

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 188

Alexandria, VA

1 August 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 August 2002 unless otherwise indicated.

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This change includes all material written in MAP Items 12-02(E); 15-02(E); 16-02(E); 18-02(E); 19-02(E); 21-02(E) and editorial changes U02010 and U02011. Insert the attached pages and remove the corresponding pages. Remove page U9C-6-1. This cover page replaces the Change 187 cover page.

BRIEF OF REVISION

These are the major changes made by Change 188:

Introduction. Changes the Navy MAP address.

U1010; U3120; T4025. Explains that it is the responsibility of the Service concerned to ensure that guidance is provided to their travelers as to contract requirements for CTO use.

U5310-F. Updates a paragraph reference to weight additives explanation.

U5320-D. Spells out that when members or employees personally procure HHG transportation preference must be given to VISA (Voluntary Intermodal Sealift Agreement) carriers when available.

U5330. Adds an example on the time limitation for shipping HHG. HHG transportation may be used any time the orders remain in effect and prior to receipt of further PCS orders.

U5720-B. Clarifies the conflict between the verbiage and example on paying TLE when the member and dependents occupy temporary quarters in different locations. The verbiage was deleted so each locality rate is used.

Chapter 9, Part C. Rewrites Chapter 9, Part C proposing new wording and reorganization intended to simplify and update the JFTR.

Appendix E, par. A, item 13. Makes clear that all pertinent conditions in item 13a through e must be met before allowances are authorized/approved.

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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UTDs are effective on the indicated date. They may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute, some other date. When an effective date is earlier than the date assigned to the printed change page, changes are disseminated by message.

PDs make changes in the per diem rates contained in Appendices B and D, and changes to the tables contained in Appendices J and K. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas. They are transmitted by message to hundreds of DoD users and effect changes to the travel per diem allowances in Appendix B.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements and administrative memoranda included in a printed change are shown on the cover sheet of the printed change.

New or revised provisions appearing on a change page are indicated by a \* symbol placed next to the new or revised portion.

#### **FEEDBACK REPORTING**

Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4140.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;
- \*2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico VA 22134-5103;
4. Air Force - Through appropriate command channels to: HQ USAF/DPRC, 1040 AF Pentagon, Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (G-WPM-2), U.S. Coast Guard, 2100 2<sup>nd</sup> Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;
7. U.S. Public Health Service - Directly to: Division of Commissioned Personnel, PSC (Attn: PDTATAC MAP Member), Room 4A15 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001; or

8. Office of the Secretary of Defense and other DoD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building I, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

### HOW TO GET THE JFTR

Requests for copies of the JFTR and changes thereto should be routed as follows:

1. Army. The JFTR is stocked and issued from the U. S. Army Publications Distribution Center - St. Louis, 1655 Woodson Road, St. Louis, MO 63114-6181. Initial distribution (ID) is based on DA 12-series subscription requirements. To receive future changes/revisions update your DA 12-series subscription service citing DA Form 12-04-E, Block 0028. Submit updates through normal initial distribution publication channels. Additional or replacement copies may be requisitioned through normal publication resupply channels.

2. Navy. Navy distribution of changes to the JFTR (NAVSOP P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSOP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate milstrip requisition must be submitted for *each* change/basic.

(a) **For up to 3 copies**, send the requisition through the normal supply channels (in accordance with NAVSUP P2002 and NAVSUP P-437) to: Naval Inventory Control Point - Cog "I" Material, 700 Robbins Avenue, Bldg. 1, Philadelphia, PA 19111-5098. If you have internet, you may order the changes on website [www.nll.navsop.navy.mil](http://www.nll.navsop.navy.mil), then go into P2003 search/order, fill out milstrip requisition on line.

(b) **For more than 3 copies**, send request by mail, fax or E-mail requirement (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) (FMA-31), 1000 Navy Pentagon, Room 5E476A, Washington, DC 20350-1000. FAX COMM 703-692-4900, DSN 222-4900 or E-Mail to [Schlegel.Willie@HQ.NAVY.MIL](mailto:Schlegel.Willie@HQ.NAVY.MIL).

(c) **For changes in distribution**, mail, fax or E-mail requirement (including SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy (FM&C) at the address in (b) above.

3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.

4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.

5. DoD Agencies/Components Not Specifically Listed. Through appropriate agency/component publishing distribution office.

6. Coast Guard. JFTR procurement and distribution, including copies and missing pages, are in accordance with instructions in the current edition of COMDTNOTE 5600, Coast Guard Directives, Publications, and Reports Index (DPRI). The JFTR is listed in Chapter 6 of the DPRI.

7. NOAA Corps. Through the Commissioned Personnel Center (CPC1), 1315 East-West Highway (Station 12137), Silver Spring, MD 0910-3233.

## CHAPTER 1

## PART A: APPLICABILITY AND GENERAL INFORMATION

## U1000 APPLICATION

*This Volume contains basic statutory regulations concerning official travel and transportation of members of the Uniformed Services.* The regulations in this Volume pertain to travel and transportation and certain station allowances. These regulations are issued under the authority of 10 U.S.C. §2631-2635 and Chapter 7, 37 U.S.C. *There may be circumstances when payment of certain allowances is prohibited. Those circumstances are stated. However, just because a prohibition is not stated does not mean that an entitlement exists or can be authorized.* All regular and reserve personnel, without regard to the Service to which they are assigned, are covered.

## U1005 NOT USED

## U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. These regulations provide special allowances for DoD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the United States. These regulations also affect their dependents. *Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose. The allowances include:*

1. environmental and morale leave transportation,
2. travel and other expenses for dependent education,
3. home visitation between consecutive tours,
4. dependent travel in connection with TDY,
5. dependent visitation,
6. dependent care expenses connected with training of responsible dependents,
7. representational travel by dependents,
8. removal of dependents and HHG,
9. shipment of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, ATTN: DA, Washington, DC 20340-5339.

## U1010 IMPLEMENTATION

A. Entitlement Regulations. *The regulations in this Volume require no further entitlement implementation.* When necessary, they may be supplemented by administrative regulations which shall not prescribe entitlements different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.

\*B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain entitlements. The listing below cites entitlements that do have implementing instructions provided by Service regulations. There may be additional implementing instructions that are not specifically cited below.

1. completion and submission of travel vouchers;
2. order endorsements related to foreign flag carriers (par. U3125-C4);
3. procedures for the issuance, use and care of meal tickets, and for the payment for meals procured with the tickets (see par. U5018-B);
4. procedures and conditions under which advance payments, authorized by these regulations (including those in 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 – see par. U5020) may be made. (Also, see pars. U5165, U5250, U5560, U6013-A, U6013-B, U6060-A, U6060-B, U9116-B, and U9208);
5. appropriate separation activities (see pars. U5125-A3 and U5130-A3);
6. required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);
7. claims for personally-procured HHG transportation (see pars. U5320-D);
8. member financial responsibility (see pars. U5340-A2, U5380-A, U5415-C, U5445, U5474, and U5520);
9. personal emergency determination (see par. U7205-A);
10. transportation of the remains of deceased members and dependents (see Chapter 7, Part R);
11. currency loss/gain procedures for OHA (see par. U9116-B);
12. COLA payment while entitled to TLA (see par. U9207-E, Step 4a(2) and U9207-H, Example 4, after step 3);
13. command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT);
14. establishing children's dependency (see Appendix A definition of DEPENDENT); and
15. CTO use policy (see par. U3120).

**U1015 EXPENDITURE AUTHORITY**

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations.

**U1020 EFFECTIVE DATE OF REGULATION CHANGES**

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

**U1025 COMPTROLLER GENERAL (CG)/OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS**

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the CG/OSD GC. CG/OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

**U1030 TERMINOLOGY**

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

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

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

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

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

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

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

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

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

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and

3. PCS versus TDY cost comparisons are considered before issuing orders.

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

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

**U1040 GAIN-SHARING PROGRAM**

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

**U1045 GOVERNMENT QUARTERS USE/AVAILABILITY**

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

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

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

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

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

**PART A: APPLICABILITY AND GENERAL RULES**

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#### U3115 NOT USED

#### U3120 ARRANGING OFFICIAL TRAVEL

\*A. CTO Use Policy. It is *mandatory policy* that Uniformed Service members use available CTOs to arrange official travel including transportation and rental cars except when authorized in accordance with par. U3110. See component regulations for CTO use information.

#### B. Requirements

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

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

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

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

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

#### D. Transportation Reimbursement

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

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

#### U3125 COMMERCIAL AIR TRANSPORTATION

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

#### B. Class of Service

1. General. Government policy is that:

- a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;

- b. members should determine travel requirements in sufficient time to use coach-class accommodations;
- c. first-class accommodations may be used only as permitted in par. U3125-B3;
- d. premium-class other than first-class accommodations may be used only as permitted in par. U3125-B4;
- e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;
- f. less than minimum standards may be authorized as permitted in par. U3100; and
- g. *when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."*

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

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

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

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

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

**Effective 10 November 1998**

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

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

\*F. Excess Costs for Transportation of Boats as HHG. The following examples outline excess cost determination, using various rates available from MTMC, in connection with transportation of a boat as HHG. ***NOTE: The various Government 'rates' in the examples are used strictly for the examples and should not be used for actual calculations.***

**\*EXAMPLE 1**

Member on PCS from San Diego, CA, to Washington, DC (2,595 miles).

Member is 0-6 with a weight allowance of 18,000 lbs.

Member transports HHG weighing 12,000 lbs. (net less 10%) and a boat (no trailer) weighing 20,000 lbs. (includes weight additive, see par. U5310-E).

The lowest usable applicable Government rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 18,000 lbs. between authorized points is \$69.65/cwt.

The MTMC one-time-only (OTO) rate for movement of boat between authorized points is \$5,000.

**EXCESS COST COMPUTATION**

**STEP 1:**

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

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

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

**STEP 2:**

Actual HHG Transportation Cost.

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

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

**STEP 3:**

Compare the results of STEPS 1 and 2.

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

The member owes for excess:

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

**\*EXAMPLE 2**

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

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

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

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

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

**EXCESS COST COMPUTATION**

**STEP 1:**

Government's Maximum Transportation Cost Liability.

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

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

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

**STEP 2:**

Actual HHG Transportation Cost.

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

OTO single factor (flat) rate for moving boat		\$ 900.00
Weight of HHG actually transported (8,000 lbs. = 80 cwt)	80 cwt	
Times lowest usable applicable Government rate	x \$39.05/cwt =	+ \$3,124.00
Total		\$4,024.00

**STEP 3:**

Compare the results of STEPS 1 and 2.  
 In this case, the cost in STEP 2 is less than the cost in STEP 1.  
 The member does not owe any excess:

Total STEP 2	\$4,024.00
Less STEP 1	- \$4,217.40
Difference (if negative amount enter zero)	\$ 000.00
Additional accessorial costs member owes	+ \$ 000.00
Total cost member owes for transportation	\$ 000.00

**\*EXAMPLE 3**

Member on PCS from Ft Clayton, Panama to Ft Benning, GA.  
 Member is E-6 (with dependents) with a weight allowance of 11,000 lbs.  
 Member transports HHG weighing 7,000 lbs. (net less 10%) and a 22' sailboat and trailer weighing 1,834 lbs. (includes weight additives, see par. U5310-E).  
 The lowest usable applicable Government rate (MTMC's I-X single factor international rate) for HHG transportation of 11,000 lbs. between authorized points is \$40.45/cwt.  
 The MTMC OTO rate for movement of boat between authorized points is \$4,055.86.

**EXCESS COST COMPUTATION**

**STEP 1:**

Government's Maximum Transportation Cost Liability.

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

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

HHG transported (net less 10%)		7,000 lbs.
Weight of boat and additive(s)		+ 1,834 lbs.
Total weight of HHG and boat (including weight additive(s))		8,834 lbs.*
*Does not exceed member's authorized weight		
Weight of HHG and boat actually transported (8,834 lbs. = 88.34 cwt)	88.34 cwt	
Times lowest usable applicable Government rate	X \$ 40.45/cwt	
Gov't's maximum transportation cost liability	\$3,573.35	

**STEP 2:**

Actual Cost of HHG Transportation.

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

**NOTE:** When HHG including a boat are transported OCONUS together, the HHG are transported at an OTO HHG rate also.

International OTO rate for moving boat		\$4,055.86
Weight of HHG actually transported (7,000 lbs. = 70 cwt)	70 cwt	
Times lowest usable applicable international OTO HHG rate	x \$79.00/cwt =	+ \$5,530.00
Total		\$9,585.86

**STEP 3:**

Compare the results of STEPS 1 and 2.

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

The member owes the following excess:

Total STEP 2	\$ 9,585.86
Less STEP 1	- \$ 3,573.00
Difference (if negative amount enter zero)	\$ 6,012.86
Additional accessorial costs member owes	+ 000.00
Total cost member owes for transportation	\$ 6,012.86

**NOTE 1:** All rates used in the above examples are for illustrative purposes only. MTMC domestic rates plus MaxPac rates for domestic shipments, and MTMC International single factor rates for international shipments, change periodically. In the above examples, these rates are shown as D-X or I-X rates. The above examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat as HHG.

**NOTE 2:** If boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the normal JFTR method of computing excess cost applies.

**NOTE 3:** Members are responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.

G. Civilian Clothing of Recruits. Recruits, required by Service regulations to dispose of civilian clothing when they receive their uniform clothing, are authorized transportation of up to 50 pounds of civilian clothing to their HORs.

H. Storage. HHG temporary storage is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

I. Services. Incident to HHG transportation, the HHG are packed, crated, unpacked and uncrated, drayed and hauled (as necessary). Drayage or hauling includes the use of special rigging and equipment for heavy or delicate articles and handling including, but not limited to, any combination of the following:

1. at point of origin:
  - a. from quarters to packing/crating facility and/or to place of storage;
  - b. from packing/crating facility to quarters, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;
  - c. from packing/crating facility to place of storage;
  - d. to carrier's station from quarters, packing/crating facility, and/or place of storage.
2. en route or in transit, such as from:

- a. incoming carrier's station to place of storage;
  - b. place of storage to outgoing carrier's station;
  - c. incoming carrier's station to outgoing carrier's station.
3. at destination from:
- a. carrier's station to quarters and/or place of storage;
  - b. place of storage to quarters.

J. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, December 9, 1988). The member's full weight allowance is authorized for the replacement shipment.

K. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, U.S.C., required by a member/dependent (who is entitled to medical care under Title 10, U.S.C.). Required medical equipment:

1. may be shipped in the same manner as PBP&E (see par. U5310-C),
2. does not include a modified POV, and
3. must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under title 10, U.S.C.

#### **U5315 ADMINISTRATIVE WEIGHT LIMITATIONS**

A. General. Administrative weight limitations in this paragraph and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is entitled to HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Entitlement. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place where Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,000 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus transportation of unaccompanied baggage. See par. U5315-C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is entitled individually to transportation of unaccompanied baggage, PBP&E (see U5310-C), and required medical equipment (see U5310-K).

C. Exceptions

1. General. Administrative weight limitations do not apply:
  - a. to shipments from nonforeign OCONUS areas to any location where there is no Service administrative weight limitation;
  - b. to members with a weight allowance of less than 2,000 pounds; or
  - c. to members on duty as U.S. Defense Attaches.

2. Government Furnishings Unavailable. When an item of Government furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.
3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance, may be authorized/approved through the Secretarial Process in the following circumstances:
  - a. the member is assigned COT from an unrestricted to a weight restricted area;
  - b. the member extends a tour for one year or longer within the same weight restricted area;
  - c. additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or
  - d. circumstances exist that would cause undue hardship if the weight restriction were enforced.

***NOTE:*** *The combined weights of stored HHG plus transported HHG shall not exceed the weight allowance in par. U5310-B.*

4. Additional HHG at Member's Expense. The Government may transport additional HHG at the Government rate; however, the member is responsible for the cost of transporting the excess weight.

#### **U5317 HHG TRANSPORTATION ENTITLEMENT DISALLOWED**

***NOTE:*** *See par. U5203-B for related dependent transportation.*

HHG transportation entitlement does not exist for members:

1. of reserve components when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);
2. on leave;
3. who are in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H;
4. serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such members who have dependents, see pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H);
5. under orders to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);
6. called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);
7. when less than 12 months remain in an OCONUS tour after the scheduled arrival date of the HHG at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;
8. transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

**U5318 RE-TRANSPORTATION OF THE SAME HHG**

HHG transportation shall not be made for a member's convenience to some other place for re-transportation later.

**U5320 METHODS OF TRANSPORTATION**

A. HHG. HHG transportation is authorized by the transportation mode which provides the required services satisfactorily at the best value to the Government.

B. Unaccompanied Baggage. Unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. Unaccompanied baggage in excess of 1,000 pounds (net) may be transported if authorized in accordance with Service regulations.

C. Government - Procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with par.U5320- A.

\*D. Personally-Procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Reimbursement claims should be prepared and submitted in accordance with Service regulations (see par. U1010-B7). The Government's cost limit is linked to the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) (See par. U5385.)

***NOTE: Members who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Intermodal Sealift Agreement) ship carriers when available.***

1. Government-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is entitled to reimbursement of the actual cost:

- a. when a shipping or transportation officer is not available, or
- b. the member is instructed by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

(See Transportation of HHG in Appendix A and NTS in par. U5380.) The cost of the direct hire or rental of a conveyance (with or without operator) and/or hire of an operator of a conveyance is included as part of the actual cost. The special routing and services in par. U5340-E are not included as part of the actual cost.

2. Government-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is entitled to:

- a. reimbursement of the actual cost not to exceed the Government's constructed transportation and/or NTS cost, or
- b. payment of a monetary allowance equal to 95% of the Government's constructed cost

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructive cost.

b. When Weight Certificates are Unobtainable. Through the Secretarial Process, use of constructive weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

- (1) a public scale or a Government scale was not available; or
- (2) if HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructive weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructive HHG weight. When Government-procured transportation and/or NTS is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess shall be charged to the member.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

E. Split Shipment. A member may ship HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed:

1. the member's authorized HHG weight allowance, and
2. the cost of Government-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

#### **U5330 FACTORS AFFECTING HHG TRANSPORTATION**

A. Combining Weight Allowances When Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to:

1. a joint residence in the vicinity of the new PDS of the member remaining on active duty from which that member is to commute to the new PDS, or
2. a joint residence being established by both retirees/separatees at the HOS/HOR (limited by the lesser entitlement.)

If one member/spouse dies, see par. U5372-F for the authorized weight allowance of the surviving spouse/member.

B. Impact of Effective Date of Orders. The entitlement to HHG transportation accrues and becomes fixed on the effective date of PCS orders. Except as authorized in par. U5370-F for members reduced in grade, the weight allowance is based on the grade held on the effective date of the orders authorizing the HHG transportation.

issuance of orders 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 eligibility for retirement, date of expected rotation from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)

2. Members Assigned to Vessels Preparing to Enter Overhaul. HHG transportation before PCS orders are issued is authorized for members assigned to a vessel which has been scheduled for an overhaul, provided the order-issuing official or the designated representative provides a statement that the vessel's homeport is to be changed incident to the overhaul. This statement may be issued when there is less than 90 days between the time of specific overhaul site determination and the actual departure of the vessel to such site. If the scheduled vessel overhaul is canceled, par. U5330-C above applies (59 Comp. Gen. 509 (1980)).

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

Example: A member is ordered PCS from Location A to Location B. When an order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under orders to Location C). However, the member can ship from Location A to Location C (see par. U5310-A3) and/or from Location B to Location C.

#### U5335 DETERMINING THE NET WEIGHT

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the actual weight of unpacked and uncrated HHG should be established before packing and used in determining if the weight allowance has been exceeded. When the actual weight of unpacked and uncrated HHG is unknown, the weight is determined under par. U5335-B, U5335-C, or U5335-D.

B. Government-Arranged Move and Transportation at Personal Expense. When the actual weight of unpacked and uncrated HHG is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is arranged by the Government or at personal expense, allowance is made for interior packing materials weight. The HHG weight is determined by subtracting 10 percent from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.

#### C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross weight and the weight of the shipping boxes is known, weight is determined by subtracting 20 percent from the difference between the gross weight of the loaded container and the stenciled weight of the empty container. When only the shipment gross weight is shown on the shipping document, the weight is determined by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

D. Unaccompanied Baggage. When the Government arranges transportation, and the net weight of unaccompanied baggage is unknown, the weight is determined by subtracting 50 percent from the gross weight shown on the shipping documents. When the unaccompanied baggage shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or unaccompanied baggage shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 pounds per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

## U5340 EXCESS CHARGES

### A. General

1. Transportation. The member is financially responsible for all transportation costs arising from the services listed, if the Government's constructed cost for transporting the authorized weight is exceeded:

- a. transportation of HHG in excess of the authorized allowance;
- b. transportation other than between authorized locations;
- c. transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
- d. transportation of unauthorized articles; and
- e. special services requested by the member incident to HHG transportation.

2. NTS. The Government's maximum obligation for NTS is the cost of storage of the difference between the member's weight allowance prescribed in par. U5310-B and the weight of HHG transported incident to the same PCS orders. If the weight of the HHG in NTS plus the weight of the HHG transported on the same orders exceeds the member's prescribed weight allowance, the Government may pay the costs associated with storage of the excess weight if requested to do so by the member. Costs for storage of the excess weight must be collected from the member (see par. U1010-B8).

### B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on PCS Orders. When the member makes only one shipment (that is, nothing is placed in NTS) the total cost of transportation, less the cost of transporting unauthorized articles as determined in par. U5340-D, shall be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the excess is computed on the basis of 500/8500 of all costs of HHG transportation.

#### 2. Multiple Shipments Made on PCS Orders

a. Member Not Administratively Weight Restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the cost attributable to the excess weight shall be computed on the shipment which results in the least excess cost to the member.

#### b. Member Assigned to or from Administratively Weight Restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to or from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight shall be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation.

(2) Weight Within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

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

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

**U5705 ENTITLEMENT**

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

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

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

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

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

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

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

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

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

B. A member is not authorized TLE:

1. when leaving active duty,

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

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

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

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

**U5710 TIME LIMITATIONS**

TLE may not be paid for more than:

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

**U5715 TEMPORARY QUARTERS**

Temporary quarters for the member/dependent(s):

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

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

**U5720 REIMBURSEMENT**

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

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

\*B. Per Diem Rate Used. The *locality* per diem rate is used for TLE reimbursement.

U9155	<b>Noncommand Sponsored Dependents in Vicinity of PDS</b>
U9156	<b>Fractional COLA for a Member Without Dependents</b>
U9157	<b>COLA for Member With Dependents</b> A. General B. Dependents Arrive at or in Vicinity of OCONUS PDS Before Member
U9158	<b>Geographic COLA Locations</b>
U9159	<b>Submission of COLA Reports</b>
U9160	<b>Station Allowances for Members of the Reserves</b>

## **PART C: TEMPORARY LODGING ALLOWANCE (TLA)**

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<b><u>Paragraphs</u></b>	<b><u>Contents</u></b>
U9200	<b>General</b> A. Purpose B. Implementation
U9201	<b>TLA Payment Conditions</b> A. General B. OCONUS TLA Authority Responsibilities
U9202	<b>Initial Assignment</b> A. General B. TLA when Entitled to Monetary Allowance in Lieu of Transportation (MALT) Plus Flat Per Diem C. TLA when Entitled to Per Diem (Chapter 4, Part B) D. TLA when Member Arrives before Dependents E. TLA during Hospitalization Period F. Additional TLA Period
U9203	<b>Allowance Under Special Conditions</b> A. Member Must Vacate Established Permanent Quarters in PDS Vicinity B. Deployment Period while Away from PDS C. TLA when Tour Is Converted D. Member Acquires Dependents E. PCS Orders Cancelled/Revoked
U9204	<b>Allowance Upon Departure</b> A. General B. Dependents Depart before Member C. Delayed Departure D. Early Termination of Permanent Housing E. Member Detaches from Ship Away from Homeport F. Period of TDY or Deployment while Away from Old PDS G. TLA Authorization before Order Issuance H. TLA Authorization during a Hospitalization Period
U9205	<b>Effect of Leave/Permissive TDY on Entitlement to TLA</b>
U9206	<b>Old and New PDS in Close Proximity or in Same Country</b> A. General B. New PDS Within Commuting Distance

U9207	<b>Rates Payable, Computation Procedures and Examples</b>
	A. General
	B. Temporary Lodging Not Available at PDS
	C. Temporary Lodging Furnished by Government Contractors
	D. Temporary Lodging Occupied in Facilities Under Government Jurisdiction
	E. TLA Computation
	F. TLA while Quarters are Being Renovated, or if Quarters Lack a Stove and/or Refrigerator
	G. TLA When Permanent Quarters Lack a Stove and/or Refrigerator
	H. TLA Computation Examples
U9208	<b>Advance Payment</b>
U9209	<b>TLA – Special</b>

## **PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES**

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<b><u>Paragraphs</u></b>	<b><u>Contents</u></b>
U9300	<b>Members Assigned to Ships or Fleet Units</b>
	A. Member With Dependents Assigned to Duty Aboard a Ship or Other Fleet Unit
	B. Member Assigned to Duty Aboard Two-Crew Submarine (SSBN)
	C. Fractional COLA for Member Without Dependents
	D. Officer Without Dependents Assigned to Sea Duty-Quarters Become Uninhabitable (Not Applicable to Coast Guard Except When Operating as a Service in the Navy)
U9301	<b>Members Ordered PCS to a Dependent Restricted or Unaccompanied Tour</b>
	A. General
	B. Reassignment from CONUS or from Overseas from Other Than a Dependent Restricted or Unaccompanied Tour to a Dependent Restricted or Unaccompanied Tour
	C. Reassignment from a Dependent Restricted or Unaccompanied Tour to Another Dependent Restricted or Unaccompanied Tour
	D. Member's PDS Declared a Dependent Restricted Tour Area
	E. Entry Permission Withdrawn While Dependents en Route
	F. Subsequent Reassignment to Unrestricted Area
	G. Payment of Allowances to Member at Dependent Restricted Tour or Unaccompanied Tour Station
U9302	<b>Not Used</b>
U9303	<b>Station Allowances Entitlement When Both Husband and Wife are Members</b>
	A. When Separate Households are Maintained
	B. Cost-of-Living Allowance When Joint Household Maintained
U9304	<b>Station Allowances Incident to Evacuation of Member's PDS</b>
	A. Members With Dependents
	B. Members Without Dependents
U9305	<b>Vouchers and Supporting Documents</b>

**PART B2: COST OF LIVING ALLOWANCE (COLA)****U9150 COLA**

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income incident to assignment to an OCONUS PDS. The COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. Allowances to cover official entertainment expenses are not authorized by 37 U.S.C. §405 and are not included in this Volume.

B. Allowances Payable. The COLA amount payable is shown in Appendix J. Specific instructions are in the paragraphs preceding the tables or are elsewhere in this Volume. From time to time, a special determination may be issued by the Secretary concerned and the PDTATAC Director authorizing different rates due to special circumstances. COLA rates are based on the member's PDS except as indicated in pars. U9300 and U9301 and in Chapter 6.

**U9151 COLA START/STOP**

A. Start. COLA entitlement generally starts on the day a member reports to a new PDS or, when dependents arrive prior to their sponsor, as specified in par. U9157-B. COLA entitlement starts on the day after the reporting day if, on the reporting day, a member:

1. without dependents is authorized a MALT PLUS per diem or TLA; or
2. with dependents is authorized MALT PLUS per diem for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9152 for exceptions.)

B. Stop. Unless

1. an extension is authorized under par. U9151-C, or
2. COLA is authorized under par. U9153,

COLA entitlement stops:

1. the day before the member departs in compliance with PCS orders,
2. on the homeport change effective date (from OCONUS) of the ship or unit to which the member is assigned, or
3. on the day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

COLA continuation at the old PDS is intended only when delayed departure of dependents is necessary for reasons beyond the member's or dependents' control (such as illness or hospitalization of the dependent(s), completion of school term, lack of acceptable housing at new PDS, difficulties related to dependent transportation, HHG shipment to the new PDS, exigencies of the Service); the member's new commanding officer or designated representative may terminate COLA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. Entitlement to COLA beyond the 60-day period authorized in par. U9151-B may be authorized by the Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the vicinity of the old PDS, see par. U9301-B1.

**U9152 CONCURRENT PAYMENT OF COLA AND TLA**

A. General. Ordinarily, COLA is not payable when a member is receiving TLA for the member and/or the dependents.

B. COLA Paid and Not Deducted from TLA. COLA is paid and not deducted from TLA when:

1. dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9151-B or U9151-C;
2. dependents preceded the member to the new PDS in accordance with subpar. U9157-B;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2;
4. station allowances are authorized under par. U9301; or
- \*5. a reduced TLA in par. U9207-G is paid.

C. COLA Paid But Deducted from TLA. When COLA is paid, in accordance with Service regulations while the member is entitled to TLA, then COLA is deducted from TLA as indicated in par. U9207-E, step 4 and par. U9207-H, Example 4. ***NOTE: Service regulations may only authorize concurrent payment to stabilize the member's pay.***

**U9153 COLA ENTITLEMENT INCIDENT TO PCS BETWEEN PDS IN CLOSE PROXIMITY**

When a member is ordered on a PCS between PDSs located in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to COLA during that period. If the COLA rate differs between the old and new PDS, the rate for the old PDS is paid through the day before the member reports to the new PDS.

**U9154 COLA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS**

A. Government Mess Availability

***NOTE: For COLA purposes - If the member purchases meals, or receives meals at no cost at a Government mess (see par. U9000-F and Appendix A), then mess is available. Payment of BAS is independent of the reality of the Government mess being available.***

1. Member with Government Quarters and Government Mess Available. A member who has Government quarters available at the PDS (including a vessel) and a Government mess available, is entitled to COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. A member who does not use available Government quarters and/or Government mess because of the presence of noncommand sponsored dependents is entitled to COLA under this subparagraph. See par. U9156.
2. Member with Government Quarters Available but Without Government Mess Available. A member who has Government quarters but who does not have a Government mess available for 3 meals a day at the PDS is entitled to COLA at the rate specified in Appendix J, Table II in the 0 dependent column.
3. Member with Government Quarters Available but for Whom Use of a Government Mess is Impractical. A member who has Government quarters available, but whose commanding officer, or designee, furnishes a statement that Government mess use is impractical, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents. See par. U9156.

**\*PART C: TEMPORARY LODGING ALLOWANCE (TLA)****U9200 GENERAL**

A. Purpose. TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, January, 31 1983) and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available;
2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control, it is necessary for a member, once established in permanent quarters in the PDS vicinity, to vacate permanent quarters permanently or temporarily, and to use temporary lodgings in the PDS vicinity while looking for other permanent quarters or waiting to reoccupy the vacated permanent quarters;
3. While seeking permanent housing following a TDY period when a member without dependents vacated permanent housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));
4. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, January 31, 1983) after Government quarters are vacated in connection with a PCS order or after giving up other permanent accommodations; or
5. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

B. Implementation

1. In countries/areas where only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.
2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.
3. ***A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to:***

Director, PDTATAC  
Attn: T&T Branch  
Hoffman Building #1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

***for review IAW DoDD 5154.29 before implementation.*** This written material must be coordinated in the country/area with the Services present there, must be consistent with this paragraph, and must be designed to uniformly authorize TLA to members of all Services.

**U9201 TLA PAYMENT CONDITIONS**

A. General

1. TLA may be authorized when it is mandatory that a member, the dependents, or both occupy temporary lodgings at personal expense.

2. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.
3. An initial TLA period and an additional authorized TLA period do not have to be continuous.
4. A member serving an all-others tour under pars. U9109-B and U9155 is not authorized TLA when an available Government mess is not used or available Government quarters are not occupied because non-command sponsored dependents are in the PDS vicinity.

B. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

- a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an OCONUS PDS.
- b. If temporary lodgings occupancy is necessary, the requirements below must be met for TLA payment.
- c. If Government quarters are not available, finance regulations may require the member's written certification to support any voucher documentation submitted.
- d. *When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).*
- e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:
  - (1) Upon arrival, of the responsibility to aggressively seek permanent quarters (not applicable when it is known that the member is assigned Government quarters), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent quarters;
  - (2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent quarters. ***NOTE: The member does not have to report progress in obtaining permanent quarters when it is known that the member is assigned Government quarters.;***
  - (3) Of the responsibility to furnish a statement indicating TLA commencement and/or termination;
  - (4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for an allowance extension to the maximum number of days in pars. U9202 and U9204;
  - (5) Of the requirement to relocate to other permanent quarters or to reoccupy the quarters formerly occupied, as soon as practical if the conditions in par. U9200-A2 apply;
  - (6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;
  - (7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and
  - (8) That lodging expenses are not allowed while staying with friends/relatives.

If under written guidance of the OCONUS TLA Authority a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authorization must be denied.

## 2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. U9201-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9202-F), delayed departure (par. U9204-C), or early permanent housing termination (par. U9204-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. *Personal inconvenience to a member/dependents is never a determining factor.*

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

(1) TLA the member has received or will receive;

(2) Current and estimated expenses for temporary lodgings occupancy;

(3) Housing allowance for members who have one or more command sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents;

***NOTE 1: Housing allowance is not a consideration when it is paid for dependents at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.***

(4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

## 3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

(1) Preclude the need for TLA,

(2) Shorten the authorization period, and

(3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent quarters. The guidance should ensure that:

(1) Existing Government transient facilities are used to the fullest possible extent by members and/or dependents upon PDS arrival and/or departure by limiting the transient billets use by non-duty personnel (e.g., members on leave and their dependents) and making them more available to members in a TLA status and/or their dependents;

- (2) Leased quarters furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;
- (3) Contact with the local permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning permanent housing location, availability, description, and cost;
- (4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;
- (5) Members are aware of Government-owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent quarters before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;
- (6) Permanent quarters are occupied as soon as possible upon arrival and are not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date quarters could reasonably be occupied, when quarters are not occupied;
- (7) That requirements for dependent travel authorizations contain advice to the member about appropriate items for inclusion unaccompanied baggage (e.g., blankets, linens, kitchen utensils, dishes, and tableware);
- (8) That interim housing allowance (see par. U9115) is prescribed in lieu of TLA to the fullest extent practical; and
- (9) An up-to-date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

## U9202 INITIAL ASSIGNMENT

### A. General

1. TLA authorization for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. A period in addition to 60 days may be authorized/approved for the specific reasons in par. U9202-F. The 60-day period begins on the same date as OHA and COLA (see pars. U9101-A and U9151-A). TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS).
2. At the end of the first 15 or fewer day TLA period specified in par. U9201-B1e(1), or the longer period authorized under extenuating circumstances, the OCONUS TLA Authority's guidance should address review of the member's situation to determine the progress in obtaining permanent housing.
3. If the member's efforts appear deficient, the member must be reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement should result in TLA forfeiture (not applicable when it is known the member is awaiting assigned Government quarters).
4. The member's absence due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member's failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. U9201-B1. This applies when evaluating the member's progress toward obtaining permanent housing and in determining TLA authorization/approval during each succeeding period.
5. Unless TLA is terminated sooner for one of the reasons in par. U9201-B3 or this Part, TLA ceases on the day before the day that permanent quarters are occupied and with the exception of the extra lodging charges allowable (see pars. U9207-A2, U9207-C and U9207-D). No expenses incurred on the permanent quarters occupancy day are allowable in computing TLA.

6. TLA accrual provisions (par. U9207-E) are applied in computing TLA upon arrival.

B. TLA when Entitled to Monetary Allowance in Lieu of Transportation (MALT) Plus Flat Per Diem. When MALT plus flat per diem is payable on the reporting day to a new PDS, TLA for the member/dependent(s) is not authorized for that day.

C. TLA when Entitled to Per Diem (Chapter 4, Part B)

1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents. Lodging costs incurred after travel status termination on the first reporting day are included as TLA expenses.

2. Period while Awaiting Ship Arrival

a. When a member is in a per diem status at the OCONUS homeport awaiting arrival of the ship to which assigned, TLA on the member's behalf is not payable during the waiting period beginning the arrival day at the homeport and extending through the day before the actual reporting day aboard the ship as the member is in a temporary duty status awaiting the ship's arrival and eligible for per diem.

b. Except on the reporting day to the ship (par. U9202-C1), lodging costs for quarters jointly occupied by the member and dependents is apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is receiving TLA for dependents while at the homeport.

c. On the actual reporting day aboard the ship, lodging allowance costs for quarters jointly occupied by the member and dependents are not divided up; the entire lodging cost (100%) is included as a TLA expense.

d. The number of dependents occupying temporary lodgings in the PDS area, or the homeport when the new PDS is a ship, determines the TLA rate payable on behalf of dependents for days when a member is entitled to per diem.

3. TDY/Deployment Period while Away from New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the homeport or permanent duty location of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military assignment, those temporary quarters must be retained at the new PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached, certification that retaining those quarters was because of military necessity and not because of the member's personal choice/convenience.

D. TLA when Member Arrives before Dependents. When a member arrives at an OCONUS PDS before the dependents, the member may be authorized TLA if the conditions in par. U9201-A are met. Upon the dependents' arrival, TLA also may be authorized/approved for the member and/or dependents for the period the member/dependents are required to use temporary lodgings. If the dependents arrive after the initial 60-day period in par. U9202-A expires, an additional TLA period may be authorized under par. U9202-F whether or not TLA was paid during the initial 60-day period.

E. TLA during Hospitalization Period. A member receiving TLA, who is hospitalized after arrival at a new PDS may continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost as a TLA expense, when, because of the member's hospitalization, those quarters must be retained at the new PDS. The member's order must be annotated, or have attached, certification that retaining those quarters was because of military necessity (i.e., the member's hospitalization) and not because of member's personal choice/convenience.

F. Additional TLA Period. The OCONUS TLA Authority's authorizing/approving official(s) (par. U9200) may authorize/approve a period in addition to the initial 60-day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60-day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;
2. Delay in availability of/assignment to Government quarters due to Service requirements;
3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated housing temporarily or permanently uninhabitable or unavailable;
4. Withdrawal of housing from the market by a landlord;
5. Member is unable to secure housing considered by the housing officer to be suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area;
6. Member/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent living accommodations. The additional TLA period is authorized/approved in increments of 10 or fewer days.

#### **U9203 ALLOWANCE UNDER SPECIAL CONDITIONS**

##### **A. Member Must Vacate Established Permanent Quarters in PDS Vicinity**

1. The TLA period for situations in par. U9200-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.
2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent quarters are reoccupied or when the OCONUS TLA Authority determines the allowance is no longer justified.
3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. U9207-A2, U9207-C or U9207-D.
4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary due to there being no excess costs or if the member fails to accept adequate Government quarters or diligently search for permanent private-sector quarters.

B. Deployment Period while Away from PDS. A member receiving TLA who is ordered on deployment from the homeport of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost when, because of the member's assignment, those temporary quarters must be retained at the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with or have attached, certification that retaining those quarters was because of military necessity and not because of the member's personal choice/convenience.

C. TLA when Tour Is Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the effective date of the PCS order to the OCONUS PDS if par. U9201-B conditions are met. The member must make every reasonable effort to find suitable housing for dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable housing for the dependents before they arrive.

D. Member Acquires Dependent(s). A member serving an OCONUS tour who had no dependents on arrival but who acquires dependents during that tour is not eligible for TLA for those dependents upon arrival at the PDS because the member was without dependents on the effective date of the PCS order (B-186628, September 17, 1976). A member who acquires dependents while serving at an OCONUS PDS may be authorized TLA for the member and/or those dependents upon PCS departure if the dependents are command sponsored at the PDS from which departing and for the member when eligible.

E. PCS Orders Cancelled/Revoked. When the member's PCS orders are cancelled/revoked after the member occupies temporary lodgings, the member may receive TLA reimbursement up to the maximum number of days allowable.

## U9204 ALLOWANCE UPON DEPARTURE

### A. General

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS in compliance with PCS orders, except when:

- a. One or more dependents remains after member departs. TLA must not exceed the last 10 days preceding the day the last dependent departs, provided the departure is not later than 60 days after the effective date of the member's PCS orders from that PDS;
- b. One or more dependents remain in the old PDS vicinity IAW par. U9301-B1. TLA must not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of PCS orders from that PDS;
- c. One or more dependents remain in the old PDS vicinity IAW par. U9301-B1 after the member is subsequently assigned to other than a dependent-restricted or unaccompanied tour. TLA must not exceed the last 10 days preceding the day the last dependent departs, provided the departure is not later than 60 days after the effective date of the PCS orders to the new PDS;
- d. A longer TLA period is authorized due to delayed departure (par. U9204-C) or early termination of permanent housing (par. U9204-D);
- e. The member/dependent(s) is hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to vessel).

2. The effective date of PCS orders is defined in Appendix A.

3. The TLA accrual provisions (par. U9207-E) apply in computing TLA upon departure.

4. Expenses incurred on the departure day are not considered except that TLA for the preceding day may be increased under par. U9207-A2, U9207-C or U9207-D as a result of lodgings costs imposed for the temporary lodging vacating day.

B. Dependents Depart before Member. When dependents depart an OCONUS PDS before the member, TLA may be authorized for the member and dependents when the conditions in par. U9201-A are met. TLA incident to the dependents' departure must not exceed the last 10 days before the last dependent departs, and must not begin earlier than the issue date of the PCS orders, or official alert notice. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as in par. U9204-A.

C. Delayed Departure. When the period authorized by par. U9204-A has begun and actual departure is delayed through no fault of the member or dependents (to include dependents' delay due to the member's death, see par. U9104), TLA may be authorized/approved by the authorizing/approving official (see par. U9200), in increments of 10 or fewer days, for the entire period that temporary lodgings must be used.

D. Early Termination of Permanent Housing. When, for reasons beyond the control of the member and/or dependents, permanent housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. U9200) may authorize/approve TLA beginning the day housing is relinquished for reasons such as the following:

1. The transportation officer determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;
2. Expiration/termination of lease/rental agreement occurs after a member has the PCS orders or alert notice;
3. Housing is withdrawn from the market by the landlord;
4. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances make occupancy of permanent-type housing inadvisable;
5. The member is required by lease, custom, or law to vacate housing in advance of expiration of lease to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;
6. The lease, custom, or law requires that housing be surrendered at a fixed date more than 10 days before scheduled departure;
7. Housing authorities require the member to vacate permanent residential housing for the Government's convenience to permit its readying for, and/or assignment to, another member;
8. The OCONUS TLA Authority determines that permanent housing must be relinquished under circumstances/reasons other than those stated in U9204-D1 through U9204-D7; or
9. Similar reasons.

*The principles in par. U9201-B2 must be applied in determining the need for the allowance. The allowance is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the OCONUS TLA Authority.*

E. Member Detaches from a Ship Away from Homeport. When a member detaches on a PCS from an OCONUS homeported ship while the ship is away from its homeport and returns to the homeport, the member may be authorized TLA on the member's behalf unless entitled to per diem. If the member is entitled to per diem at the homeport, no TLA authorization exists for the member and only the dependents occupying temporary lodgings at the homeport are considered in determining the rate payable under par. U9207-A.

F. Period of TDY/Deployment while Away from Old PDS. A member receiving TLA preceding PCS departure, who is ordered on TDY away from the PDS, or who is ordered on deployment from the homeport or permanent duty station of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf. The member's share of the temporary lodging cost are to be included as a TLA expense when, because of the member's military assignment, temporary quarters must be retained at the old PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached, certification that retaining the quarters was because of military necessity and not because of the member's personal choice/convenience.

G. TLA Authorization before Order Issuance

1. A member may be authorized TLA before a PCS order is issued based on a written statement from the PCS authorizing/order-issuing official, or the designated representative, that the member was advised before the PCS order was issued that such an order would be issued. Finance procedures may require that the voucher be supported by this statement.

2. The length of time between when the PCS order is issued and the member receives written advice that the order is to be issued may not exceed the relatively short period between the time when a PCS order determination is made and the date when the order is actually issued.

3. General information concerning orders issuance before the determination is made to actually issue the order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the order is to be issued (52 Comp. Gen. 769 (1973)).

H. TLA Authorization during a Hospitalization Period. A member who is receiving TLA before PCS departure, and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary quarters must be retained at the old PDS. The member's order must be annotated with, or have attached, certification that retaining the quarters was because of the hospitalization and not because of the member's personal choice/convenience.

#### **U9205 EFFECT OF LEAVE/PERMISSIVE TDY ON TLA**

TLA is not payable for any day a member is on leave away from the PDS vicinity or while on permissive TDY, except when one or more dependents remain in the PDS vicinity. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized.

#### **U9206 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN SAME COUNTRY**

A. General. Except as provided in par. U9206-B, the fact that a member's old and new PDS are in close proximity to each other or in the same country does not change the TLA authorization.

B. New PDS within Commuting Distance. When a member's new PDS is within commuting distance of the quarters occupied while at the old PDS, the member may not be authorized TLA unless the member's commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member's control.

#### **\*U9207 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES**

##### **A. General**

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf (par. U9202-B and U9202-C).

2. Extra Room Charge Payment. Except as provided in pars. U9207-C and U9207-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9207-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day.

B. Temporary Lodging not Available at PDS. When Government/commercial temporary lodgings are not available at the PDS and the member must obtain Government/commercial quarters at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate in <http://www.dtic.mil/perdiem/opdrform.html> by the percentage in par. U9207-E if the accommodations location per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under this subparagraph be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by Government Contractors. When a Government contractor furnishes temporary lodgings, TLA is computed under par. U9207-E. When the member and/or dependents check into/out of Government contractor accommodations at a time of day that results in the payment of a quarters charge for the calendar day before checking-in or the calendar day of checking-out, the daily amount of TLA for the calendar day of checking-in or the calendar day preceding the day of checking-out is to be increased by the extra amount of quarters charge paid.

D. Temporary Lodging Occupied in Facilities under Government Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodging facilities, or transient facilities such as visiting officer's quarters, under Government jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9207-E. When the member and/or dependents check into/out of this type of quarters at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the checking-in calendar day or the calendar day preceding the checking-out day is increased by the amount of the extra rental/service charge paid.

E. TLA Computation. Except when more than one TLA rate applies within the computation period as in par. U9207-A or U9207-B, and except as in pars. U9207-F, and U9207-G, TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer day) period. Computations are as follows:

**Step 1: Determine the Percentage to be Used Based on Number of Individuals.** Establish a percentage based on the number of individuals using the following table:

Number of Persons in Family Occupying Temporary Lodging	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent 12 and over, add	35%
For each additional dependent under 12, add	25%

***NOTE 1:*** *The above percentage factors are used for both lodging and M&IE unless a TLA - Special (see par. U9209) has been authorized for lodging.*

***NOTE 2:*** *A member, authorized a temporary lodging cost at the new PDS under par. U9202-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings.*

**Step 2: Determine the M&IE Equivalency.** Multiply the Step 1 percentage by the member's locality M&IE rate at <http://www.dtic.mil/perdiem/opdrform.html>.

***NOTE:*** *Exceptions to this occur when temporary lodgings are not available at the PDS (see par. U9207-B), while quarters are being renovated (see par. U9207-F), or when permanent quarters lack a stove and/or refrigerator (see par. U9207-F).*

**Step 3: Determine Gross Daily Equivalency**

a. Add the Step 2 result (less the member's share of the meal allowance when the member is authorized lodging costs under par. U9202-C3) to the actual daily lodging cost. Include in the lodging cost any lodging taxes, or the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes (and any lodging cost authorized under par. U9202-C3).

b. Receipts, invoices or statements from the lodging provider are required to verify lodging expenses. (See par. U2510.) See par. U9208 regarding TLA advances.

- c. If the member is in a TDY per diem status, reduce the lodging expense by the member's lodging cost amount for per diem.
- d. *When staying with friends/relatives, lodging cost is not allowed and is always zero.* The member's share of the meal allowance is determined by dividing the Step 2 amount by the number of persons in the member's family, including the member, occupying the temporary lodgings.

**Step 4: Determine Net Daily Equivalency.** From the Step 3 results:

a. Deduct:

- (1) The total daily allowances (par. U9201-B2d(3), U9201-B2d(4), and
- (2) COLA, if paid and deductible in par. U9152-C.

b. *Do not deduct:*

- (1) Housing allowances when staying with friends/relatives,
- (2) With-dependent housing allowances, or OHA if the claim is only for the member, or
- (3) Housing allowances for the PDS when the member is authorized OHA and TLA under par. U9102.

**Step 5: Determine Maximum TLA Allowance.** Multiply the Step 1 percentage obtained times the locality per diem rate at <http://www.dtic.mil/perdiem/opdrform.html>.

**Step 6: Determine Applicable Daily Rate.** Compare the amounts in Steps 4 (less the Step 3 member's meal allowance, when the member is authorized lodging cost as a TLA expense under par. U9202-C3) and 5. Pay the lesser of these two amounts for each day. For TLA computation examples see par. U9207-H and par. U9209 (TLA – Special).

F. TLA while Quarters Are Being Renovated, or if Quarters Lack a Stove and/or Refrigerator. When a member and/or dependents:

1. Occupy Government quarters while the kitchen is being renovated, or
2. Initially occupy permanent quarters without a stove and/or refrigerator and meals cannot be prepared,

the member may be authorized TLA to cover the cost of restaurant meals.

Determine TLA by multiplying the par. U9207-E, Step 1 percentage times the total meals amount in the locality M&IE rate, reduced by the member's daily BAS amount.

G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed under par. U9207-E with the following modifications:
  - a. Substitute one-half of the M&IE amount at <http://www.dtic.mil/perdiem/opdrform.html> for the Step 2 locality M&IE rate. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA;
  - b. Determine the Step 5 maximum TLA allowance by multiplying the Step 1 percentage by the total of the lodging amount and one-half the M&IE at <http://www.dtic.mil/perdiem/opdrform.html>.

2. BAS being received is included as an allowance received under par. U9207-E, Step 4, since one-half the M&IE amount has been determined to be an equitable amount for groceries.
3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.
4. When the member shows, to the local housing officer's satisfaction, that such facilities are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA without the M&IE reduction per par. U9207-E. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.
5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and made available to incoming and departing personnel.

H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring uniformity among all Services and to furnish specific guidance in TLA computations.

#### EXAMPLE 1

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

A member (O-6), with spouse, is assigned to an OCONUS location. The locality per diem rate is \$150 (\$76 Max Lodging-\$74 M&IE). The member is entitled to a monthly BAS of \$129 (\$4.30 per day) and monthly housing allowance of \$733.20 (\$24.44 per day). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day.

4/2 -- The member is advised upon reporting in to aggressively seek permanent quarters, to keep an accurate lodging expense record (and keep lodging receipts), and to register with and keep the housing officer informed of progress in obtaining permanent quarters at least every 10 days.

4/11 -- The member submits a lodging expense report of \$1,140 (\$114 per day, including lodging taxes) for 4/1 thru 4/10. The case is reviewed to determine the progress in obtaining permanent housing. It is determined the member has complied with JFTR and command TLA requirements and TLA is extended for another 10-day period.

4/21 -- The member submits a lodging expenses report of \$1,140 (\$114 per day including lodging taxes) for 4/11 thru 4/20. The member was TDY on 4/15 thru 1600 on 4/18. Lodging costs at the PDS for 4/15, 4/16 and 4/17 were authorized for the member as a TLA expense under par. U9202-C3. The member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.

**TLA Computation for 1 April**. Since MALT plus per diem was paid on 1 April (arrival date at the OCONUS location) for the member and spouse, TLA is not payable for 1 April.

<b><u>TLA COMPUTATION FOR 2-10 APRIL</u></b>	
1. Determine the TLA percentage based on two individuals.	100% for two individuals
2. Multiply the Step 1 percentage times the M&IE rate.	$100\% \times \$74 = \$74$
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$\$74 + \$114 = \$188$
4. Determine the Daily Allowances.	
Housing Allowance =	\$24.44
BAS =	<u>4.30</u>
Total =	\$28.74
5. Deduct the Step 4 results from the Step 3 amount.	$\$188 - \$28.74 = \$159.26$
6. Determine maximum TLA. Multiply the Step 1 percentage times the per diem rate.	$100\% \times \$150 = \$150$
7. Compare the Step 5 and 6 amounts. Pay the lesser amount of \$150 each day.	\$159.26 vs. \$150; $\$150 \times 9 = \$1,350$

<b><u>TLA COMPUTATION FOR 11-14 APRIL</u></b>	
1. Determine the TLA percentage based on two individuals.	100% for two individuals
2. Multiply the Step 1 percentage times the M&IE rate.	$100\% \times \$74 = \$74$
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$\$74 + \$114 = \$188$
4. Determine the Daily Allowances	
Housing Allowance =	\$24.44
BAS =	<u>\$ 4.30</u>
Total =	\$28.74
5. Deduct the Step 4 results from the Step 3 amount.	$\$188 - \$28.74 = \$159.26$
6. Determine maximum TLA rate. Multiply the Step 1 percentage times the per diem rate.	$100\% \times \$150 = \$150$
7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of \$150 each day.	\$159.26 vs. \$150 $\$150 \times 4 = \$600$

<b><u>TLA COMPUTATION FOR 15-17 APRIL</u></b>	
1. Determine the TLA percentage based on two individuals.	100% for two individuals
2. Multiply the Step 1 percentage times the M&IE rate.	$100\% \times \$74 = \$74$
3. Determine the Member's Share of Meal Allowance. Divide the Step 2 result by the number of occupants (including the member), then subtract that amount from the Step 2 result.	$\$74 \text{ divided by } 2 = \$37$ $\$74 - \$37 = \$37$
4. Add the Step 3 result to the allowable daily lodging cost (including lodging taxes).	$\$37 + \$114 = \$151$
5. Determine Daily Allowances. (There is no BAS deduction since the member is allowed lodging cost only under par. U9202-C3.	
Housing Allowance =	\$24.44
BAS =	<u>\$ 0.00</u>
Total =	\$24.44
6. Deduct the Step 5 results from the Step 4 amount in Step 4.	$\$151 - \$24.44 = \$126.56$
7. Determine maximum TLA rate. Multiply the Step 1 percentage times the per diem rate.	$100\% \times \$150 = \$150$
8. Subtract the member's share of the Step 3 meal allowance from the Step 7 amount.	$\$150 - \$37 = \$113$
9. Compare the Steps 6 and 8 amounts. Pay the lesser amount of \$113 for each day.	$\$126.56 \text{ vs. } \$113$ $\$113 \times 3 = \$339$

<b><u>TLA COMPUTATION FOR 18-20 APRIL</u></b>	
1. Determine the TLA percentage based on two individuals.	100% for two individuals
2. Multiply the Step 1 percentage times the M&IE rate.	$100\% \times \$74 = \$74$
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$\$74 + \$114 = \$188$
4. Determine Daily Allowances.	
Housing Allowance =	\$24.44
BAS =	<u>\$ 4.30</u>
Total =	\$28.74
5. Deduct the Step 4 results from the Step 3 amount.	$\$188 - \$28.74 = \$159.26$
6. Determine maximum TLA rate. Multiply the Step 1 percentage times the per diem rate.	$100\% \times \$150 = \$150$

7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of \$150 each day.	\$159.26 vs. \$150 \$150 x 3 = \$450
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**EXAMPLE 2**

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

A member (O-1), with spouse, is assigned to an OCONUS homeported ship. The locality per diem rate is \$132 (\$66 Max Lodging-\$66 M&IE). The member is entitled to a monthly BAS of \$129 (\$4.30 per day) and a housing allowance of \$393.30 per month (\$13.11 per day). The member and spouse arrive at the OCONUS homeport while the ship is away. They occupy a Government transient facility. The temporary accommodations do not contain facilities for preparing and eating meals. On 10/6 the ship returns to the OCONUS homeport and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent quarters on 10/11.

10/2 -- The member is advised upon reporting in to aggressively seek permanent quarters, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the housing officer informed of progress in obtaining permanent quarters at least every 10 days.

10/6 -- The member submits a lodging expenses report of \$490 (\$98 per day) for the member and spouse from 10/1 thru 10/5. The member has complied with JFTR and command TLA requirements and TLA is extended for another 10-day period.

<b><u>TLA COMPUTATION FOR 1-5 OCTOBER</u></b>	
Since the member is waiting for a ship and is in a per diem status, TLA is <b><i>not</i></b> payable to the member for 1 October (see par. U9202-C). However, TLA is payable for the spouse.	
1. Determine TLA percentage based on one individual.	65% for one individual
2. Multiply the Step 1 percentage times the M&IE rate.	65% x \$66 = \$42.90
3. Determine Lodging cost. Divide the allowable daily lodging cost (including lodging taxes) by 2, because the member is in a per diem status (par. U9202-C).	\$98 divided by 2 = \$49
4. Add the Steps 2 and 3 results.	\$42.90 + \$49 = \$91.90
5. Determine Daily Allowances.	
Housing Allowance =	\$13.11
BAS =	\$ 0.00
Total =	\$13.11
(BAS is not deducted since only the dependent is receiving TLA.)	
6. Deduct the Step 5 results from the Step 4 amount.	\$91.90 - \$13.11 = \$78.79
7. Determine maximum TLA rate. Multiply the Step 1 percentage times the per diem rate.	65% x \$132 = \$85.80
8. Compare the Steps 6 and 7 amounts. Pay the lesser amount of \$78.79 for each day.	\$78.79 vs. \$85.80 \$78.79 x 5 = \$393.95

<b><u>TLA COMPUTATION FOR 6-10 OCTOBER</u></b>	
1. Determine TLA percentage based on two individuals.	100% for two individuals
2. Multiply the Step 1 percentage times the M&IE rate.	$100\% \times \$66 = \$66$
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$\$66 + \$98 = \$164$
4. Determine Daily Allowances.	
Housing Allowance =	\$13.11
BAS =	\$ 4.30
Total =	\$17.41
5. Deduct the Step 4 result from the Step 3 amount.	$\$164 - \$17.41 = \$146.59$
6. Determine maximum TLA rate. Multiply the Step 1 percentage times the per diem rate.	$100\% \times \$132 = \$132$
7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of \$132 each day.	\$132 vs. \$146.59 $\$132 \times 5 = \$660$

**EXAMPLE 3**

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

A member and 3 dependents occupy temporary lodgings that contain facilities for preparing and consuming meals. The locality per diem rate at <http://www.dtic.mil/perdiem/opdrform.html> = \$150 (\$76 Max lodging-\$74 M&IE). The lodging expense is \$138 per night, including lodging taxes.

<b>TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals</b>	
1. Determine the percentage based on 4 individuals.	150% for 4 individuals
2. Multiply the Step 1 percentage times one-half of the M&IE rate (one-half of M&IE rate = \$37).	$150\% \times \$37 = \$55.50$
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$\$55.50 + \$138 = \$193.50$
4. Determine Daily Allowances.	
Housing Allowance =	\$13.11
BAS =	\$ 4.30
Total =	\$17.41

5. Deduct the Step 4 result from the Step 3 amount.	$\$193.50 - \$17.41 = \$176.09$
6. Determine maximum TLA rate. Add the maximum lodging amount (\$76) and one-half of the M&IE amount (\$37). Multiply the Step 1 percentage times that amount.	$\$76 + \$37 = \$113$ $150\% \times \$113 = \$169.50$
7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of \$169.50 for each day.	$\$176.09$ vs. $\$169.50$ ; Pay $\$169.50$ for each day

**EXAMPLE 4**

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

A member and 3 dependents occupy temporary lodging which do not contain facilities for preparing and consuming meals. The locality per diem rate at <http://www.dtic.mil/perdiem/opdrform.html> = \$150 (\$76 Max Lodging, \$74 M&IE). The lodging expense is \$138 per night, including lodging taxes.

<b>TLA Computation with COLA Deduction</b>	
1. Determine percentage based on 4 individuals.	150% for 4 individuals
2. Multiply the Step 1 percentage times the M&IE rate.	$150\% \times \$74 = \$111.00$
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$\$111.00 + \$138 = \$249.00$
Since the member is paid COLA under Service regulations (see par. U1010-B12) while receiving TLA, Steps 4, 5, and 6 are computed as follows (see par. U9207-E, step 4a(2)).	
4. Determine Daily Allowances.	
Housing Allowance =	\$13.11
BAS =	\$ 4.30
COLA =	<u>\$12.87</u>
Total =	\$30.28
5. Deduct the Step 4 result from the Step 3 amount.	$\$249.00 - \$30.28 = \$218.72$
6. Determine maximum TLA rate. Multiply the Step 1 percentage times the locality per diem rate.	$150\% \times \$150 = \$225.00$
7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of \$218.72 for each day.	$\$218.72$ vs. $\$225.00$ ; Pay $\$218.72$ for each day

**U9208 ADVANCE PAYMENT**

An advance may be paid for the number of authorized TLA days, after authorization is provided based on the appropriate directive(s) issued under par. U9200.

**U9209 TLA-SPECIAL**

The percentage factors (65%, 100%, 35%, 25%) authorized in par. U9207-E generally are adequate. However, these percentages may be insufficient for a particular future time period because lodging costs are anticipated to escalate due to a special event. Examples of one-time circumstances that may warrant a TLA-Special include:

1. Natural disasters,
2. Summit meetings,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Other similar events.

***Under special/unusual circumstances a higher lodging percentage factor may be authorized in advance only by means of a determination of a TLA-Special issued by the Director, PDTATAC. Requests for higher lodging percentage factors only must be submitted by the member's command to:***

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

FAX: (703) 325-2945, DSN: 221-2945

or from the command by email to [tda.specials@perdiem.osd.mil](mailto:tda.specials@perdiem.osd.mil)

Requests ***must be sent before the fact (i.e., before the days on which the higher rate will be needed)*** and should include event dates (dates a TLA-Special is required), hotel prices before and anticipated during the event, and locations affected.

**TLA-SPECIAL EXAMPLE**

A member, spouse, and 2 children under 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary quarters 1-20 September before moving into permanent quarters 21 September. The per diem rate at <http://www.dtic.mil/perdiem/opdrform.html> is \$269 (\$186 Max Lodging, \$83 M&IE). Due to a national convention, room prices are anticipated to escalate for some part (or all) of the family's anticipated TLA period. ***PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.*** PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August – 5 September. The percentages (see par. U9207-E, Step 1) for the M&IE portion of TLA remain at the ordinary levels. Lodging expense is \$650 per night for 1-5 September and \$300 per night for 6-20 September. The member is entitled to a daily BAS of \$7.58 and a monthly housing allowance of \$723.60 (\$24.12).

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

<b>TLA-SPECIAL COMPUTATION FOR 1-5 SEPTEMBER</b>	
1. Determine percentage M&IE based on 4 individuals.	150% for 4 individuals
2. Multiply the Step 1 percentage times the M&IE rate.	$150\% \times \$83 = \$124.50$
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes).	$\$124.50 + \$650 = \$774.50$
4. Determine Daily Allowances.	
Housing Allowance =	\$24.12
BAS =	<u>\$ 7.58</u>
Total =	\$31.70
5. Deduct the Step 4 result from the Step 3 amount.	$\$774.50 - \$31.70 = \$742.80$
6. Determine the TLA-Special percentage rate. Member (150%) and 3 dependents (3 x 75%)	$150\% + (3 \times 75\%) = 375\%$
7. Determine maximum TLA rate. Multiply the Step 6 percentage result times the maximum lodging rate.	$375\% \times \$186 = \$697.50$
8. Add the Steps 2 and 7 results.	$\$697.50 + \$124.50 = \$822.00$
9. Compare the Steps 5 and 8 amounts. Pay the lesser amount of \$742.80 for each day.	\$742.80 vs. \$822.00; $\$742.80 \times 5 = \$3,714.00$

<b>TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER</b>	
1. Determine percentage M&IE based on 4 individuals.	150% for 4 individuals
2. Multiply the Step 1 percentage times the M&IE rate.	$150\% \times \$83 = \$124.50$
3. Add the Step 2 result to the allowable daily lodging cost (including lodging taxes)	$\$124.50 + \$300 = \$424.50$
4. Determine Daily Allowances.	
Housing Allowance =	\$24.12
BAS =	<u>\$ 7.58</u>
Total =	\$31.70
5. Deduct the Step 4 result from the Step 3 amount.	$\$424.50 - \$31.70 = \$392.80$
6. Determine maximum TLA rate. Multiply the Step 1 percentage times per diem rate	$150\% \times \$269 = \$403.50$
7. Compare the Steps 5 and 6 amounts. Pay the lesser amount of \$392.80 for each day.	\$392.80 vs. \$403.50; $\$392.80 \times 15 = \$5,892.00$

**APPENDIX E****INVITATIONAL TRAVEL ORDERS****PART I: INVITATION TO TRAVEL****A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE**

Invitational travel is the term applied to authorize travel of individuals:

1. not employed by the Government,
2. employed (under 5 U.S.C. §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or
3. serving without pay or at \$1 a year

when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. C4562-D for interview travel and by item 13 of this paragraph for spouse invitational travel. Invitational travel may be authorized by use of an ITO when:

1. it is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;
2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
3. an individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; (ITOs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));
4. an individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);
5. an individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
6. an individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;
7. an individual is authorized pre-employment interview travel under par. C6200;
8. individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;
9. a witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;
10. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832;

11. attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);

12. when an individual is an attendant for:

- a. a disabled employee on official travel (56 Comp. Gen. 661 (1977)); or
- b. an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and the employee is incapable of traveling alone;

\*13. travel is for a family member and all pertinent conditions in items a through e are met before allowances are authorized/approved:

a. The authorizing/order-issuing official determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.

b. Travel is allowed on a mission noninterference basis only, and must be supported with ITOs that ordinarily authorize reimbursement of only transportation costs.

c. The authorizing/order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.

d. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.

e. Authorizing/order-issuing officials for all other travel under this item are:

(1) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

(2) The Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(3) The Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***);

(4) The Secretaries of the Military Departments, or their designees, for requests from their staffs;

(5) The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

An ITO issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This order authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem***

*or other expense allowances for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this order is canceled”;*

14. a determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and unified commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or

15. travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations.

## **B. RESTRICTIONS**

Invitational travel shall not be authorized for:

1. nonappropriated fund officials or employees traveling on nonappropriated fund business;
2. contractor employees (except as provided in par. D);
3. transportation of dependents and/or HHG or other property of individuals for whom ITOs are issued;
4. a. Federal Government employees; or  
b. Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY orders unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, September 29, 1986)). An employee/member may be included on an ITO issued to a patient when traveling as a non-medical attendant.

## **C. ALLOWANCE EXPENSES**

1. General. An ITO provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in Chapter 2 as appropriate to mission requirements.
3. Witness at a Military Court-Martial. A person not in the Government employ, when called as a witness before a military court-martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832; see par. A-10), is entitled to travel and transportation allowances under Service administrative regulations.
4. Participants in Annual National Matches Sponsored Under 10 U.S.C. §4312. Title 10, U.S.C. §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITOs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITO issued to each competitor.
5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony,

an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided:

- a. the travel and transportation is authorized by the head of the DoD component concerned or designee; and,
- b. the individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. See JTR par. C7005 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 U.S.C. §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. When a POC is the authorized mode, actual expenses and not a mileage allowance may be paid. Reimbursement for POC actual expenses are limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in par. C4709 may be authorized/approved.

#### **D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES**

Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at <http://www.arnet.gov/far/pdf/frame.html>. ITOs may not be used to authorize travel and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city-pair airfares or any travel-related items restricted to Government employees. See par. E below for availability of contract fares and prices to Government contractors. *Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. E-8.*

#### **E. AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS**

Individual contracts or agreements between GSA and the vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. *Contract city-pair fares must not be provided to or used by Government contractors.*

1. Contractor(s) means:

- a. Contractors working under a cost reimbursement contract; and

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

#### T4000 INTRODUCTION

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

#### T4010 REIMBURSEMENT RATE

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

#### T4020 TDY TRAVEL POLICY

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

#### B. Traveler Rights and Responsibilities

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

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

## T4025 ARRANGING OFFICIAL TRAVEL

\*A. CTO Use Policy. It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel including transportation and rental cars. See DoD component regulations for CTO use information.

### B. Requirements

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