statement shall be accepted. When the PCS is not from or to a dependent restricted tour, a statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required. The designated representative may not redelegate this authority.

3. Movement of Dependents to/from Designated Place. When dependents are moved to or from a designated place on the member's PCS orders, DLA is payable when the dependents complete travel. No further entitlement to DLA accrues for that PCS unless authorized under par. U5630-A9. DLA is paid when, in connection with an evacuation, eligible dependents move to a designated place (see pars. U6012 and U6059).

### 4. Transfer to Hospital in CONUS

a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to Hospital in CONUS from Inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the commanding officer of the receiving hospital.

### 5. Interservice Transfer. When a member:

- a. is separated or relieved from active duty to continue on active duty in another Service, and
- b. is transferred with no break in service from one Service to another under the authority of 10 U.S.C. §716 or any similar statutory provision,

the member is entitled to DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

6. Orders Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from the place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence in connection with a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable in connection with each move. No more than two DLAs are authorized by this paragraph. ***NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. This paragraph does not authorize more than one DLA for dependents who move twice under the authority in par. U5222-C3a.***

### 7. Member Without Dependents Assigned to Two-Crew Nuclear Submarine (SSBN)

a. No Change of Homeport. A member without dependents assigned to a two-crew nuclear submarine is entitled to DLA upon arrival at the vessel's homeport, provided the member is not assigned Government

quarters and occupies non-Government quarters for a period of more than 15 days before reporting aboard the assigned vessel (57 Comp. Gen. 178 (1977)).

b. Change of Homeport. A member without dependents, assigned to a two-crew nuclear submarine when the homeport is changed, is entitled to DLA at the new homeport, provided the member is not assigned to Government quarters and occupies non-Government quarters for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

8. Member Reported as Dead or Absent for More Than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same duty station after completion of the initial tour of duty is entitled to a DLA if the dependents make an authorized move to or from the OCONUS PDS in connection with the change-of-tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is entitled to a DLA the day one or more dependents arrive at the location of their permanent residence or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

\*11. Member Who Has No Dependents and Is Assigned to a Ship. A member who:

a. *has no dependents,*

b. is assigned to permanent duty aboard a ship,

\*c. elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or (*effective 1 July 1997 for E-5 and effective 30 October 2000 for E-4*) is authorized BAH for a member in the grade of E-5 or E-4, and

d. occupies non-Government quarters ashore,

is authorized DLA (B-252098.2, October 18, 1993).

12. Ordered to Move in Connection With Closure or Realignment of a Military Installation. A member is entitled to DLA when the member is ordered to move in connection with the closure or realignment of a military installation and, as a result, the member's dependents actually move or, in the case of a member without dependents, the member actually moves. For the purpose of this paragraph, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility.

13. Member Without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 who:

a. has no dependents,

b. is assigned to quarters of the United States that do not meet the minimum adequacy standards established by DoD for members in such pay grade, or

c. is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and

d. elects not to occupy such quarters or facility,

is entitled to DLA.

\*14. Both Spouses Below Grade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below grade E-6) is authorized a DLA if the spouses:

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

(73 Comp. Gen. 6 (1993)).

\*15. ***Effective 9 February 2002: Housing Moves at a PDS for Government Convenience.*** A partial DLA of \$500.00 must be paid to a member who is ordered to occupy/vacate Government family-type quarters due to:

- (a) privatization,
- (b) renovation, or
- (c) any reason other than PCS.

***NOTE: Partial DLA is not authorized for those local moves from Government quarters upon separation/retirement.***

***Effective for PCS orders issued on or after 1 January 2002***

\*C. Special Categories DLA Not Authorized. DLA is *not* authorized in connection with a PCS:

1. from home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place in connection with the PCS;
2. from last PDS to home or to the PLEAD;
3. from last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. when the member does not relocate the household ***NOTE: Relocation of a household is not limited to HHG shipment. A member may relocate the household and not ship HHG or move dependents (e.g., A member with dependents who leaves the dependents in place, takes some personal belongings and moves to the new PDS has in fact relocated the household and the member may be eligible for a DLA if Government quarters are not available at the new PDS.);*** or
5. for a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, U5203-B1d, U5203-B2a, U5203-B2b, U5203-B2c; U5203-B2e, U5203-B2f; and U5203-B3b.

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

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

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

\*E. Entitlement When a Member Married to a Member Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type Government quarters, if both:

- a. are without dependents, and
- b. move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2002		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,586.70	\$3,184.20
O-9	\$2,586.70	\$3,184.20
O-8	\$2,586.70	\$3,184.20
O-7	\$2,586.70	\$3,184.20
O-6	\$2,373.09	\$2,867.09
O-5	\$2,285.60	\$2,763.60
O-4	\$2,118.10	\$2,436.13
O-3	\$1,697.49	\$2,015.51
O-2	\$1,346.50	\$1,721.00
O-1	\$1,133.86	\$1,538.47
O-3E	\$1,832.99	\$2,166.08
O-2E	\$1,558.23	\$1,954.37
O-1E	\$1,339.92	\$1,805.69
W-5	\$2,151.97	\$2,351.45
W-4	\$1,911.08	\$2,155.73
W-3	\$1,606.23	\$1,975.07
W-2	\$1,426.49	\$1,817.00
W-1	\$1,194.06	\$1,571.40
E-9	\$1,569.53	\$2,069.17
E-8	\$1,440.60	\$1,907.33
E-7	\$1,230.77	\$1,770.89
E-6	\$1,114.08	\$1,636.33
E-5	\$1,027.53	\$1,471.65
E-4	\$893.91	\$1,471.65
E-3	\$876.96	\$1,471.65
E-2	\$712.30	\$1,471.65
E-1	\$635.16	\$1,471.65

Table U5G-2

*NOTE: These rates are only payable when a second DLA is paid IAW par. U5630-B6.*

<b>SECONDARY DLA RATES EFFECTIVE 1 JANUARY 2002</b>		
<b>Grade</b>	<b>Without Dependent Rate</b>	<b>With Dependent Rate</b>
O-10	\$2,069.35	\$2,547.35
O-9	\$2,069.35	\$2,547.35
O-8	\$2,069.35	\$2,547.35
O-7	\$2,069.35	\$2,547.35
O-6	\$1,898.49	\$2,293.69
O-5	\$1,828.47	\$2,210.87
O-4	\$1,694.47	\$1,948.92
O-3	\$1,357.99	\$1,612.43
O-2	\$1,077.21	\$1,376.81
O-1	\$907.09	\$1,230.77
O-3E	\$1,466.39	\$1,732.87
O-2E	\$1,246.58	\$1,563.49
O-1E	\$1,071.94	\$1,444.55
W-5	\$1,721.57	\$1,881.16
W-4	\$1,528.87	\$1,724.59
W-3	\$1,284.97	\$1,580.06
W-2	\$1,141.19	\$1,453.59
W-1	\$955.26	\$1,257.12
E-9	\$1,255.62	\$1,655.34
E-8	\$1,152.49	\$1,525.85
E-7	\$984.60	\$1,416.71
E-6	\$891.28	\$1,309.05
E-5	\$822.03	\$1,177.33
E-4	\$715.13	\$1,177.33
E-3	\$701.58	\$1,177.33
E-2	\$569.85	\$1,177.33
E-1	\$508.12	\$1,177.33

*ENTITLEMENT TO DLA WHEN A MEMBER MARRIED TO A MEMBER IS TRANSFERRED					
R U L E	If one member A	and the other member B	at the old PDS they occupied C	at the new PDS they occupied D	then DLA is payable E
1	has no dependents	has no dependents	the same quarters	the same quarters <sup>3/</sup>	to either member at the "without-dependent" rate, but not both. <sup>1/</sup>
2				separate quarters <sup>2/, 3/</sup>	
3			separate quarters	the same quarters <sup>3/</sup>	
4				separate quarters <sup>2/, 3/</sup>	
5		has dependents	the same quarters	the same quarters <sup>3/</sup>	to either the member who has no dependents at the "without-dependent" rate or to the member who has dependents at the "with-dependent" rate, but not to both members. <sup>1/</sup>
6				separate quarters <sup>2/, 3/</sup>	
7			separate quarters	the same quarters <sup>3/</sup>	
8				separate quarters <sup>2/, 3/</sup>	
9	has dependents	has dependents	the same quarters	the same quarters	to either member at the "with-dependent" rate, but not to both. <sup>1/</sup>
10				separate quarters <sup>2/</sup>	
11		separate quarters	the same quarters		
12			separate quarters <sup>2/</sup>		

1/ The husband and wife may select the greater entitlement. However, when one member moves incident to a PCS at one time and establishes a household at the new PDS and, at a later date, the other member moves incident to a PCS and occupies the same residence as the spouse:

- (a) both members are authorized a DLA at the "without-dependent" rate under Rule 1,
- (b) the member who has no dependents at the "without-dependent" rate, and the member with dependents at the "with-dependent" rate under Rule 5, and
- (c) both members are authorized a DLA at the "with-dependent" rate under Rule 9.

2/ Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependents.

3/ Except as indicated in par. U5610-B and U5630-E, a member who has no dependents and who is assigned to Government quarters at the new PDS (including a ship) is not authorized a DLA.

4/ If moving from separate quarters to the same family-type Government quarters only one DLA is authorized.

Table U5G-3

**PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS****U5700 PURPOSE**

TLE is intended to *partially* pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters *in CONUS* due to a PCS.

**\*U5705 ENTITLEMENT**

A. A member is authorized TLE reimbursement not to exceed the number of days authorized in par. U5710:

1. before leaving the old CONUS PDS, designated place (see Appendix A), or a member's CONUS HOR or technical school, if the member is reporting to the first PDS,

***NOTE: TLE is payable incident to a move when entering active duty to the first PDS beginning 5 October 1999 for enlisted members, and for officer members with orders issued on or after 1 January 2002.***

2. after arriving at the new CONUS PDS (including a member's first PDS, if the member is reporting there from HOR or initial technical school), designated place,

3. when house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS),

4. for the elapsed time between PDSs when per diem is not payable, and

5. when the member's PCS order is cancelled/revoked after the member occupies temporary quarters, the member is authorized TLE reimbursement up to the maximum number of days allowable.

***NOTE: The days covered must have been spent in the vicinity of the old/new PDS, designated place, or (ICW being ordered to active duty a member's CONUS HOR or initial technical school).***

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent near the old PDS before (or after) the member checked out of the activity at the old PDS, and/or at a designated place (see Appendix A) en route, and/or near the new PDS before (or after) the member checked into the new activity at the new PDS. If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid the maximum allowable TLE allowance for days spent at/near the old/new PDS or a designated place en route as described in the 8-day example.

B. A member is not authorized TLE:

1. when leaving active duty,

2. for a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS),

3. for a dependent(s) acquired after the effective date of PCS orders, or

4. for a dependent(s) returned from an OCONUS location prior to issuance of a PCS order (see also Chapter 5, Part J).

***NOTE: For the next PCS, the member is authorized TLE for the acquired dependent, including in the vicinity of the place at which the dependent was acquired.***

**\*U5710 TIME LIMITATIONS**

TLE may not be paid for more than:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS),
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS), or
3. 10 days for a member reporting to the first PDS from the HOR or initial technical school (a member may split the days among CONUS HOR, initial technical school, designated place in CONUS, and CONUS PDS; if the first PDS is OCONUS, a member may split the days between CONUS HOR, initial technical school, and designated place in CONUS).

**U5715 TEMPORARY QUARTERS**

Temporary quarters for the member/dependent(s):

1. must be a temporary place of residence;
2. must be in the vicinity of the old and/or new PDS/designated place;
3. may be allowed if assigned family-type Government quarters are not occupied:
  - a. because the HHG have not been shipped from the old PDS;
  - b. because the HHG have not been received at the new PDS;
  - c. because the quarters are undergoing repair/renovation;
  - d. because the HHG have been packed, picked up and/or shipped from the losing PDS;or
  - e. for similar reasons.

***NOTE: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost for that day is zero. However, the meals portion is payable.***

**\*U5720 REIMBURSEMENT**

A. Member-Married-to-Member Couple. When both spouses are members:

1. each may be reimbursed up to \$180 per day ***NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.***,
2. both may not claim the same dependent(s) for TLE , and
3. one member may not claim the other member for TLE payment.

B. Per Diem Rate Used. For TLE reimbursement:

1. the *locality* per diem rate is used, or
2. when a member and dependents occupy temporary quarters at different locations, the highest applicable locality per diem rate is used in the computation.

C. Maximum Reimbursement. A member:

- \*1. may be reimbursed a maximum of \$180 per day for TLE (B-221732, April 10, 1987), (this applies if a member and dependent(s) occupy temporary quarters on the same *or* different days) ***NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.***
- 2. may choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s);
- 3. and dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same days; and
- 4. should use available Government quarters (see par. U1045).

***NOTE: When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).***

D. Reimbursement Example:

- 1. A member occupies temporary quarters at the new PDS for 12 days (1-12 April).
- 2. The member's dependent(s) also occupy temporary quarters for 12 days (18-29 April).
- 3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
- \*4. Reimbursement for the daily ***combined*** total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) shall not exceed \$180 per day. ***NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.***

E. Reimbursement Computation

**Step 1: Determine Maximum Daily TLE Allowance.** Multiply the percentage in the following table by the applicable locality per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrform.html>.

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent add:	25%

***NOTE: For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent.***

**Step 2: Determine M&IE Equivalency**

- a. Multiply the daily TLE allowance computed in Step 1 by 46% if:
  - (1) it is the first or last day of TLE, or

- (2) lodgings used do not have facilities for preparing/eating meals, or
- (3) lodgings are provided by a friend/relative, or
- (4) a Government mess is not used for all three meals, *otherwise*

b. Multiply the daily TLE allowance computed in Step 1 by 23%

The installation commander determines if temporary lodging facilities (see Appendix A) are adequate for preparing/eating meals. The member certifies adequacy/inadequacy of facilities for preparing/eating meals at other than temporary lodging facilities.

**Step 3: Determine Gross Daily Equivalency.** Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes).

**Step 4: Determine Net Daily Equivalency.** Deduct the total daily allowances (housing allowances and BAS) received from the result in Step 3.

**NOTE: Do not deduct:**

- 1. housing allowances when staying with friends/relatives,
- 2. housing allowances for a member with a dependent(s) if the claim is for the member only,
- 3. housing allowances if the member is assigned to Government quarters that are uninhabitable or the member does not receive a housing allowance, and
- 4. BAS when not paid, or if TLE is being computed only for dependents.

**Step 5: Determine Applicable Daily Rate**

Compare \$110.00 with the amounts found in Steps 1 and 4. Pay the least of these three amounts for each day.

**EXAMPLE 1 -- TLE ALLOWANCE**

**NOTE: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.**

A member with no dependents is ordered on a PCS from one CONUS PDS to another. Each PDS has a different per diem rate. After reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights \$47.50 (42.75 per night plus \$4.75 tax). The new PDS locality per diem rate is \$112. The member certifies that Government quarters are not available. The member is authorized TLE computed as follows:

1. Determine maximum rate (given percent x locality rate).	65% x \$112 = \$72.80
2. Multiply result in Step 1 by 46% (or 23% when applicable).	46% x \$72.80 = \$33.49
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	\$33.49 + \$47.50 = \$80.99
4. Deduct daily allowance(s) from Step 3.	\$80.99 - \$28.30 = \$52.69
Housing Allowance =	\$22.60
BAS =	\$ 5.70
Total =	\$28.30
5. Compare \$180 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$52.69 per day.	\$180 vs. \$72.80 vs. \$52.69; \$52.69 x 4 days = \$210.76

## EXAMPLE 2 TLE ALLOWANCE

**NOTE:** *Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only. See par. U2025 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.*

A member, with a spouse (not entitled to basic pay) and two children, is ordered on a PCS from one CONUS PDS to another (the standard CONUS per diem rate applies to both PDSs). After reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 4 nights at \$80 per night (\$72 per night plus \$8 tax). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rate (given percent x locality rate).	150% x \$85.00 = \$127.50
2. Multiply result in Step 1 by 46% (or 23% when applicable).	46% x \$127.50 = \$ 58.65
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost.	\$58.65 + \$80.00 = \$138.65
4. Deduct daily allowance(s) from Step 3.	\$138.65 - \$26.65 = \$112.00
Housing Allowance =	\$22.66
BAS =	\$ 3.99
Total =	\$26.65
5. Compare \$180 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$112.00 per day.	\$180.00 vs. \$127.50 vs. \$112.00; \$112.00 x 4 days = \$448.00

## EXAMPLE 3 - TLE ALLOWANCE

**NOTE:** *Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only. See par. U2025 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.*

A member-married-to-member couple with two dependents is ordered on a PCS from one CONUS PDS to another. The Standard CONUS per diem rate applies to both PDSs. After reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 4 nights at \$100 (\$90 per night plus \$10 tax). Each member is authorized TLE up to \$180 per day. The \$100 lodging cost is divided evenly between both members. The members certify that Government quarters are not available. TLE in this case is computed as follows:

<b><u>Member #1 (with 1 dependent)</u></b>	
1. Determine Maximum rate (Given percent x locality rate)	100% x \$85.00 = \$ 85.00
2. Multiply result in Step 1 by 46% (or 23% when applicable)	46% x \$85.00 = \$ 39.10
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	\$39.10+ \$50.00 = \$ 89.10
4. Deduct daily allowance(s) from Step 3 result	\$89.10 - \$22.24 = \$ 66.86
Housing Allowance =	\$ 17.25
BAS =	\$ 4.99
Total =	\$ 22.24
5. Compare \$180 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$66.86 per day.	\$180.00 vs. \$85.00 vs. \$ 66.86; \$66.86 x 4 days = \$267.44

<b><u>Member #2 (with 1 dependent)</u></b>	
1. Determine Maximum rate (Given percent x locality rate)	100% x \$85.00 = \$ 85.00
2. Multiply result in Step 1 by 46% (or 23% when applicable)	46% x \$85.00 = \$ 39.10
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	\$39.10+ \$50.00 = \$ 89.10
4. Deduct daily allowance(s) from Step 3	\$89.10 - \$25.47 = \$ 63.63
Housing Allowance =	\$ 20.48
BAS =	\$ 4.99
Total =	\$ 25.47
5. Compare \$180 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$63.63 per day.	\$180.00 vs. \$85.00 vs. \$ 63.63; \$63.63 x 4 days = \$254.52

The combined **daily** amount paid to both members is \$130.49 (\$66.86 + \$63.63). The combined amount paid to both members for 4 days is \$521.96 (\$130.49 X 4).

**EXAMPLE 4 - TLE ALLOWANCE**

***NOTE: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.***

A member occupies temporary quarters at the new PDS for 12 days (1-12 April) at \$45.00 (\$40.50 per night plus \$4.50 tax). The new PDS locality per diem rate is \$95.00. The member's dependents (spouse and one child) occupy temporary quarters at the old PDS for 12 days (18-29 April) at \$60 (\$54.00 per night plus \$6.00 tax). The locality per diem rate for the dependents' location is \$115.00. The periods 1-10 April (member) and 18-27 April (dependents) were selected by the member for TLE. The member certifies that Government quarters were not available at either location.

	Member	Dependent(s)
1. Determine Maximum rate (given percent x locality rate).	65% x \$95.00 = \$61.75	100% x \$115.00 = \$115.00
Combined Total:	\$61.75 + \$115 = \$176.75	
2. Multiply result in Step 1 by 46% (or 23% when applicable).	46% x \$61.75 = \$28.41	46% x \$115.00 = \$52.90
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	\$28.41 + \$45.00 = \$73.41	\$52.90 + \$60.00 = \$112.90
Combined Total:	\$73.41 + \$112.90 = \$186.31	
4. Deduct daily allowance(s) from the combined total in Step 3.	\$186.31 - \$19.65 = \$166.66	
Housing Allowance =	\$12.50	
BAS =	\$ 7.15	
Total =	\$19.65	
5. Compare \$180 with combined totals in Steps 1 and 4 and pay the least amount for each day. Pay \$166.66 per day.	\$180.00 vs. \$176.75 vs. \$166.66 \$166.66 x 10 days = \$1,666.60	

**U5725 ADVANCE OF FUNDS**

An advance of funds may be paid for the average number of days (as determined by the Secretarial process) for which TLE is paid in connection with a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

- f. a dependent receives orders from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;
- g. acceptable employment opportunities for dependent children aged 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:
- (1) because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child (children) are likely to become involved in situations creating embarrassment to the U.S. which place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and
  - (2) such early return is in the best interest of the member, or dependents, and the U.S.
- h. a member is:
- (1) sentenced by court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);
  - (2) sentenced to confinement in a foreign or U.S. civil confinement facility;
  - (3) discharged OCONUS under other than honorable conditions;
  - (4) returned to CONUS for discharge under other than honorable conditions;
  - (5) returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;
  - (6) serving OCONUS and is dropped, sent to prison under sentence, or transferred as a prisoner to a place of detention;
  - (7) serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;
  - (8) discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or
  - (9) convicted by court-martial and placed on leave involuntarily while awaiting completion of appellate review (63 Comp. Gen. 135 (1983)).

\*In each of the above circumstances, it must be shown that dependents' travel is in the Government's best interest. Dependents' travel and transportation allowances may be provided only when there is a valid need for the dependents to move. In connection with early return of dependents from OCONUS, it must be determined that the problem or situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained. If the member's situation does not meet the criteria, the request must be denied. ***Early return of dependents under this subparagraph must be applied judiciously; it is a last resort.*** The Secretary concerned may delegate the authority in this subparagraph to an officer in the grade of O-5 or higher (or civilian employee equivalent), who is at the level of the member's activity commander, support group commander, or the commanding officer of the unit, to which the member is assigned (OSD/Compensation memo of 10 December 1991). For dependent travel under par. U5900-D2h, approval authority rests with the officer exercising special or general court-martial jurisdiction over the member. Except for travel under par. U5900-D2h, dependents must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS. The authorizing/order-issuing official must cite, in the dependents' travel orders, the specific item above that applies. Travel and transportation allowances under par. U5900-D2h(1) through par. U5900-D2h(8) may not be authorized for a distance greater than that from the member's last or former OCONUS PDS or the place to which dependents were last transported at Government expense, as applicable, to the designated place or, if the dependents are foreign-born, to the dependents' native country. Under par. U5900-D2h(9), such allowances may

not be authorized for a distance greater than to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required by this subparagraph, must support the transportation procurement documents for allowances under this subparagraph.

3. Return of Dependents to OCONUS Areas. A member may return dependents at personal expense (at Government expense if the member serves an IPCOT) to the OCONUS location from which they traveled. If those dependents are again command-sponsored, the member is entitled to dependents' travel and transportation allowances from the PDS on the subsequent PCS.

4. Subsequent Entitlement. Entitlement to dependents' travel and transportation allowances under this subparagraph is in addition to, and has no effect on, the entitlement to such allowances the member may have on the effective date of the next PCS orders (40 Comp. Gen. 554 (1961)). A member otherwise entitled to dependents' travel and transportation allowances under par. U5203-A, whose dependents were not returned to an OCONUS area under subpar. 3, is entitled, upon reassignment from the OCONUS PDS, to dependents' travel and transportation allowances from the place to which they were transported under this paragraph to the destination authorized in the reassignment order.

#### E. Divorce or Annulment

1. To Whom Authorized. A member permanently stationed OCONUS whose marriage is terminated by divorce or annulment while so serving, may be authorized travel and transportation allowances for former family members. The former family members must have been formerly command-sponsored dependents as defined in Appendix A who were residing with the member OCONUS as specified in this subparagraph (53 Comp. Gen. 960 (1974)).

2. Conditions. Movement of former dependents under this subparagraph must be in the best interest of the U.S., the member, and the former dependents concerned.

3. By Whom Authorized. Movement of former family members under this subparagraph must be specifically authorized through the Secretarial Process.

4. By Whom Requested. The member, who was the former sponsor, should request movement of former family members. If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

5. Points Between Which Transportation May Be Authorized. Travel must originate at or in the vicinity of the member's present or former OCONUS PDS and must terminate in:

- a. the U.S. or in a non-foreign OCONUS location, or
- b. their native country if the former dependents are foreign-born.

The official referred to in subpar. 3 must determine that a reasonable relationship exists between the conditions and circumstances of the case and the destination.

6. Allowances. If transportation is not provided by the Government or by Government-procured means, reimbursement for personally procured commercial transportation is authorized under par. U5203-A, first itemization, item 2 and travel by POC as authorized in par. U5203-A, first itemization, item 3. Per diem is payable under par. U5210. The allowances authorized by this subparagraph are payable to the member. Payment may be

**PART R: TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND DECEASED DEPENDENTS**

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U7600	General
U7601	Escorts Accompanying Remains of Deceased Members

**PART S: TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT**

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<u>Paragraph</u>	<u>Contents</u>
U7650	Travel Under Permissive Orders
U7651	Travel Under Orders but Not on Public Business
U7652	Return from Leave to Duty Abroad
U7653	Attendance at Public Ceremonies
U7654	Resignation or Release at Own Request of Public Health Service Members
U7655	Separation at Personal Request of National Oceanic and Atmospheric Administration Corps Members
U7656	Not Used

**PART T: SEE APPENDIX E**

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**PART U: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF**

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U7750	General
U7751	Definitions of Terms A. Member of Congress B. Congressional Employee
U7752	Transportation, Per Diem, and Actual Expense Rates

**PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE  
IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS  
COMPETITIONS**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U7800</b>	<b>General</b>
<b>U7801</b>	<b>Policy</b>
<b>U7802</b>	<b>Funding</b>
<b>U7803</b>	<b>Entitlement</b>

**PART W: ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR  
TRAVEL EXPENSES**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U7900</b>	<b>General</b> <ul style="list-style-type: none"><li>A. Purpose</li><li>B. Solicitation Prohibited</li></ul>
<b>U7901</b>	<b>Definitions</b> <ul style="list-style-type: none"><li>A. Function</li><li>B. Non-Federal Source</li><li>C. Payment</li><li>D. Payment-in-Kind</li><li>E. Travel, Subsistence, and Related Expenses</li></ul>
<b>U7902</b>	<b>Policy</b> <ul style="list-style-type: none"><li>A. Acceptance of Payment for Member</li><li>B. Acceptance of Payment for Accompanying Spouse</li><li>C. Administration and Delegation of Authority</li><li>D. Payment in Excess of Regulatory Limitations</li></ul>
<b>U7903</b>	<b>Conditions for Acceptance</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Payments from Multiple Sources</li><li>C. Functions Not Subject of Mutual Interest</li></ul>
<b>U7904</b>	<b>Conflict of Interest Analysis</b> <ul style="list-style-type: none"><li>A. Payment from Non-Federal Source</li><li>B. Limiting Benefits Offered By Non-Federal Source</li></ul>
<b>U7905</b>	<b>Payment Processing Guidelines</b>
<b>U7906</b>	<b>Reimbursement Claims for Official Travel Expenses</b> <ul style="list-style-type: none"><li>A. Member Reimbursement</li><li>B. Allowable Expenses</li><li>C. Partial Payment of an Expense</li></ul>

**U7907                      Limitations and Penalties**

- A. General
- B. Penalties

**U7908                      Reports**

- A. Uniformed Service Reports
- B. Submission of Reports
- C. Information Required
- D. Valuation of Payments-In-Kind
- E. Valuation of Non-commercial Benefits Furnished by a Non-Federal Source
- F. Public Availability of Reports
- G. Exemption
- H. Member Reports

**PART X:       TRAVEL ALLOWANCES TO SPECIALIZED TREATMENT SERVICES FACILITIES**

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**Paragraph**

**Contents**

**U7950**

**Travel of Patient to Specialized Treatment Services (STS) Facilities**

- A. General
- B. Patient
- C. Transportation
- D. Outpatient
- E. Administrative Provisions

**U7951**

**Attendant's Travel**

- A. General
- B. Member as Attendant
- C. Civilian Employee as Attendant
- D. Other Persons as Attendant

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

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**Paragraph**

**Contents**

**U7960**

**Travel to Specialty Care Over 100 Miles**

- A. General
- B. Applicability
- C. Transportation
- D. Lodging and Meals
- E. Reimbursable Expenses
- F. Administrative Provisions

**U7961**

**Attendant's Travel**

- A. General
- B. Member as Attendant
- C. Civilian Employee as Attendant
- D. Other Persons as Attendant

## 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. U7961 in regard to travel for specialty care for TRICARE Prime patients);

7. for a member, employee, or other person to escort dependent(s) authorized transportation to attend a member's burial ceremony (see par. U5242); or
8. for a member, employee, or other person to accompany a dependent incapable of traveling alone as an attendant when the dependent is transferred to a STS facility in accordance with par. U7950.

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

**U7552 MEMBERS AS ESCORTS OR ATTENDANTS OF DEPENDENTS**

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

**U7553 CIVILIAN EMPLOYEES AS ESCORTS OR ATTENDANTS OF DEPENDENTS**

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

**U7554 OTHER PERSONS AS ESCORTS OR ATTENDANTS OF DEPENDENTS**

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

**U7555 ADVANCE OF FUNDS FOR ESCORTS AND ATTENDANTS FOR DEPENDENTS**

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

**PART S: TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT**

**U7650 TRAVEL UNDER PERMISSIVE ORDERS**

An order permitting a member to travel, as distinguished from directing a member to travel, does not entitle the member to expenses of travel.

**U7651 TRAVEL UNDER ORDERS BUT NOT ON PUBLIC BUSINESS**

Expenses incurred during periods of travel under orders which do not involve public business (such as travel in connection with nonofficial recreational programs) are not payable by the Government.

**U7652 RETURN FROM LEAVE TO DUTY ABROAD**

Personnel attached to OCONUS activities should make definite plans, before they request leave, as to when and how they can return at the expiration of the leave. The Government cannot guarantee return transportation by Government conveyance and shall not authorize transportation by commercial conveyances at Government expense.

**U7653 ATTENDANCE AT PUBLIC CEREMONIES**

Members who participate in public ceremonies or demonstrations and whose expenses are borne by the sponsoring agency, are not entitled to travel expenses.

**U7654 RESIGNATION OR RELEASE AT OWN REQUEST OF PUBLIC HEALTH SERVICE MEMBERS**

The Assistant Secretary for Health or the Secretarial Process may, at the official's discretion, divest a member of the Public Health Service of any or all travel and transportation allowances to which such member would otherwise be entitled under this Volume if that member resigns or separates of the member's own volition:

1. before completing 2 years of continuous active duty, or
2. before completing a period of active duty agreed to in writing, or
3. without adhering to prescribed Service policy regarding separation from the Service or release from active duty.

**U7655 SEPARATION AT PERSONAL REQUEST OF NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION CORPS MEMBERS**

When a member of the National Oceanic and Atmospheric Administration Corps resigns of the member's own volition before completing 3 years of service from the date of appointment in the National Oceanic and Atmospheric Administration Corps, the Secretary of Commerce may, at the Secretary's discretion, divest the entitlement to any or all travel and transportation allowances to which such member would otherwise be entitled under this Volume.

**\*U7656 NOT USED**

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

### **U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES**

**Effective 30 October 2000**

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

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

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

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

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

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

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

**NOTE:**

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

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

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

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

**\*U7961 ATTENDANT'S TRAVEL**

*Effective 28 December 2001*

A. General. Round trip transportation and travel expense are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (over 21 years old) member of the patient's family. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in this subparagraph.

B. Member as Attendant. A member, ordered on TDY as an attendant, is authorized TDY allowances while acting as an attendant.

C. Civilian Employee as Attendant. A U.S. Government civilian employee assigned to TDY as an attendant is authorized the TDY allowances prescribed in regulations issued by the employee's agency or department.

D. Other Person as Attendant. A person other than a member or U.S. Government civilian employee, who is designated to travel as an attendant, must be issued an ITO or be included in the patient's travel authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D. ***NOTE: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim gas costs when traveling by POC).***

## CHAPTER 8 COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH- COST AREAS IN CONUS (CONUS COLA)

### U8000 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under this Part:

1. A member assigned to a CONUS high cost area.
2. A member in an unaccompanied status OCONUS, if the primary dependent of the member resides in a CONUS high cost area.
3. A member assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. U8005-B that:
  - a. the primary dependent of the member must reside in a high cost area in CONUS by reason of the member's duty location or other circumstances; and
  - b. it would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's duty location.

For the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is the member's PDS. Unless already drawing CONUS COLA at a dependent location, all personnel assigned to ships or afloat staffs, regardless of eligibility for Basic Allowance Housing (BAH), are eligible for CONUS COLA if otherwise qualified.

### U8001 DEFINITION OF TERMS AS USED IN THIS PART

A. High Cost Area. An area is a high cost area for a fiscal year for purposes of this Part if the uniformed services' cost of living for that area for the 'base period' exceeds the average cost of living in CONUS for such "base period" by at least the threshold percentage. The term "base period," with respect to a fiscal year, means the 12-month period ending on June 30 of the year in which such fiscal year begins. The Secretary of Defense, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not be less than 8 percent. The Administering Secretaries, shall prescribe a higher threshold percentage to be applied for a fiscal year, when it is necessary to do so in order to ensure the total amount of CONUS COLA payments made to members of the uniformed services under this Part for such fiscal year, does not exceed the total amount available to all uniformed services for that fiscal year for paying such allowance.

B. Member With Dependents. The term "member with dependents" as used in this Part means a member who is entitled to BAH (or would be entitled to a BAH if Government quarters were not occupied) at the with-dependent rate.

C. Member Without Dependents. The term "member without dependents" as used in this Part means a member who is entitled to a BAH (or would be entitled to a BAH if Government quarters were not occupied) at the without-dependent rate.

D. Primary Dependent. The term "primary dependent" with respect to a member, means:

1. the member's spouse; or
2. for an unmarried member, a dependent as defined in Appendix A (except items 1, 8, 9 and 10).

E. Unaccompanied Status. The term "unaccompanied status" as used in this Part means any portion of a member's assignment to an OCONUS PDS when dependents reside in, or during which all dependents return to, a location in CONUS to establish a permanent residence.

**U8002 RATES PAYABLE****A. General**

1. CONUS COLA shall be paid to a member with or without dependents assigned to a PDS in a high cost area.
2. For members with dependents who, under the circumstances in par. U8005, do not reside at the PDS location, CONUS COLA shall be paid based on the location of the primary dependent.

CONUS COLA is payable at a rate prescribed in a rate table prepared by the PDTATAC.

**B. Both Husband and Wife are Members.** When both husband and wife are members, each is entitled to a CONUS COLA. This entitlement exists whether husband and wife maintain a joint residence or separate residences. In no case shall a spouse who also is a member on active duty be considered as a dependent for entitlement purposes. When a member-married-to-member couple maintains a joint residence and dependents are involved, CONUS COLA is paid for one spouse at the with dependent rate and for the other at the without dependent rate.

**C. Member Assigned to Ship or Afloat Staff.** For the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is considered the member's PDS.

**D. Member in Leave Status Awaiting Final Discharge.** Leave status does not affect the rate of CONUS COLA paid to the member.

**E. Member Processing for Separation or Retirement.** The CONUS COLA entitlement for separation or retirement processing shall be:

1. CONUS PDS to Separation Activity: based on the rate of the last PDS;
2. CONUS COLA paid at the primary dependent's location immediately prior to separation based on the rate for the primary dependent's location.

**\*U8003 CONUS COLA NOT PAYABLE**

CONUS COLA is not payable in the following cases:

1. for the number of days of travel authorized in connection with a PCS (par. U5160);
2. for a member of a reserve component, for any active duty time when the order to active duty is for less than 20 weeks. (Exceptions: par. U8011) or;
3. for a member with or without dependents when the member is in confinement.

**U8004 CONUS COLA WHEN ORDERED ON A PCS**

Except as otherwise provided in this paragraph and par. U8005, entitlement to CONUS COLA at the rate prescribed for a particular PDS begins on the day the member reports to a PDS where there is a rate prescribed. Similarly, except as otherwise provided in this paragraph, CONUS COLA at the rate paid at the member's old PDS shall continue through the day before the day the member reports at the new PDS in

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

**HOUSEHOLD GOODS TRANSPORTATION.** See *TRANSPORTATION, HHG.INACTIVE DUTY TRAINING.*

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

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

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

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

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

**INVITATIONAL TRAVEL.** See *TRAVEL, INVITATIONAL.*

## \*APPENDIX A

## PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force

JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument
LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-In Housing Allowance
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Nontemporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPGBL	Personal Property Government Bill of Lading
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
RDD	Required Delivery Date
RPDCI	Retail Price Data Collection Instrument
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations

U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
VPC	Vehicle Processing Center

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

#### T4000 INTRODUCTION

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

#### T4020 TDY TRAVEL POLICY

Rates for private vehicle mileage reimbursement are listed in JFTR, par. U2600 and JTR, par. C2505. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in websites <http://www.dtic.mil/perdiem/opdrform.html>, and <http://www.dtic.mil/perdiem/pdrform.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

#### T4020 TDY TRAVEL POLICY

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

#### B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), through the CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.
4. Travelers should make their travel and transportation arrangement through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTOs should CTOs not be used. Travelers:
  - a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
  - b. must use coach class, unless a medical condition or mission timing requires premium class,

- c. shall *not* use foreign flag transportation even if U.S. flag carrier fares are higher,
  - d. who use premium class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
  - e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.
5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.
  6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."
  7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.
  8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8(series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.
9. Retaining Promotional Items
- a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
  - b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
  - c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.
10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

#### **\*T4025 ARRANGING OFFICIAL TRAVEL**

A. Governmentwide Policy for Travel. (*Also, see JFTR, par. U1051 and JTR, par. C1059.*) Agencies must use a Travel Management System, when available, (see Appendix A, Part I) for travel arrangements (*5 U.S.C. §5707a*). It is DoD (TRANSCOM) policy that CTOs be used, when available, for all transportation including rental car arrangements.

#### B. Requirements

1. When making travel arrangements, travelers should use the following:
  - a. services available under a TMS (see Appendix A), or

- b. in-house travel offices.
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.

\*C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility. When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (***found at website <http://www.dtic.mil/comptroller/fmr/>***) (or appropriate Service regulations for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.***

#### D. Government Transportation

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

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

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

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

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

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

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

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

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

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

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

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

c. Civilian Employees -

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

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

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

8. CTO service and processing fees;
9. authorized/approved expenses for:
  - a. necessary stenographic or typing services, data processors or rental of typewriters ICW 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 at a hotel/other place used for official business;
  - 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. T4060-B5);
  - h. excess baggage transportation costs;
  - i. conference registration fees;
  - j. dual lodging costs; **NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;**
  - 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 (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;** and
  - l. expedited charge card delivery (**effective 1 May 2001**);
  - \*m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card for **only mission critical personnel** (see DoDFMR, Volume 9, chapter 3 for definition/criteria of mission critical personnel);
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling **Government property at terminals and hotels**;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling **any baggage** at transportation terminals;
17. **CIVILIAN EMPLOYEES ONLY**:

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

(b) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

**(Effective 1 April 2001)**

**18. UNIFORMED MEMBERS ONLY:**

(a) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY 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 during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem authorized for OCONUS travel.; and

19. similar travel related expenses ***NOTE: 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.***

**F. Reimbursement for Travel Expenses At the TDY Location**

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. duty sites,
  - b. lodgings,
  - c. dining facilities,
  - d. drugstores,
  - e. barber shops,
  - f. places of worship,
  - g. cleaning establishments, and
  - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.