

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 187

Alexandria, VA

1 July 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 July 2002 unless otherwise indicated.

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This change includes all material written in MAP Items 100-01; 014-02(E); 07-02(E); 13-02(E) and editorial changes U02008; U02009, and U02012. Insert the attached pages and remove the corresponding pages. Remove page U7H-2-1. This cover page replaces the Change 186 cover page.

BRIEF OF REVISION

These are the major changes made by Change 187:

U4520-B4m. Explains that reimbursement of the delinquent payment fees for *mission critical personnel* is only allowed when the personnel are placed on mission critical travel and are unable to file a travel voucher and pay the Government travel card bill due to the mission critical travel.

U5015; U5207. Allows authorization/approval for use of more than 2 POCs for permanent duty travel. The current rules in the JFTR for when an additional POC can be authorized/paid for were derived from FTR provisions. Effective 19 February 2002 those provisions no longer exist allowing the Services to adopt different provisions allowing unusual circumstances to be authorized/approved through the Secretarial Process.

U5105-C. Clarifies that CTO use is mandatory.

U7200. Provides that an authorized destination for COT travel is the member's home of record (HOR) or an alternate place to which travel is no more expensive than the HOR. If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial process.

U7960; U7961. Clarifies that the attendant authority in JFTR, par. U7961 (MAP Item 101-01 effective 28 December 2001 and scheduled to appear in change 185, dated 1 May 2002) is only for patients authorized to travel for specialty care over 100 miles. It also clarifies that a retiree could be authorized travel for specialty care provided the retiree is TRICARE Prime enrollee.

Appendix A. Adds wording to the definition of “Secretary Concerned” stipulating that when this term is used, the attached authority may not be delegated.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

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

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PART H: MILEAGE & MALT RATES

U2600 TDY & LOCAL TRAVEL

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

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

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

U2605 PCS TRAVEL

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

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

*B. PCS MALT Rates. MALT rates per authorized POC (see par. U5015) are:

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

U2610 CONVERTING KILOMETERS TO MILES

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

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

U2615 SELF-PROPELLED MOBILE HOME

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

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

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

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

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

1. gasoline and oil;
2. parking fees;
3. repairs;
4. ferry fares;
5. bridge, road or tunnel tolls;
- *6. trip insurance for travel in foreign countries (par. U4520-B3);
7. guards; and
8. storage fees.

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

U3210 AERO CLUB AIRCRAFT USE ON TDY

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

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

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

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

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

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 ***only*** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);

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).

U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

**CHAPTER 5
PERMANENT DUTY TRAVEL**

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PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE

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- A. General
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 - B. Transoceanic Travel
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U5215

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- D. Effect of Changes in Ages or Dependency Status on Entitlements
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U5218

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

U5220

Dependents Join or Accompany Member During TDY En Route

- A. General
- B. Payable MALT Rate
- C. Per Diem

U5222

Various Unique PCS Orders

- A. Called (or Ordered) to Active Duty
- 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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- H. Transfer to, from, or Between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
- I. Change of Homeport for Vessels, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty
- J. Assigned to a Mobile Unit or Ship Based Staff
- K. Member Ordered to Hospital in CONUS
- L. Convicted Personnel Awaiting Completion of Appellate Review
- M. Ship Being Constructed or Undergoing Overhaul or Inactivation

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
- E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks
- 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

provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Chapter 5, Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Chapter 5, Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Chapter 5, Part H.

I. Travel and Transportation Allowance Extensions when a Member Separates from the Service. A written time limit extension that includes an explanation of the circumstances justifying the extension may:

1. be authorized/approved for a specific additional time period using the Secretarial Process;
2. be authorized/approved only when circumstances prevent use within the prescribed time; and must be for the shortest time appropriate under the circumstances;
3. not be granted merely to accommodate personal preferences or convenience (DoD/GC #99-1); and
4. *not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of separation, release from active duty, retirement, or from the date of receipt by a member's dependents of official notice that the member is dead, injured, missing, interned, or captured, unless a certified on-going medical condition prevents relocation of the member/dependent from the separation/retirement date.*

J. Home of Selection. *Once a home is selected, that selection is irrevocable if transportation-in-kind or Government-procured transportation is furnished and used, or travel and transportation allowances are received after the travel is completed.*

K. PCS Order. For an order to be a PCS order it must in fact direct a PCS. A document directing a change at the same PDS is not a PCS order, regardless of any statement(s) on the document to the contrary. Please see definitions of PDS and PCS in Appendix A.

*U5015 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General

1. A member authorized dependents' travel and transportation allowances under par. U5203, is authorized MALT at the rates in par. U2605. When a member and dependents relocate on a member's PCS move, reimbursement is authorized for two POCs, if used.
2. Except as in par. U5015-B, the MALT rates authorized for dependents' travel are for the use of one or two POCs. ***NOTE: The member may be reimbursed for use of two POCs by dependents only if the member travels by other than POC (e.g., the member is not reimbursed automatically for three POCs to allow the member to use one and the dependents to use two.)***
3. MALT payment does not affect entitlement to transportation-in-kind for other dependents not taken into account in computing the authorized MALT amount.

B. Reimbursement for the Use of More Than Two POCs

1. General. Reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process. Documentation of this authorization/approval should be made IAW Service procedures.

2. Monetary Allowance in Lieu of Transportation (MALT)

a. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, the MALT and car ferry fees apply, except that the MALT rate must be determined on the basis of the number of family members making the trip to the PDS for the first time (e.g., member drives spouse and three children on first trip (and receives \$.20/mile for five authorized travelers) followed by a second trip in which the member and one of the already-transported children return to transport two remaining children (and the member is paid \$.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children.

U5018 MEAL TICKETS

A. Issuance. Meal tickets may be issued only:

1. as specifically authorized in this Chapter (for PCS), in Chapter 4 (for TDY and for members traveling together under orders directing no/limited reimbursement) and in Chapter 7 (for persons in special categories), and
2. to members traveling together with no/limited reimbursement directed in the orders (see Chapter 4, Part A) on commercial airline flights where courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply (see par. U1010-B3).

C. Value. The maximum rate per meal per member shall not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	\$ 6
Noon	\$ 6
Evening	\$16

U5020 ADVANCE OF FUNDS

Chapter 5, Part B; Chapter 5, Part C; Chapter 5, Part D; Chapter 5, Part E2; Chapter 5, Part F; Chapter 5, Part G; and Chapter 5, Part H authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation, POV storage, and DLA and TLE (see par. U1010-B4). See par. U9208 for advance payment rules ICW TLA.

PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**U5100 GENERAL**

This Part prescribes members' travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are authorized these allowances whether or not they take leave en route.

NOTE: *When residence relocation is unnecessary because the PCS is a short distance move, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.*

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. travel by POC (see par. U5105-B),
- *2. procure common carrier transportation (see par. U5105-C), or
3. be provided transportation in kind (see par. U5105-D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see par. U5105-E),
2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized MALT PLUS. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U3010). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Lodgings Plus per diem or AEA (as prescribed in Chapter 4, Part B or Chapter 4, Part C) may not be paid for the same day as MALT PLUS per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3). On any day that MALT PLUS and a Lodgings Plus per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), Lodgings Plus per diem is paid. In addition to Lodgings Plus per diem, the member is authorized the MALT for POC travel. See par. U5106 for examples.

1. MALT Rates. The MALT rate (see par. U2605 for rates) depends on the number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling due to the PCS order.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is authorized the MALT and expense reimbursement.

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 31 U.S.C. §3721.*

2. Per Diem. A \$50 flat per diem is paid for each day required for PCS travel between authorized points, up to the allowable travel time computed under par. U5160. If used, Government quarters and/or mess have no effect on the per diem amount paid. Each member traveling in a POC is authorized the \$50 per diem.

*C. Reimbursement for Common Carrier Transportation Plus Per Diem. *It is MANDATORY DoD policy to use CTOs for all transportation requirements.* A member who, despite the DoD policy, procures common carrier transportation at personal expense is authorized reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement shall not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route in accordance with a schedule necessary to meet the requirements of the order. *Reimbursement under this subparagraph is based on the non-capacity-controlled city-pair fare (not the capacity-controlled city pair fare if both capacity-controlled and non-capacity-controlled fares are available) only if Government-procured transportation is available under par. U3120 (B-163758, July 24, 1972).* Per diem entitlement is computed under par. U5113.

D. Transportation in Kind, or Government-Procured Transportation, Plus Per Diem. When the Government provides transportation at no cost, the member is entitled to per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U3010), entitlement is determined under par. U5105-E2.

NOTE: *The following is not considered in determining if mixed mode travel is involved in a journey:*

- a. travel between the duty station and local transportation terminal, or
- b. travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the MALT PLUS payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey. **NOTE:** *Do not collect excess cost from the member if deducting the cost of the Government-procured transportation for the ordered travel from the MALT PLUS results in a negative amount.*

U5106 PCS EXAMPLES - LODGINGS AND MALT PLUS PER DIEM

EXAMPLE 1

15 July	Dep:	Old PDS	POC	
	Arr:	POE		114 miles
16 July	Dep	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi \$25
	Arr:	New PDS		

- *b. dependents' travel under par. U5207; and
- c. POV delivery to the vehicle processing center for shipment under par. U5413.

2. POC Travel

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

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

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

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

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

c. reimbursement for ferry fees;

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

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

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

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

D. Transoceanic Transportation Reimbursement Costs

*1. Government/Government-Procured Transportation Available. ***When travel is directed by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, reimbursement for the transoceanic travel is not authorized.*** If Government/Government-procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used up to the cost of the least costly transportation mode authorized and available. See also par. U5207-A4.

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

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

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

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

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

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

U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

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

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

C. PCS Orders Received While on Leave

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

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

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

concerning orders issuance before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of retirement eligibility, and expected rotation date from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)). Vouchers must be supported by statements by the PCS orders-issuing official or a designated representative, that the member was advised in accordance with the requirements of this subparagraph. This subparagraph does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

D. Time Limitation. Unless otherwise prescribed in this Volume, a member's entitlement to dependent travel and transportation allowances may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the dependents' travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

*U5205 Not Used

*U5207 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for dependents to, from, or between OCONUS areas.
2. Maximum use should be made of Government air transportation.
3. Dependents are not required to use Government air transportation. However, if they agree to do so, they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
4. When appropriate Government air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.

B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family must not be separated unless it agrees to be, or unless military necessity requires the member to travel separately.
2. When air travel is medically inadvisable, surface transportation provided must be the least costly first-class commercial ship passenger accommodations. See par. U3130-D concerning required U.S. registry ship use.
3. The provisions in par. U5116-D1 for directing a member to use Government/Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL

*A. General. A member is authorized a per diem allowance for each dependent's travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in pars. U5210-B and U5210-C.

B. Dependent(s) Accompany Member. When dependents travel with a member, the member is entitled to per diem for each dependent while traveling, and at points of delay, in an amount equal to the following percentage of the per diem to which the member is entitled:

1. three-fourths for each dependent 12 years of age or older; and

2. one-half for each dependent under 12 years of age.

**When more than one POC is used as provided for in par. U5051-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanied by the member. A member's TDY location is not a point of delay for a dependent. No per diem is authorized for a dependent for time at a TDY location.*

C. Dependent(s) Travel Independently. Dependents are not 'accompanying the member' when they travel separately from a member on different routes or at different times. The member is entitled to a per diem for these dependents as follows:

1. One Dependent Traveling Separately. An amount equal to the per diem to which the member would have been entitled for personal travel.
2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is entitled to per diem for one member-designated dependent, 12 years of age or older, in an amount equal to the per diem to which the member would have been entitled for personal travel. For each of the other dependents, who is 12 years of age or older, traveling with that dependent, the member is entitled to per diem in an amount of three-fourths of the per diem to which the member would have been entitled for personal travel. For each dependent under 12 years of age, the per diem is one half of the per diem to which the member would have been entitled.

D. Effect of Changes in Ages or Dependency Status on Entitlements. Except as provided in U5215-B, entitlement to dependents' travel and transportation allowances is based on the dependency status on the effective date of the orders (see Appendix A). If dependency status no longer exists when travel begins no entitlement exists.

1. Changes in Ages. Entitlement is based on dependents' ages on the date travel begins, provided travel is not delayed for more than 60 days after the effective date of orders. The following rules govern the amount of per diem to which a member is entitled for dependents' travel as authorized in par. U5210. When dependents' travel:

- a. begins on/before the effective date of orders and ends after the effective date of orders, entitlement is based on ages on the effective date of orders;
- b. ends before the effective date of orders, entitlement is based on ages on the date travel ends;
- c. begins within 60 days after the effective date of orders, entitlement is based on ages on the date travel begins; or
- d. begins more than 60 days after the effective date of orders, entitlement is based on ages on the 60th day after the effective date of orders.

2. Delayed Travel to OCONUS Areas. When a member is transferred to an OCONUS area under PCS orders and dependent travel is not authorized at that time, entitlement for travel to a designated place (see par. U5222-C) is determined under par. U5215-D1. Upon subsequent authorization for dependents' travel to the OCONUS PDS, entitlement is based on ages of dependents at that time.

3. OCONUS Travel. Entitlement for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the port of aerial or water embarkation, entitlement is determined under pars. U5125-D1 and U5215-D2. For travel between the ports of aerial or water embarkation and debarkation, entitlement is determined on ages of dependents on the date of embarkation. For travel from the port of aerial or water debarkation to destination, entitlement is based on the dependents' ages on the date travel begins from the port of debarkation provided there is no undue delay for personal reasons. Members are liable for costs associated with undue delay for personal reasons.

4. TDY Directed in Connection with PCS to a Station to Which Dependent Travel Is Authorized. When a member is directed to perform TDY en route under PCS orders to a PDS to which the dependents are authorized to travel, and dependents' travel is delayed until completion of the TDY, entitlement is based on the dependents' ages on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the TDY ends, entitlement is based on the dependents' ages on the 60th day after completion of the TDY.***

5. TDY Directed in Connection with PCS to a Dependent-Restricted Tour. When a member is directed to perform TDY en route under PCS orders to a dependent-restricted tour and the dependents do not travel until the TDY ends, entitlement is based on the dependents' ages on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the effective date of the orders, entitlement is based on the dependents' ages on the 60th day after the effective date of the orders.***

E. Orders Amended, Modified, Canceled or Revoked After Travel Begins. When PCS orders are:

1. amended or modified after the date the dependents begin travel (circuitously or otherwise) and a new PDS is designated, or
2. the PCS orders are canceled or revoked,

dependents' travel and transportation allowances are authorized. Allowances are payable for the distance from the place dependents began travel to the place at which they received notification that the orders were amended, modified, canceled or revoked, and then to the new PDS or return to the old PDS, up to the travel and transportation

allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependents Temporarily Absent From the Old PDS, Designated Place or Safe Haven When PCS Orders Are Received. When dependents are temporarily absent from the old PDS, designated place or safe haven when the member receives PCS orders, the member is entitled to dependents' travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependents return to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, April 24, 1980).

G. Change of Station While on Leave or TDY. When a member receives PCS orders while on leave or on TDY, the member is entitled to dependents' travel and transportation allowances for dependent travel up to the entitlement for travel from the old to the new PDS.

H. Dependents En Route to the New PDS at the Time of the Member's Death. When a member dies after dependents begin travel under PCS orders, they are entitled to dependents travel and transportation allowances for travel from the place travel began to the place at which they were notified of the member's death, up to travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For further entitlement, see par. U5241.

I. Spouse Separates/Retires from the Service After the Effective Date of a Member's PCS Orders. A member:

1. who performs PCS travel, and
2. whose spouse on the effective date of that order is a member, but separates/retires from the Service thereafter,

is entitled to dependents' PCS travel and transportation allowances for that spouse up to the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS order.

J. Legal Custody of Children Changes After the Effective Date of PCS Orders. A member who is denied dependents' travel and transportation allowances for a child or children by par. U5203-B2f, is entitled thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the effective date of the member's PCS orders. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at 18 years of age.

U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

NOTE: *This paragraph does not apply to travel to and/or from a designated place as defined in Appendix A. For this part, the place at which dependents reside and from which the member commutes daily to the PDS are treated as being the PDS.*

*A member in receipt of PCS orders is entitled to dependents' travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, up to the entitlement from the old to the new PDS. For HHG transportation see pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, see pars. U5207 and U5210.

U5220 DEPENDENTS JOIN OR ACCOMPANY MEMBER DURING TDY EN ROUTE

A. General. When dependents accompany or join a member performing TDY en route between two PDS's, entitlements for dependents' travel and transportation allowances are based on the travel actually performed using MALT and per diem rates prescribed in pars. U5220-B and U5220-C, limited to the greater of the following:

- 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 par U5222-M5b is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5207 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

- a. the member, or
- b. the dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, February 21, 1979)).

6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:

- a. the court-martial is completed, or
- b. of administrative discharge.

G. Dependents' Travel and Transportation Incident to an In-Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Accompanied Tour

- a. Dependents may be moved at Government expense from a designated place to the current PDS if the dependents are command-sponsored at the PDS prior to their travel to the PDS.
- b. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, not to exceed the allowances for travel from the member's old PDS to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of U5222-C4 apply. A member may leave command-sponsored dependents at the old PDS (which then is a designated place) if authorized/approved through the Secretarial Process. ***NOTE: This authority may not be delegated below the headquarters that directs transportation policies or procedures for the Service concerned. The member*** receives station allowances at the with-dependent rate (par. U9301-B1. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances.

3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, up to the cost from the member's old PDS to the current PDS.

***U5241 DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

A. General. This subparagraph applies to dependents of a member (without regard to command sponsorship (B-158661, December 22, 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), or who dies while entitled to basic pay (37 U.S.C. §406(f)).

B. Definitions

1. Dependent. See Appendix A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became 21 years of age while the member was serving at that PDS (see par. U5215-B).

*2. Transportation. "Transportation," as used in this paragraph, includes transportation-in-kind or reimbursement therefor under pars. U5203-A, first itemization, item 2, and MALT under par. U5015-A.

C. Limitations

1. Destination. No travel may be authorized/approved under this subparagraph unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.

2. Time. Entitlement to dependents travel and transportation allowances ends if the dependents do not begin travel to their final home within 1 year from the date of the official status report, or within 1 year after the member dies while entitled to basic pay. However, travel at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). No travel and transportation allowances are authorized under this paragraph when travel is delayed until after receipt of official notice that the member has returned to an active status.

3. Per Diem. A dependent entitled to the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 U.S.C. §406(f)), also is entitled to per diem under par. U5210. Per diem is not payable in connection with the other dependent transportation authorized in this paragraph.

D. When Authorized

1. General. Dependents may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when dependents receive official notice that the member is:

a. dead; or

b. injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

c. absent for a period of more than 29 days in a missing status.

*When dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the dependents may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the entitlement to a final move at Government expense. That final move must be exercised within the time limit established in par. U5241-C2.

*2. Additional Moves

a. Change in Status. Dependents moved under par. U5241-D1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.

b. No Change in Status-Member Reported as Missing for More Than 1 Year. Dependents moved under par. U5241-D1 may be moved again under that subparagraph when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, entitlement to dependents' travel and transportation allowances under par. U5203 is determined in accordance with this Part.

E. Administrative Instructions. Each of the Services must issue regulations or instructions deemed necessary for the judicious administration of the entitlements contained in this subparagraph.

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

U5242 FUNERAL TRAVEL (For burial ceremonies before 15 March 2002)

A. Transportation for Survivors of Deceased Member to Attend Member's Burial Ceremony

1. General. Under this subparagraph surviving dependents are entitled to travel and transportation allowances to attend a deceased member's burial ceremonies. "Surviving dependents," as used in this subparagraph, means:
 - a. the member's spouse;
 - b. children who are unmarried and
 - (1) under 21 years of age;
 - (2) under 23 years of age and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or
 - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

If there are no surviving dependents, the deceased member's parents (including stepparents or parents by adoption or any person including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age) may be authorized to travel under this subparagraph. For the surviving dependents to be eligible for travel, the member must have died while serving on active or inactive duty.

2. Entitlements

- a. Member Called (or Ordered) to Active or Inactive Duty from a Place in the United States, Puerto Rico or a Possession of the United States. If the deceased member was called (or ordered) to active or inactive duty from a place in CONUS, Puerto Rico, or a possession of the United States, the eligible survivors are entitled to travel and transportation allowances as prescribed in par. U5242-A3 for travel from the place of duty, place of residence, or place of notification of death to the burial site in the United States, Puerto Rico, or possession of the United States and return to the place of duty or to the place of residence.
- b. Member Called (or Ordered) to Active Duty from a Foreign OCONUS Place. If the deceased member had been called (or ordered) to active duty from a foreign OCONUS place, the eligible survivors are entitled to travel and transportation allowances as prescribed in par. U5242-A3. Such allowances are authorized from the place of active duty, place of residence (anywhere in the world), or place of notification of death to the burial site located in the United States, Puerto Rico, or a possession of the United States or to the burial site at the PLEAD and return to the place of active duty or to the place of residence.
- c. Other Cases. For cases not covered by par. U5242-A2b, see par. U7205.

3. Travel and Transportation Allowance

- a. General. Survivors traveling under this subparagraph are authorized one, or a combination, of the following for the authorized round trip travel:
 - (1) transportation-in-kind or Government-procured transportation,
 - (2) reimbursement for the cost of personally procured commercial transportation,

(3) automobile mileage rate (see par. U2600) for the official distance traveled by POC.

*Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242-A3a(2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured commercial transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A3a(3).

b. Per Diem Allowances While Traveling and at the Funeral and Burial Site. Surviving dependents traveling under this paragraph are entitled to per diem computed using the lodgings plus method in par. U4125. The per diem payable must not exceed the appropriate rate in either <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the area concerned. Per diem shall not be paid for more than two days, except when traveling in accordance with par. U5242-A2b in which case, additional days of per diem may be authorized/approved to accommodate the time needed to perform the OCONUS travel.

c. Limitations. Per diem is not payable when the surviving dependents' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from the time of departure to return is 12 hours or less.

d. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A and U4520-C is authorized in connection with travel under this subparagraph.

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

B. Funeral Travel of Families of Members Who Died While POWs or MIAs During the Vietnam Conflict

1. General. This subparagraph applies to family members (as defined in par. U4252-B2 of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains have been returned to the United States, Puerto Rico, or any territory or possession of the United States (37 U.S.C. §406 (Note))).

2. Definition of Eligible Family Members. "Family members," as used in this subparagraph, includes a widow, children, stepchildren, mother, father, stepfather, stepmother, legally adoptive parents, and a person or persons who have stood in loco parentis to the member before the member became 21 years of age. If none of these desire to travel as authorized in this subparagraph, the brothers, sisters, half-brothers, half-sisters, adoptive brothers and sisters of the member are eligible family members.

3. Entitlements. The eligible family members are issued invitational travel orders under Chapter 7, Part T, and are entitled to transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

U5242a FUNERAL TRAVEL (For burial ceremonies on or after 15 March 2002)

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 U.S.C. §411f)

1. General. Eligible Relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in this paragraph, means:

- a. the deceased member's surviving spouse (including a remarried surviving spouse);
- b. children who are unmarried and
 - (1) under 21 years of age;

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

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

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

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

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

5. Transoceanic Travel

- a. General. When available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC is not available, Government-procured air transportation (for the transoceanic travel portion) is authorized.
- b. Travel Performed at Personal Expense
 - (1) AMC Service Available. No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.
 - (2) AMC Service Not Available. Reimbursement (limited to the amount the Government would have paid for Government-procured transportation) is allowed for transoceanic travel at personal expense when AMC service is unavailable.
- c. Government-Procured Transportation Not Available
 - (1) When Government-procured transportation is not available, reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled commercial air service over the direct route between origin and destination.
 - (2) Pars. U3125-B and U3125-C apply to dependent student travel.
 - (3) If air travel is medically inadvisable, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

6. Overland Travel

- a. The overland portion(s) of travel should be by Government-procured transportation, or at personal expense on a reimbursable basis.
- b. Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever Government-procured transportation is available, but transportation is personally-procured, reimbursement is authorized for the transportation cost up to what it would have cost if Government-procured transportation had been used between authorized points.
- d. When a POC is used, mileage (see par. U2600) is authorized. The mileage amount paid cannot exceed the Government's cost had Government-procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

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

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

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

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

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

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

*2. Member of the Reserve Components Entitled to Disability Pay and Allowances. Round-trip transportation is authorized to visit a reserve component member entitled to disability pay and allowances under 37 U.S.C. §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel at <http://www.uscg.mil/hq/g-w/g-wp/gwpm/manuals.htm>, who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS if that member became ill or injured or was diseased:

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

- b. while traveling directly to or from such training.

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

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

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

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

*Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A, first itemization, item 2 for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

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

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

U5250 ADVANCE OF FUNDS

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

the "new PDS" is the HOR, or authorized HOS of the member under U5130-A1.

C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. When a member and/or dependent(s) delivers the POV from the old PDS to the designated storage facility, and then travels to the passenger POE, the member is authorized:

a. MALT for one authorized traveler for the official distance from the old PDS to the designated storage facility; and

*b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see pars. U5015-A1 and U5105-B1) for direct travel from the designated storage facility to the passenger POE. ***The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.***

In addition, members receive a flat per diem rate of \$50, and per diem for dependents' travel (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the old PDS to the designated passenger POE.

2. Delivery - Travel to Storage Facility via Passenger Port. A member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate for the official one-way distance from the passenger port to the designated storage facility. ***Reimbursement for travel back to the passenger POE is not authorized.***

D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. When a member and/or dependent(s) travels from the passenger POD to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

*1. MALT (see par. U5015-A1 and/or U5105-B1) for the official distance from the designated storage facility to the new PDS; and

*2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD to the designated storage facility. ***The reimbursement for transportation from the passenger POD to the designated storage facility shall not exceed the cost for direct travel from the passenger to the new PDS.***

In addition, members receive a flat per diem rate of \$50, and a per diem for dependents' travel (see par. U5210). The flat per diem allowance is computed for the travel not to exceed the allowable travel time from the passenger transportation terminal to the new PDS (see par. U5160-C).

E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility in Connection with TDY En Route. A member who delivers a POV to a designated storage facility in connection with a foreign OCONUS PCS with TDY en route, is authorized:

a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);

b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and

*c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the designated storage facility to the passenger POE. *The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.*

In addition, member receives a flat per diem for the travel not to exceed the allowable travel time from the TDY station to the passenger transportation terminal (see par. U5160-C).

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.

2. Pick-Up in Connection with TDY En Route. A member who picks up a POV from a designated storage facility in connection with PCS travel to/from an en route TDY station, is authorized:

*a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD to the designated storage facility;

b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; and

c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for pars. U5468-E2a and U5468-E2b shall not exceed the travel and transportation cost from the passenger POD to the TDY station. In addition, the member receives a flat per diem for the travel in pars. U5468-E2a and U5468-E2b not to exceed the amount for the allowable travel time (see par. U5160-C) from the passenger transportation terminal to the TDY station.

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.

U5470 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate storage facilities (see par. U5466).

B. Personally-Procured POV Storage. A member may be reimbursed for storing one POV at a commercial facility (see par. U5466). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility must not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

U5472 FACTORS AFFECTING STORAGE OF POV

A. Orders Amended, Modified, Canceled, or Revoked. A POV stored or shipped after PCS order receipt (or notification of deployment on a contingency operation) may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Government expense, if the PCS order (or contingency operation notification) is later amended, modified, canceled, or revoked. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions in par. U5317 apply.

B. Storage before an Order is Issued. POV storage is permitted before a PCS order (or contingency operation notification) is issued to a member. The storage request must be supported by a written statement:

PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS

U7100 CERTAIN MOBILE UNITS

A. Entitlement. While away from the PDS, a member on duty with, or under training for:

1. the Air Mobility Command,
2. Marine Corps Transport Squadrons,
3. Fleet Logistics Support Squadrons,
4. Naval Aircraft Ferrying Squadrons, or
5. any other unit determined by the Secretary concerned to be performing duties similar to the duties performed by such command or squadrons,

is entitled to travel and transportation allowances under Chapter 4, without specific travel orders (47 Comp. Gen. 477 (1968)). Chapter 3, Parts C and E apply at locations other than the PDS.

B. Approval. A member's commanding officer, or the designated representative, must approve per diem and transportation claims.

U7105 DUTY ABOARD COMMERCIAL CARRIERS

Members who perform duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are entitled to the allowances prescribed in Chapter 4, Part B or C, as applicable. Mileage is not payable when carriers provide transportation.

U7110 RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES

The Chief of Engineers, Department of the Army, may prescribe the temporary travel allowances within the maximum per diem or AEAs authorized in Chapter 4, Part B or C, consistent with activity requirements, for officers engaged in river and harbor and flood control activities, if meals and/or lodgings are furnished on a floating plant or on shore.

U7115 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOMEPORT

A. Entitlement. Members with dependents are entitled to the following authorized transportation allowances for themselves or their dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

1. Overhaul or Inactivation. If the overhaul or inactivation is at a location other than the homeport, round-trip transportation is authorized between that location and the homeport. If the homeport is changed to the overhaul or inactivation location, round-trip transportation is authorized between the new and old homeport in lieu of PCS travel entitlements for dependents if, for personal reasons (e.g., necessary dependent medical care not available), dependents do not relocate to the new homeport. In either case, the dependents must reside in the vicinity of the original homeport (i.e., within the normal daily commuting area).
2. Construction. If construction is at a location other than the ship's designated future homeport or place dependents reside, round-trip transportation is authorized between the construction location and the future homeport or place dependents reside. A member's dependents must not reside at the construction location.

B. Authorized Transportation Allowances

1. Authorized transportation allowances are:
 - a. transportation in kind or Government procured transportation,
 - b. reimbursement for member or dependent-procured transportation, or
 - c. the automobile mileage rate for the official distance.

*2. Government transportation must be used, if practicable. Reimbursement under par. U7115-B1b is subject to par. U3110 (or par. U5203-A, first item 2) for overland travel and par. U5116-D or U5207 for transoceanic travel. Mixed mode overland travel reimbursement is in par. U5105-E. Payments under pars. U7115-B1b and U7115-B1c must not exceed the Government-procured round-trip least expensive unrestricted commercial air transportation cost for the member between the:

- a. overhaul or inactivation location and the original homeport under par. U7115-A1, or
- b. construction location and future homeport or location where dependents reside under par. U7115-A2.

NOTE: See par. U5222-M for dependent travel. If dependents travel instead of the member, the transportation cost for the family is limited to the cost of Government procured commercial round trip travel for the member.

3. If two or more members travel together by POC, only the POC operator is entitled to mileage.
4. Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.

C. Conditions of Entitlement

1. The transportation allowance entitlements under this paragraph accrue on the 31st day (and every 60th day thereafter) after the later of the day the:
 - a. ship enters the overhaul or inactivation port, or
 - b. member is permanently assigned to the ship.
2. A member must be permanently assigned to the ship for more than 30 consecutive days.
3. A member who does not use one or more of the entitlements as accrued, retains all entitlements, but all travel under this paragraph must begin before the ship departs the construction, overhaul or inactivation location.
4. If a member elects dependent transportation allowances for one entitlement, member transportation allowances are not authorized. Each entitlement, however, as it is used is an independent election, and a member may alternate member or dependent travel as desired.

U7120 AERIAL SURVEYS

A member assigned to duties involving aerial surveys of rivers and harbors or governmental projects, other than those pertaining to the Service, and otherwise authorized either through enactments providing for such activities generally or enactments authorizing a particular project, is authorized a per diem or AEA for the entire period a travel status exists at the rates otherwise prescribed for members in a travel status (see Chapter 4, Part B or C, as applicable).

PART H: LEAVE TRAVEL AND TRANSPORTATION

EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002

*U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

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

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
 - a. consecutive tour of duty at the same (old) PDS, or
 - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) one of the tours is unaccompanied, or
 - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).
2. Eligible Dependents. An eligible dependent is one who:
 - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
 - (1) the last day of the member's first tour at the old OCONUS PDS; or
 - (2) the effective date of the member's PCS order to the new OCONUS PDS; and
 - b. is command sponsored for both tours;
 - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. accompanies the member during both tours.
3. Authorized Locations. The authorized locations listed below are official travel locations to and from which available contract city pair fares may be used.
 - a. Travel between authorized locations is travel:
 - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
 - (2) from the old to the new OCONUS PDSs via an authorized destination; or
 - (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.
 - b. An authorized destination is the member's HOR or an alternate place to which travel is no more expensive than to the HOR. ***If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process.***

Example 1:

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

No city pair to Ames, Iowa and least expensive unrestricted fare (incorporating some city pair fare connections) is \$1,200.

Member desires to utilize COT leave to Boston, MA.

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

Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the member is financially responsible for the additional cost (\$200). (The member is not responsible for the additional \$200 cost if travel to Boston, MA is authorized/approved by the Secretarial process.)

Example 2:

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

City pair trip cost is \$980.

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

Special excursion fair cost to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized a transportation cost for travel to St. Louis (\$840) NTE the \$980 cost to HOR.

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

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

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

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

1. Member's HOR in CONUS

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

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

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

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

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

b. reports to the new OCONUS PDS.

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

C. Reimbursements

1. Member-Procured Transportation

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

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is authorized to MALT PLUS under par. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:

a. travel is to other than an authorized location, or

b. a member elects:

(1) transportation under par. U7305, or

(2) either option available in lieu of transportation under par. U7305.

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

*A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) <http://www.dtic.mil/whs/directives/corres/html/13275.htm>) for DoD Services and/or Service regulations (see par. U1010-B9) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. ***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). See par. U7205-C for definition of "authorized locations". The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

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

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

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

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

B. Eligibility

1. Eligible Members. Eligible members are those:

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

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

2. Eligible Dependents. Eligible dependents are those who:

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

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

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

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

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

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

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

- a. Authorized originating locations are:

- (1) a member's PDS;
 - (2) dependents' other OCONUS location; or
 - (3) member's or dependents' location when notified of the personal emergency;
- b. Authorized destination points are:
- (1) Either:
 - (a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or
 - (b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; **NOTE: This creates a cost limit to be used for transportation.** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.); or
 - (2) an airport in a nonforeign OCONUS area (see Appendix A); or
 - (3) any other OCONUS location, as determined by the Secretarial Process.

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

2. Members and Dependents in CONUS. For members described in par. U7205-B1c and dependents described in par. U7205-B2c:
- a. Authorized originating locations are the international airports nearest the:
 - (1) member's PDS, or
 - (2) member's or dependents' location when notified of the personal emergency.
 - b. Authorized destination points are:
 - (1) an international airport in a nonforeign OCONUS area; or
 - (2) any other OCONUS location, as determined by the Secretarial Process.

U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT

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

c. other location.

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

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

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

5. The locations listed in par. U7206, item 1 above are official travel locations (including par. U7206, item 1c other location) to and from which available contract city pair fares may be used

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

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

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

B. Eligibility

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

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

- a. are command sponsored, and
- b. reside with the member at the FEML PDS.

C. Limitation

1. Number of FEML Trips

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

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

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.
 - c. Personnel taking *IPCOT assignments* are entitled to additional FEML trips based on the above table.
2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.
- D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.
- 1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.
 - 2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
 - 3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from these alternate locations is official travel and contract city pair fares may be used.
 - 4. Location Designation/Recertification
 - a. Designating Authorities. The following are designating authorities for FEML locations/destinations:
 - (1) DoD Services: USD (P&R);
 - (2) NOAA: Director, NOAA Corps;
 - (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
 - (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.
 - b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.
 - c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) *before* the indicated recertification date.
- E. Transportation
- 1. Member/Dependent. Members and dependents may travel together or independently.
 - 2. Restrictions. A member/dependent(s) taking a FEML trip:
 - a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
 - b. may use commercial air transportation if military air transportation is not reasonably available, and
 - c. may not use cruise or tour packages.
- NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.***
- 3. Procurement. Commercial air transportation may be purchased by the Government or member (see par. U3120).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. (*See par. U3320, and Chapter 3, Part E.*)

b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

5. Transportation Funded by a Host Government. If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

U7210 CONVALESCENT LEAVE TRANSPORTATION

A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay or imminent danger pay under 37 U.S.C. §310, is entitled to transportation allowances for one trip:

1. from the place of medical treatment in the United States to a place selected by the member and authorized/approved by the Secretarial Process, and
2. from the selected place to the place of original medical treatment or to a different medical treatment facility.

B. Transportation Allowances. A member performing travel under par. U7210-A is entitled to select:

1. transportation in kind or Government-procured transportation,
2. reimbursement for the commercial transportation cost when the member travels at personal expense, or
3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under par. U7210-B2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel. When land travel is performed partly at personal expense and partly by Government transportation, reimbursement is prescribed in par. U5105-E2. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for convalescent leave travel.*

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Entitlement. Members are entitled to MALT PLUS under par. U5105-B for a portion of return travel to their assigned ships that relocate during their absence on authorized leave or liberty (pass), but only if they are not notified of the relocation before their departure.

B. Limitation. MALT PLUS is payable for the additional distance, if any, members must travel to return to a ship's new location over that required to return to its old location, but only for the additional distance that does not exceed the distance between the ship's old and new locations.

C. Special Circumstances

1. Members Without Funds. Members without funds, who receive land transportation under Part N of this Chapter, receive MALT PLUS under this paragraph, if otherwise eligible.
2. Transoceanic Travel. If return to a relocated ship requires transoceanic travel, transportation in kind or Government-procured transportation is authorized for such travel, but Government-procured transportation costs shall not exceed the costs for travel between the ship's old and new locations.

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see subpar. U4105-F.

B. Recall for Operational Reasons

1. Entitlement. Eligible members are entitled to the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

- a. beginning the day they depart from the leave location or place they receive orders canceling leave, and ending the day of arrival at the duty station; and
- b. if authorized to resume leave, beginning the day they depart from the duty station, and ending on the day of arrival at a leave location no farther distant from the duty station than the place they received orders canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

- a. actual contingency or emergency war operations, or
- b. an urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
 - (1) within 24 hours of departure, or
 - (2) more than 24 hours after departure, if the commanding officer authorizes/approves after determining that:
 - (a) a substantial portion of the scheduled leave period has been eliminated by the recall, or
 - (b) the purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

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

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 Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian 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.

NOTE: A retired member (and the retiree's dependents) may be authorized patient travel under par. U7960-A provided the retiree is (or dependents are) TRICARE Prime enrollee(s).

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 FOR SPECIALTY CARE OVER 100 MILES**

Effective 28 December 2001

A. General. If a patient meets the travel requirements as identified in par. U7960-A, round trip travel and transportation expenses 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).***

NOTE 2: *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

PRIVATIZED HOUSING. Housing units on or near military installations in the U.S. and its territories and possessions that are acquired or constructed by private persons, under 10 U.S.C. §2871-2885. The Service Secretary determines which privatized housing is suitable for use as military family housing.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of travel orders.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). *(Also called PRO or PRO-Gear.)* Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination. Examples include:

- A. reference material;
- B. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- C. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
- D. communication equipment used by members in association with the MARS (see DoDD 4650.2);
- E. individually owned or specially issued field clothing and equipment;
- F. an official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
- G. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: *Excluded from PBP&E are sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.*

PROPORTIONAL MEAL RATE. The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <http://www.dtic.mil/perdiem/>), rounded to the nearest dollar.

REDUCED PER DIEM. Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

REPEAT TRAVEL ORDERS. *See BLANKET TRAVEL ORDERS.*

RESERVE COMPONENT:

- A. The Army National Guard of the United States,
- B. the Army Reserve,
- C. the Naval Reserve,
- D. the Marine Corps Reserve,
- E. the Air National Guard of the United States,
- F. the Air Force Reserve,

- G. the Coast Guard Reserve, and
- H. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the Secretary concerned or the Secretary's designated representative.

***SECRETARY CONCERNED.** As defined in 37 U.S.C. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Transportation, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JFTR, action by the PDTATAC Principal, without further delegation, may be authorized by the Secretary concerned.

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICES. See **UNIFORMED SERVICES.**

SHORT DISTANCE MOVE. A move:

- A. involving HHG drayage or shipment for a short distance between residences;
- B. to or from a NTS facility in the member's PDS area;
- C. in the member's last PDS area when the member is authorized a final move during a separation or retirement;
- D. incident to reassignment or PCS to a new PDS near the old PDS;
- E. between residences within a metropolitan area; or
- F. not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

SPARE PARTS FOR A POV. See **POV, SPARE PARTS.**

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS PER DIEM RATE. The per diem rate for any CONUS location not included in a defined

locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>.

STANDARD GOVERNMENT MEAL RATE. See definition of “Government The daily rate charged for meals in a Government dining facility including the operating cost Meal Rate” for current rates.

SUBSISTING OUT. The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment does not require one.

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

TEMPORARY DUTY (TDY) LOCATION. See *TEMPORARY DUTY STATION*.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified interim housing facilities operated by the services to provide short term housing accommodations, that a cash charge is levied without direct charge against the quarters allowances of the occupants. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

TEMPORARY STORAGE. Short-term storage that is part of HHG transportation. May be at any combination of the origin, destination, and en route locations. Usually for 90 or fewer days, but may be extended. See par. U5375. Also referred to as storage in transit (SIT).

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anathath, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site <http://www.saipan.com>)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef

10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES. *Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.* An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States. **NOTE:** *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. **NOTE:** *Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting.)*

TRANSPORTATION, POV. Transportation by vessel, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.*

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. **NOTE:** *GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.*

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expense.

TRAVEL AUTHORIZATION (ORDERS). *See Travel Orders.*

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed by the Government or employed (under 5 U.S.C. §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by JTR, par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely in connection with business of the DoD or the Government.

NOTE 1: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.

NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. ***Unlimited Open.*** An authorization allowing a member to travel on official business without further authorization for a specified period of time. ***NOTE:*** *Unlimited Open travel orders are not used in DTS.*
2. ***Limited Open.*** An authorization allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. ***NOTE:*** *Limited Open travel orders are not used in DTS.*
3. ***Repeat.*** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time. ***NOTE:*** *Repeat travel orders are not used in DTS.*
4. ***Trip-by-trip.*** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. ***NOTE:*** *See par. U2200 for more detail.*

UNACCOMPANIED BAGGAGE. See ***BAGGAGE, UNACCOMPANIED.***

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

1. under the local command of a uniformed service,
2. with permanent or semi-permanent-type troop shelters and a Government mess, and
3. where there are U.S. Government operations.

NOTE: *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 U.S.C. §205.

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 *only* for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
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.