

VOLUME 2
JOINT TRAVEL REGULATIONS

CHANGE 435

Alexandria, VA

1 January 2002

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 January 2002 unless otherwise indicated.

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

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

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

This change includes all material written in CAP Items 19-00; 05-01; 52-01(E); 53-01(E); 55-01(E); and 63-01(E). Insert the attached pages and remove the corresponding pages. Remove pages C2E-13 and C4F-3. This cover page replaces the Change 434 cover page.

BRIEF OF REVISION

These are the major changes made by Change 435:

C1052; C3104-A2; C4102; C4205. Provides that the losing activity is responsible for the cost of returning an employee, dependents HHG and a POV from an OCONUS PDS to the employee's actual residence in the U.S. after the employee completes a prescribed tour of duty. It also requires that in certain circumstances the gaining activity must pay additional PCS allowances (Transportation, MEA, TQSE, Real estate Allowances) when a movement is within the same DoD component (i.e., Army to Army) and the employee's next job is at a location other than the actual residence.

C1055. Adds a CG decision reference in the JFTR/JTR that details why civilians cannot be required to stay in quarters but military members can.

C2001-A1; C3150; C3151. Addresses the situation when it has been determined that an employee and or dependents should not travel via a particular transportation mode which is precluded for medical reasons.

C2002; Appendix E. Revises the JTR to align with GSA's frequently asked questions about using the contract city pair program.

C2204-A4; C3150. Expands the authorization/approval documentation requirements for first-class accommodations.

C4455. Proposes a change that deletes par. C4455 due to obsolete information.

C4555-F. Explains provisions regarding reimbursement for “Dual Lodgings on a Single Day” and adds examples to show when these provisions apply.

Chapter 12; Appendix I, Part B. Inserts additional references in JTR, Chapter 12 to the evacuation regulations in Appendix I and makes editorial change in Appendix I, Part B based on editorial changes in 5 CFR 550.401(b) and 550.402(h).

Appendix O: Allows that when a CTO is available but the employee 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.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint 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 JTR" in the Introduction. Single sheets are not available.

| Ch. | Page | Ch. | Page | Ch. | Page | Ch. | Page | Ch. | Page |
|-----|---------|-----|---------|-----|----------|-----|--------|-----|--------|
| 430 | i | 432 | C2G-1 | 412 | C4C-5 | 428 | C4L-21 | 431 | C6D-1 |
| 430 | iii | 431 | C2G-3 | 431 | C4C-7 | 428 | C4L-23 | 409 | C6E-1 |
| 433 | v | 420 | C2H-1 | 431 | C4C-9 | 428 | C4L-25 | 424 | C6E-3 |
| 435 | C-i | 420 | C2H-3 | 431 | C4C-11 | 433 | C4L-27 | 409 | C6F-1 |
| 435 | C-iii | 428 | C2I-1 | 431 | C4C-13 | 433 | C4L-29 | 410 | C6G-1 |
| 434 | C1-i | 426 | C3-i | 421 | C4C-15 | 431 | C4M-1 | 409 | C6H-1 |
| 433 | C1-iii | 416 | C3A-1 | 434 | C4D-1 | 414 | C4M-3 | 409 | C6I-1 |
| 434 | C1A-1 | 416 | C3A-3 | 434 | C4D-3 | 422 | C4M-5 | 422 | C6I-3 |
| 435 | C1B-1 | 410 | C3A-5 | 434 | C4D-5 | 428 | C4M-7 | 409 | C6J-1 |
| 435 | C1B-3 | 410 | C3B-1 | 435 | C4E-1 | 428 | C4M-9 | 427 | C6J-3 |
| 435 | C1B-5 | 424 | C3B-3 | 435 | C4E-3 | 428 | C4N-1 | 409 | C6K-1 |
| 434 | C1B-7 | 435 | C3C-1 | 435 | C4F-1 | 428 | C4N-3 | 417 | C6L-1 |
| 428 | C1B-9 | 435 | C3C-3 | 424 | C4G-1 | 435 | C4N-5 | 409 | C6M-1 |
| 422 | C1C-1 | 426 | C3C-5 | 422 | C4H-1 | 428 | C4N-7 | 429 | C6M-3 |
| 428 | C1D-1 | 426 | C3C-7 | 422 | C4H-3 | 428 | C4N-9 | 409 | C6M-5 |
| 433 | C1E-1 | 435 | C3D-1 | 422 | C4H-5 | 428 | C4N-11 | 429 | C7-i |
| 428 | C2-i | 435 | C3D-3 | 428 | C4H-7 | 435 | C4O-1 | 429 | C7-1 |
| 435 | C2-iii | 435 | C3D-5 | 422 | C4H-9 | 435 | C4O-3 | 429 | C7-3 |
| 428 | C2-v | 431 | C4-i | 420 | C4I-1 | 435 | C4O-5 | 429 | C7-5 |
| 435 | C2A-1 | 434 | C4-iii | 426 | C4I-3 | 410 | C4P-1 | 422 | C7-7 |
| 435 | C2A-3 | 435 | C4-v | 420 | C4J-1 | 426 | C4P-3 | 422 | C7-9 |
| 435 | C2A-5 | 435 | C4-vii | 427 | C4J-3 | 410 | C4Q-1 | 422 | C8-i |
| 435 | C2A-7 | 435 | C4-ix | 435 | C4J-5 | 422 | C4Q-3 | 418 | C8-iii |
| 435 | C2A-9 | 435 | C4-xi | 420 | C4K-1 | 410 | C4Q-5 | 431 | C8A-1 |
| 424 | C2B-1 | 430 | C4-xiii | 420 | C4K-3 | 420 | C4R-1 | 422 | C8A-3 |
| 426 | C2C-1 | 430 | C4-xv | 433 | C4L-1 | 426 | C4S-1 | 431 | C8B-1 |
| 426 | C2C-3 | 435 | C4A-1 | 429 | C4L-3 | 426 | C4S-3 | 418 | C8B-3 |
| 434 | C2D-1 | 435 | C4A-3 | 429 | C4L-4-1 | 428 | C4S-5 | 429 | C8C1-1 |
| 434 | C2D-3 | 410 | C4A-5 | 428 | C4L-5 | 422 | C5-1 | 418 | C8C1-3 |
| 428 | C2D-5 | 410 | C4A-7 | 425 | C4L-7 | 417 | C6-i | 418 | C8C2-1 |
| 432 | C2E-1 | 410 | C4A-9 | 427 | C4L-9 | 413 | C6-iii | 422 | C8C3-1 |
| 432 | C2E-2-1 | 426 | C4A-11 | 435 | C4L-11 | 427 | C6-v | 418 | C8C4-1 |
| 435 | C2E-3 | 411 | C4A-13 | 435 | C4L-12-1 | 417 | C6-vii | 431 | C8D-1 |
| 428 | C2E-5 | 411 | C4A-15 | 429 | C4L-13 | 414 | C6A-1 | 418 | C8E1-1 |
| 416 | C2E-7 | 431 | C4B-1 | 431 | C4L-15 | 411 | C6B-1 | 418 | C8E2-1 |
| 422 | C2E-9 | 431 | C4B-3 | 431 | C4L-16-1 | 417 | C6B-3 | 418 | C8E3-1 |
| 435 | C2E-11 | 410 | C4C-1 | 428 | C4L-17 | 424 | C6B-5 | 424 | C9-i |
| 433 | C2F-1 | 435 | C4C-3 | 429 | C4L-19 | 410 | C6C-1 | 426 | C9-1 |

| Ch. | Page | Ch. | Page | Ch. | Page | Ch. | Page | Ch. | Page |
|-----|----------|-----|---------|-----|--------|-----|------|-----|------|
| 432 | C9-3 | 419 | C16A-13 | 415 | I-A-19 | 323 | i-25 | | |
| 428 | C10-i | 422 | C16A-15 | 415 | I-A-21 | 323 | i-27 | | |
| 428 | C10-1 | 419 | C16A-17 | 419 | I-A-23 | 323 | i-29 | | |
| 434 | C10-3 | 432 | C16B-1 | 419 | I-A-25 | 323 | i-31 | | |
| 402 | C11-i | 419 | C16B-3 | 419 | I-A-27 | 323 | i-33 | | |
| 426 | C11-1 | 419 | C16C-1 | 419 | I-A-29 | 323 | i-35 | | |
| 428 | C11-3 | 419 | C16C-3 | 435 | I-B-1 | 323 | i-37 | | |
| 428 | C11-5 | 419 | A-1 | 435 | I-B-3 | 323 | i-39 | | |
| 417 | C11-7 | 423 | A-3 | 435 | I-B-5 | 323 | i-41 | | |
| 435 | C12-i | 426 | A-5 | 435 | I-B-7 | 323 | i-43 | | |
| 435 | C12-1 | 433 | A-7 | 421 | L-1 | 323 | i-45 | | |
| 435 | C12-3 | 432 | A-9 | 421 | L-3 | 323 | i-47 | | |
| 423 | C13-i | 435 | A-11 | 423 | L-5 | | | | |
| 423 | C13A-1 | 433 | A-13 | 427 | L-7 | | | | |
| 431 | C13B-1 | 431 | A-15 | 435 | O-1 | | | | |
| 422 | C13B-3 | 431 | A-17 | 435 | O-2-1 | | | | |
| 421 | C13B-5 | 431 | A-19 | 435 | O-3 | | | | |
| 428 | C13B-7 | 431 | A-21 | 435 | O-5 | | | | |
| 432 | C13C-1 | 426 | A-23 | 434 | O-6-1 | | | | |
| 417 | C13C-3 | 428 | A-25 | 430 | O-7 | | | | |
| 428 | C13D-1 | 428 | B-1 | 429 | O-9 | | | | |
| 401 | C13D-3 | 433 | C-1 | 428 | O-11 | | | | |
| 433 | C14-i | 433 | C-3 | 433 | O-12-1 | | | | |
| 433 | C14-1 | 428 | D-1 | 433 | O-13 | | | | |
| 433 | C14-3 | 414 | E-1 | 435 | O-15 | | | | |
| 433 | C14-4-1 | 423 | E-3 | 434 | O-17 | | | | |
| 414 | C14-5 | 423 | E-5 | 427 | O-19 | | | | |
| 422 | C14-7 | 433 | E-7 | 417 | O-21 | | | | |
| 426 | C14-9 | 433 | E-9 | 419 | Q-1 | | | | |
| 414 | C14-11 | 433 | E-10-1 | 405 | Q-3 | | | | |
| 414 | C14-13 | 428 | E-11 | 432 | R-1 | | | | |
| 414 | C14-15 | 435 | E-13 | 432 | R-3 | | | | |
| 429 | C15-i | 435 | E-15 | 432 | T-1 | | | | |
| 422 | C15A-1 | 432 | F-1 | 432 | T-3 | | | | |
| 433 | C15B-1 | 387 | F-3 | 323 | i-1 | | | | |
| 433 | C15B-3 | 411 | G-1 | 323 | i-3 | | | | |
| 402 | C15C-1 | 430 | H-1 | 323 | i-5 | | | | |
| 419 | C16-i | 415 | I-A-1 | 323 | i-7 | | | | |
| 419 | C16-iii | 419 | I-A-3 | 323 | i-9 | | | | |
| 419 | C16A-1 | 415 | I-A-5 | 323 | i-11 | | | | |
| 419 | C16A-3 | 415 | I-A-7 | 323 | i-13 | | | | |
| 433 | C16A-5 | 415 | I-A-9 | 323 | i-15 | | | | |
| 433 | C16A-6-1 | 415 | I-A-11 | 323 | i-17 | | | | |
| 419 | C16A-7 | 422 | I-A-13 | 323 | i-19 | | | | |
| 420 | C16A-9 | 415 | I-A-15 | 323 | i-21 | | | | |
| 419 | C16A-11 | 415 | I-A-17 | 323 | i-23 | | | | |

JOINT TRAVEL REGULATIONS (JTR)

VOLUME 2

DEPARTMENT OF DEFENSE (DoD) CIVILIAN PERSONNEL

CHAPTER 1

DEPARTMENT OF DEFENSE (DoD) EMPLOYEE TRAVEL ADMINISTRATION

| | |
|--------|--|
| Part A | Application and General Rules |
| Part B | Conditions/Factors |
| Part C | Travel Advances |
| Part D | Gifts, Gratuities and Other Benefits Received from Commercial Sources Incident to Performance of Official Travel |
| Part E | Travel Claims and Receipts |

CHAPTER 2

TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

| | |
|--------|--|
| Part A | Conditions |
| Part B | Travel By Government Conveyance |
| Part C | Travel by Taxicab, Bus, Streetcar, Subway, or Other Public or Special Conveyance |
| Part D | Travel by Privately Owned Conveyance (POC) |
| Part E | Travel by Common Carrier |
| Part F | Transportation Requests |
| Part G | Baggage Allowance |
| Part H | Local Travel In and Around Permanent or TDY Location |
| Part I | Mileage Rates |

CHAPTER 3

TRAVEL ORDERS

| | |
|--------|--------------------------|
| Part A | Delegation of Authority |
| Part B | General Conditions |
| Part C | Travel Order Content |
| Part D | Travel Order Preparation |

CHAPTER 4

EMPLOYEE TRAVEL

| | |
|--------|--|
| Part A | Permanent Duty Travel |
| Part B | First Duty Station Travel |
| Part C | Permanent Change-of-Station (PCS) Travel |
| Part D | Renewal Agreement Travel (RAT) |
| Part E | Separation Travel From OCONUS Duty |
| Part F | Allowances for Use of POC for PDT |
| Part G | Per Diem for PDT By POC |
| Part H | Agreement Violations |
| Part I | Eligibility |
| Part J | Temporary Duty Travel |
| Part K | Training Course Attendance |
| Part L | Per Diem Allowances |

| | |
|--------|---|
| Part M | Actual Expense Allowance (AEA) |
| Part N | POC Use for TDY Travel |
| Part O | Reimbursable Travel Expenses |
| Part P | Last Move Home for Senior Executive Service (SES) Career Appointees Upon Separation From Federal Service for Retirement |
| Part Q | Acceptance of Payment From a Non-Federal Source for Travel Expenses |
| Part R | Reserved |
| Part S | Conferences |

CHAPTER 5

RESERVED

CHAPTER 6

TRAVEL UNDER SPECIAL CIRCUMSTANCES

| | |
|--------|---|
| Part A | See Appendix E |
| Part B | Death Cases, Allowable Expenses |
| Part C | Transportation, Missing Persons Cases |
| Part D | Civilian Escorts and Attendants |
| Part E | Pre-employment Interview Travel (FTR § 301-75) |
| Part F | Travel at no Expense to the Government |
| Part G | Repatriation Transportation |
| Part H | Auxiliary Chaplains |
| Part I | Threatened Law Enforcement Officers (FTR § 301-31) |
| Part J | Emergency Travel and Transportation of Employee Due to Illness or Injury or a Personal Emergency Situation Anywhere in the World (FTR § 301-30) |
| Part K | Reimbursement for Travel and Transportation Expenses when Accompanying Members of Congress and Congressional Staff |
| Part L | Additional Travel and Transportation Expenses Incurred by an Employee With a Disability (FTR § 301-13) |
| Part M | Travel for Health Care |

CHAPTER 7

DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

CHAPTER 8

HHG TRANSPORTATION

| | |
|--------|--------------------------|
| Part A | General |
| Part B | HHG Weight Allowance |
| Part C | HHG Shipment |
| Part D | Storage in Transit (SIT) |
| Part E | Non-Temporary Storage |

CHAPTER 9

MISCELLANEOUS EXPENSE ALLOWANCE (MEA) DUE TO HOUSEHOLD RELOCATION

CHAPTER 10

TRANSPORTATION OF MOBILE HOME

CHAPTER 11

TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)

CHAPTER 12

EVACUATION AND ADVERSE CONDITIONS TRAVEL

CHAPTER 13

SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS

| | |
|--------|----------------------------|
| Part A | General |
| Part B | TQSE (AE) |
| Part C | TQSE (F) |
| Part D | Submitting Claims for TQSE |

| | |
|--------------------------|--|
| <u>CHAPTER 14</u> | <u>REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES</u> |
| <u>CHAPTER 15</u> | <u>USE OF RELOCATION SERVICE COMPANIES</u> |
| Part A | Use of Relocation Service Companies |
| Part B | Property Management (PM) Services |
| Part C | Home MARKETING Incentive Payments |
| <u>CHAPTER 16</u> | <u>INCOME TAX ALLOWANCES</u> |
| Part A | Relocation Income Tax (RIT) Allowance |
| Part B | Income Tax Reimbursement Allowance (ITRA) for Tax Years 1995 and Thereafter |
| Part C | Income Tax Reimbursement Allowance (ITRA) for Tax Years 1993 and 1994 |
| <u>APPENDIX A</u> | <u>DEFINITIONS</u> |
| Part I | Terms |
| Part II | Acronyms |
| <u>APPENDIX B</u> | <u>OCONUS MAXIMUM PER DIEM RATES</u> |
| <u>APPENDIX C</u> | <u>STATUTORY AND OTHER AUTHORITIES</u> |
| Part I | Executive Order |
| Part II | Department of Defense Instruction |
| <u>APPENDIX D</u> | <u>CONUS MAXIMUM PER DIEM RATES</u> |
| <u>APPENDIX E</u> | <u>INVITATIONAL TRAVEL ORDERS</u> |
| Part I | Invitation to Travel |
| Part II | Sample Format Invitational Travel Order |
| Part III | City-Pair Program |
| Part IV | City-Pair Program Frequently Asked Questions |
| <u>APPENDIX F</u> | <u>CONSUMABLE GOODS ALLOWANCES</u> |
| Part I | Locations Having Consumable Goods Allowances |
| Part II | Criteria for Establishing a Consumable Goods Allowance |
| <u>APPENDIX G</u> | <u>RESERVED</u> |
| <u>APPENDIX H</u> | <u>TRAVEL PURPOSE IDENTIFIERS</u> |
| <u>APPENDIX I</u> | <u>PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE</u> |
| Part A | Evacuations from Foreign Locations |
| Part B | Evacuations from U.S. and Non-foreign OCONUS Areas |
| <u>APPENDIX J</u> | <u>RESERVED</u> |
| <u>APPENDIX K</u> | <u>RESERVED</u> |

| | |
|-------------------|--|
| <u>APPENDIX L</u> | <u>ACTUAL EXPENSE ALLOWANCE (AEA) CHANNELS OF SUBMISSION</u> |
| <u>APPENDIX M</u> | <u>RESERVED</u> |
| <u>APPENDIX N</u> | <u>RESERVED</u> |
| <u>APPENDIX O</u> | <u>(TEST) TDY TRAVEL ENTITLEMENTS</u> |
| <u>APPENDIX P</u> | <u>RESERVED</u> |
| <u>APPENDIX Q</u> | <u>TOURS OF DUTY</u> |
| <u>APPENDIX R</u> | <u>RELOCATION INCOME TAX (RIT) ALLOWANCE</u> |
| <u>APPENDIX S</u> | <u>RESERVED</u> |
| <u>APPENDIX T</u> | <u>STANDARD DATA ELEMENTS FOR TRAVEL</u> |

PART B: CONDITIONS/FACTORS**C1050 GENERAL**

A. Prohibition Not Stated. There may be circumstances when travel and transportation entitlements are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an entitlement exists or may be authorized.*

B. Travel Justification

1. Directed Travel. Travel and transportation at Government expense may be directed only:
 - a. when officially justified, and
 - b. by means which meet mission requirements consistent with good management practices.
2. Employee Expenses. Employees must not be directed to:
 - a. perform official travel at personal expense, or
 - b. at reimbursement rates/amounts inconsistent with provisions in this Volume.
3. Limited Travel Funds. Limited travel funds is not a basis for:
 - a. denying reimbursement for official travel, or
 - b. reducing allowances.
4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DoD component to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice (at least 30 days). Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. DoD components should give as much advance notice as possible to enable the employee to begin the arrangements necessary when relocating family and residence. See par. C4108 governing payment of travel and transportation expenses and applicable allowances when short distances are involved. A reasonable advance notice period should not be less than 30 days except when:
 - a. the employee and both the losing/gaining agencies agree on a shorter period;
 - b. other statutory authority and implementing regulations stipulate a shorter period (see OPM regulations for specified time frames); or
 - c. there are emergency circumstances.

C. Relocation

1. Authorization. When Government-funded relocation is authorized:
 - a. a written travel authorization must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station,
 - b. the DoD component should advise an appointee/employee not to incur relocation expenses (in anticipation of a relocation) until the written notification has been received,

c. the travel authorization must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C4051 for procedural requirements applicable to new appointees.

2. Reimbursement Provisions

a. The reimbursement maximums/limitations that apply to certain allowances are not the same for all employees even though claims may be filed within the same time frame because of:

(1) successive changes to these regulations governing relocation allowances, and

(2) the extended period of time that employees retain eligibility for certain allowances (see par. C1057).

b. The provisions of these regulations in effect on the appointee's/employee's appointment/transfer effective date (see Appendix A) apply for payment/reimbursement purposes. A summary of the allowance rates in effect on specific dates is in Appendix G for reference purposes.

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

A. General. Travelers under official travel orders may use:

1. Government quarters,
2. food services,
3. exchanges, and
4. recreational facilities owned, operated, or under the jurisdiction of the DoD.

B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated December 15, 1992, AAFES Operations, {www.usapa.army.mil}, Department of Defense Directive 1330.9, dated December 15, 1986 (ASD FM&P), Subject: Armed Services Exchange Regulations, and Department of Defense Directive 1330.17-R, dated August 3, 1990, Subject: Armed Services Commissary Regulations {web7.whs.osd.mil/dodiss/directives/dir2.html} and at the discretion of the local commander.

***C1052 TRAVEL AND TRANSPORTATION FUNDING**

A. General. An employee's pay and leave status during official travel are subject to the hours of duty, pay, and leave regulations of the separate departments. A new appointee is in a duty status while traveling to the first PDS.

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DoD 1400.25-M, Section 630-G4c at <http://www.cpm.osd.mil/cpm/docs/630.pdf>.

NOTE 2: See Appendix A for definitions of "Different (or Separate) Departments and Agencies," "DoD component," "Foreign Area and/or Country," and "OCONUS" (overseas).

B. Movement Between Different Departments and Agencies or DoD Components

NOTE: This paragraph applies to movements between any of the following: Army, Navy, Air Force, DoD Components, to or from non-DoD agencies.

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary movement costs associated with a PCS may be paid by the gaining department/agency/DoD Component (see JTR, par. C4100).

2. Reduction in Force (RIF)/Transfer of Function. Necessary costs for a transfer between different DoD activities of an employee, identified for separation/demotion caused by RIF/transfer of function, must be paid by the losing activity except for:

- (a) transfers to, from, or between foreign countries, and
- (b) NTS when assigned to an isolated PDS within CONUS.

A losing DoD activity must endeavor to have a non-DoD gaining activity pay the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume the expense, the cost must be paid by the losing activity. The cost of transfers between different DoD components to, from, or between foreign countries for employees, identified for separation or demotion caused by RIF/transfer of function, must be paid by the gaining activity.

3. Movement Under the DoD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DoD component are funded in accordance with par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies whether or not the employee is serving with/without an agreement. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2, above.

C. Movement within the Same DoD Component

1. General. Except as indicated in pars. C1052-C2, C1052-C3, C1052-C4 and C1052-C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C4100-C. Par. C4102 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the discretion of the gaining activity when the gaining activity elects to pay necessary movement costs.

2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.

3. Base Realignment and Closure. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a Base Realignment and Closure (BRAC) action.

4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity up to the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the miscellaneous expense allowance, real estate allowances (if the employee is eligible), and at its discretion for a househunting trip (if the employee is eligible) and TQSE for an:

- a. employee who completes the prescribed tour of duty under the current agreement;
- b. employee released from the period of service specified in the agreement for reasons beyond the employee's control that are acceptable to the losing DoD component;
- c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and
- d. employee with/without transportation agreements moved under the PPP. (If a RIF/transfer of function is involved, par. C1052-C2 above applies.)

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. The provisions of pars. C1052-C2, C1052-C3 and C1052-C4 above apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD component.
6. Directed Transfer Due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs.

D. Renewal Agreement Travel

NOTE: See Appendix A for the definition of "Actual Residence".

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.
2. Return to a Different OCONUS PDS. Except for DODEA employees, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD component, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DoD component must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the renewal agreement travel, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DODEA, all PCS costs must be paid by the gaining (area) activity.
3. Obtaining a Position While on Leave in the U.S. An employee who:
 - a. returns to the U.S. under a renewal agreement, and
 - b. arranges a movement to a PDS in the U.S. while on leave,

is authorized reimbursement for travel/transportation expenses to the new PDS instead of the actual residence indicated in the OCONUS agreement. The losing OCONUS activity must pay the necessary travel/transportation costs to the new PDS up to the cost of such transportation to the actual residence. If the Government incurs additional expenses because of renewal agreement travel performed by the employee/dependents to the actual residence, those expenses must be recovered from the employee. Necessary additional travel/transportation costs to the new PDSs may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the travel order to provide for return from the losing activity to the actual residence for separation. The travel/transportation expenses are funded as provided in par. C1052-E, below.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee eligible for transportation under an agreement, who returns to the actual residence, or an alternate destination up to the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.
2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in Government service in a different department/agency in the geographical locality of the actual residence, provided the employee is not employed or authorized a PCS

movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD Component Without a Break in Service After Separation from the Losing Activity. When an employee under an agreement:

- a. returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- b. after arrival at the destination is employed by another DoD component without a break in service,

the losing OCONUS activity must pay for the allowable separation travel/transportation costs not in excess of that to the actual residence. For the conditions and limitations regarding payment by the gaining DoD component when additional travel/transportation to the new PDS is necessary and circumstances under which relocation allowances may be authorized and paid, see par. C4205 (46 Comp. Gen. 628 (1967); 47 i.d. 763 (1968); B-163113, June 27, 1968; B-163364, June 27, 1968).

F. DoD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. *See DoD Instruction 1342.25, par. 5.4.5, dated October 30 1996, (available at: <http://web7.whs.osd.mil/corres.htm>) "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)." concerning eligibility for reimbursement for official travel.*

C1053 IDENTIFICATION CARDS

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, issuance of identification cards is provided in:

1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians), and
2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals.

NOTE: See website <http://web7.whs.osd.mil/dodiss/instructions/ins2.html> for both DoD Instructions listed above.

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. passports,
2. visas,
3. immunizations,
4. advance clearance,
5. special conditions, and

6. other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa.
2. Travel Requirements
 - a. The necessary passport, visa when required, and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and
 - b. with few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into:
 - (1) a foreign country, or
 - (2) a territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.
2. Visas and immunizations also have time limitations.

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

*A. Quarters Available. ***Employees may not be ordered/required to use Government quarters, nor may lodging reimbursement simply be limited to the Government quarters cost (44 Comp. Gen. 626 (1965)).*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTO's), and are encouraged to use those quarters when TDY to a U.S. installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

B. Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. The JTR directs that Government quarters are not available:

1. when TDY/delay is at other than a U.S. installation;
2. when an authorizing/order-issuing official ***NOTE: Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 U.S.C. §5703) determine their own quarters availability.*** determines Government quarters use would adversely affect mission performance;
3. during en route travel periods; or
4. for TDY/delay of less than 24 hours at one location.

- C2157 Use of More Than One Automobile**
- C2158 POC Use Instead of Government-Furnished Automobile**
- A. General
 - B. Mileage Reimbursement Rates
 - C. Commitments to Use Government-Furnished Automobile or POC
 - D. Per Diem
 - E. Traveler Statement

PART E: TRAVEL BY COMMON CARRIER

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|---|
| C2200 | Travel/Transportation Policy <ul style="list-style-type: none"> A. General B. Travel Prudence C. GSA City-Pair Air Fares D. Official Travel E. Usual Routing F. Time G. Accommodations H. Foreign Flag Reimbursement I. Dependents' Seating |
| C2201 | Unused Accommodations, Downgraded, or Oversold Transportation Services <ul style="list-style-type: none"> A. Limited or Downgraded Accommodations B. Oversold Reserved Accommodations |
| C2202 | Recording Use of Commercial Transportation for Overseas Permanent Duty and Renewal Agreement Travel |
| C2203 | Accommodations on Trains <ul style="list-style-type: none"> A. Policy B. Authorization/Approval of Use of First-Class Train Accommodations C. Use of First-Class Train Accommodations D. Extra-Fare Train Service |
| C2204 | Use of Commercial Aircraft <ul style="list-style-type: none"> A. Accommodations B. U.S. Flag Air Carrier (Certificated Air Carrier) Use C. Carrying Dangerous Weapons Aboard Commercial Aircraft |
| C2205 | Commercial Ship Transportation <ul style="list-style-type: none"> A. General B. Authorization to Use Commercial Ship C. Accommodations on Ships D. Authorization/Approval for More Costly First-Class Ship Accommodations Use E. More Costly First-Class Ship Accommodations Use F. U.S. Ship Registry Use |
| C2206 | Reimbursement for Use of Other Than Authorized Transportation Mode or Route <ul style="list-style-type: none"> A. General B. Government and Government-Procured Air Transportation Available |

- C. Government and Government-Procured Air Transportation Not Available
- D. Use of Non-certificated Air Carriers or Ships of Foreign Registry
- E. Computation
- F. Dependent Travel Limited to the Cost of Government-Offered Air Transportation

- C2207** **Arranging Official Travel**
- A. Governmentwide Policy for CTO Uses
 - B. Requirements
 - C. Foreign Ship or Aircraft Transportation
 - D. Transportation Reimbursements

- C2208** **Use of Reduced Travel Fares**

PART F: TRANSPORTATION REQUESTS

| <u>Paragraph</u> | <u>Contents</u> |
|------------------|--|
| C2250 | General |
| C2251 | When GTRs May Not Be Used |
| C2253 | When GTRs Not Available |
| C2254 | Acting Transportation Officer |
| C2255 | Lost or Stolen GTRs |
| C2256 | Lost/Stolen/Unused Transportation Tickets |

PART G: BAGGAGE ALLOWANCE

| <u>Paragraph</u> | <u>Contents</u> |
|------------------|--|
| C2300 | Free Checkable Baggage |
| | A. General |
| | B. Rail/Bus |
| | C. Commercial Aircraft |
| | D. AMC Procured Airlift (Including Categories A, B, and M) |
| | E. MSC or Commercial Ships |
| C2301 | Not Used |
| C2302 | Excess Baggage |
| C2303 | Public Property |

CHAPTER 2

TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

PART A: CONDITIONS

C2000 GENERAL

A. Travel/Transportation Policy. Travel other than by a usually traveled route must be justified. An employee may not use contract airline/rail passenger service provided under contract with the General Services Administration (GSA) (see par.C2206-D) for that portion of an indirect route traveled for personal convenience. Any additional expense must be paid by the traveler. All work-day time not justified as official travel must be charged as leave.

1. less than premium-class accommodations must be used for passenger transportation, unless par. C2204 or C6552 applies,
2. travelers may voluntarily use/accept, and the Government may furnish, accommodations which do not meet minimum standards if the employee's or Service's needs require use of these accommodations,
- *3. travelers may not be reimbursed for travel at personal expense (see par. C2207-C) on ships/aircraft of foreign registry, except as specified in par.C2205-F, and
4. each dependent is allowed a seat.

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

1. the traveler must pay excess travel/transportation costs, and
2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

NOTE: For TDY travel/transportation allowances when TDY orders are received while the employee is on official leave, see par. C4564.

C2001 TRANSPORTATION MODES

A. General

*1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. Travel of an employee should be by the most expeditious practicable transportation mode that meets mission requirements. The authorizing/order-issuing official is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). A statement on the order indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be the most advantageous to the Government, provides justification for travel reimbursement based on the transportation mode authorized on the order and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

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

2. Selecting Method of Transportation To Be Used

a. Contract Air Service. Except as noted herein, the use of discount fares offered by contract air carrier between certain cities (city-pairs) is advantageous to the Government and is mandatory for authorized air travel between those city-pairs. *If a contract city-pair fare is not available*, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare. For exceptions and specific guidelines regarding the use of contract air service, see Title 41 Code of Federal Regulations (Federal Travel Regulation (FTR)), §301-10.107 (see the GSA web site at: http://policyworks.gov/org/main/mt/homepage/mtt/ptr/newptr/301-10_107.html) and DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: <http://public.transcom.mil/J4/j4lt/dtr.html>, and then click on 'Part I, Passenger Movement').

b. Noncontract Air Service. The use of noncontract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of noncontract air service must be shown on the travel order or other form of travel authorization before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee shall obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification therefor must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DoD component to be advantageous to the Government with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount fares offered to the Government by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount fares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Government-Contract Rental or Government-Furnished Automobiles. When it is determined an automobile is required for official travel, a Government-contract or Government-furnished automobile is used as follows.

a. Government-Contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to employees who travel to their destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under this subparagraph, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. Government-furnished automobiles shall continue to be available for use in isolated areas where commercial rental contractors are not available.

b. Government-Furnished Automobile. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a Government-contract rental or a Government-furnished automobile should be authorized, the overall cost shall include any administrative costs as well as any costs associated with picking up and returning the automobile.

d. Traveler's Cost Liability When Selected Method not Used. The employee shall use the method of transportation administratively authorized/approved by the DoD component concerned as most advantageous to the Government. Any additional cost resulting from use of a method of transportation other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use any one of or a combination of the modes of transportation described in par. C2001-A for travel within CONUS shall be based on the following factors:

1. urgency and purpose of travel and ability of each mode of transportation to provide necessary service to meet mission requirements;
2. amount of baggage or working equipment necessary to accompany the traveler;
3. savings in the travelers' productive time (workdays only);
4. availability of adequate accommodations;
5. any special facilities or schedule which shall aid in maintenance of necessary security, when applicable;
6. savings to the Government in connection with PCS orders and transportation of dependents.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. Transportation for OCONUS travel is arranged through the responsible installation transportation officer or travel agency under contract to the U.S. Government (see par. C2207). Determination of the transportation mode to be used for travel to, and/or from and within, OCONUS areas is made by the responsible transportation officer or travel agency under contract to the U.S. Government in accordance with the guidelines in this Part unless the official directing the travel has specified a particular mode in accordance with this Part. The transportation officer or travel agency under contract to the U.S. Government must not under any conditions provide transportation via a mode which has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by Air Mobility Command (AMC), including charter or individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic; by Military Sealift Command (MSC), when available; or by commercial transportation in accordance with the policies set forth in Part E. Except for travel between points served by ferries, travel by ocean vessel must not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost worktime. Travel by ocean vessel may be authorized/approved as being advantageous to the Government only through the Secretarial Process. Reimbursement for use of ocean vessels is subject to the further prerequisites of Chapter 2, Part E, concerning use of vessels of U.S. registry.

2. Employee Elects Commercial Air or Water. When an employee authorized to use available AMC or MSC facilities in connection with TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2206. Employees are required to arrange transportation, even travel that is indirect or interrupted, in accordance with par. C2207.

*D. Travel By Aircraft

1. General

a. Authorizing/order-issuing officials directing travel must strictly adhere to the policy on aircraft travel contained in this paragraph.

b. Air is the usual transportation mode to and/or from OCONUS.

- c. Government or Government-procured air transportation should be used for travel to, from, and between OCONUS areas (See Appendix A, under "GOVERNMENT-PROCURED TRANSPORTATION" and "GOVERNMENT TRANSPORTATION" for appropriate definitions.).
 - d. Except when air travel is not possible for medical reasons, travelers may be required to travel by regularly scheduled commercial aircraft.
 - e. See par. C2206-E for computing reimbursement when other than the authorized transportation mode or route is used.
 - f. Reimbursement limitations for travel by an alternate mode or route must be stated on the travel order under which dependents travel.
 - g. Travelers must make transportation arrangements in accordance with pars. C2207-A and C2207-B.
2. Use of Government Aircraft. Government aircraft may be used only for official purposes in accordance with 41 CFR 101-37.402.
 3. Overseas Travel. Travel shall be required by Government air or Government-procured air transportation unless medically inadvisable for:
 - a. employees performing TDY travel to and from CONUS or between overseas duty points;
 - b. employees and dependents performing permanent duty travel to, from, and between overseas duty stations.
 4. Operations and Maintenance Technicians and Crash Firefighters. Employees whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and crash firefighters for whom travel by aircraft is necessary in connection with their duties, shall be required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions will include such an air travel requirement.
 5. Required as Part of Conditions of Employee's Assignment. Travel shall be required by aircraft for any distance when such mode of travel is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require employees to be aboard aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. These employees shall be required to be aboard any type of Government aircraft on scheduled or nonscheduled flights.
 6. Necessary for Accomplishment of Mission or When Air is Only Mode Available. Travel for any distance shall be required by aircraft with or without the employee's consent when such mode of travel is necessary for the accomplishment of the activity's mission or is the only mode of transportation available. These employees shall be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. Acceptance by the employee of a travel order authorizing travel by aircraft will constitute agreement to the provisions of the particular travel order.
 7. Evacuation by Air Required for Medical Reasons. Travel by appropriate aircraft shall be required when competent medical authority determines the use of this transportation mode is necessary for medical evacuation of an employee. For authority to provide transportation by commercial air at Government expense for medical evacuation of an employee assigned at a PDS outside the U.S. and dependents see par. C6600 (for civilian employees assigned to Defense Attaché Offices and DIA Liaison Offices see also DIA Manual 100-1, Vol. 1, Part 4, Section K).
 8. Medical Reasons Precluding Air Travel. Neither civilian employees nor their dependents shall be required to travel by air if such mode of transportation is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological

or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. Appropriate medical authority at a military installation shall be responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel shall each be furnished a copy of the written medical determination. When one of the members of a family cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family

C2002 CITY-PAIR PROGRAM

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

A. Policy

GSA airlift contracted through the Contract City Pair Program shall be used for Government employees. **EXCEPTION TO THE USE OF CONTRACT CARRIERS:** One or more of the following travel conditions must apply if a non-contract carrier, or a contract carrier other than the primary contractor, is used for travel within a contract route.

The exception must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official. Those conditions are as follows:

Effective 9 June 00

1. Space or scheduled flights are not available in time to accomplish the purpose of travel (to include space for pets when associated with permanent duty travel, e.g., PCS - USCINCTRANS SCOTT AFB IL//TCJ4-LT//091304Z JUN 00), or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JTR, par. C1058);
3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account;***
4. Rail service is available and that service is cost effective and consistent with mission requirements;
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
 - a. the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and
 - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract***

city-pair fare is not available, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

2. *Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets.*

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

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

1. **How does the program work?**

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

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

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

2. **What are the advantages of the program?**

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares.
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. **Who can use it?**

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

***4. Why can't contractors use it? It would save the government a lot of money!**

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city pair program and could jeopardize its future success.*

***5. Do I have to use the contract carrier? Won't any airline do?**

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

Effective 9 June 00

a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.) (see par. C2202-A1 regarding space for pets).

b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.

c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.

d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.

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

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city pair route unless one of the exceptions in paragraph 5, above applies. Not all city pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler. The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Government funded travel to and from a leave location when ordered TDY while on leave is considered official travel and therefore contract fares may be used to and from this leave location (see par. C4440).***

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
To: San Francisco, CA and
Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
To: Chicago, IL
From: Chicago, IL
To: San Francisco, CA and
Return to Atlanta, GA

Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city pair contract fares for this trip portion. Commercial fares are applicable to this trip portion. The city pair contract fare is applicable only to the trip portion from San Francisco, CA to Atlanta, GA, with United Airlines at \$251.

NOTE: The traveler is responsible for any additional costs when, for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in this case is limited to the transportation cost by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city pair web site: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

***16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?**

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

***17. The topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!**

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://www.fss.gsa.gov/citypairs/>, or contact one of the following PoCs below. Phone access should be used *only* by those without access to the internet.

Mr. Eddie Murphy
Contract Specialist
(703) 305-3376

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Thomas Uberto
Contracting Officer
(703) 305-7822

4. Inadequate Foreign Coach-Class Train Accommodations. The use of first-class train accommodations may be authorized/approved when coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when such use is administratively determined to be more advantageous to the Government or is required for security reasons. The use of National Railroad Passenger Corporation (AMTRAK) Metroliner coach accommodations is considered to be advantageous to the Government. Metroliner Club Service is deemed first-class accommodations. First-class accommodations on extra-fare trains may be authorized only as provided in par. C2203-C.

C2204 USE OF COMMERCIAL AIRCRAFT

A. Accommodations

1. General. It is the policy of the Government that employees and/or dependents who use commercial air carriers for domestic and international travel on official business shall use coach-class airline accommodations. Employees shall ascertain their travel requirements in sufficient time to book coach-class accommodations. First-class airline accommodations may be used only as permitted in par. C2204-5c. Premium-class other than first-class airline accommodations may be used only as permitted in par. C2204-5d. When an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."

2. Authorization/Approval For Use of Premium-Class Accommodations. The officials listed in par. C2204-A3 may authorize/approve first-class airline accommodations if the criteria in par. C2204-A5c are met. The local transportation officer or other appropriate authority, in conjunction with the order-approving authority, may authorize/approve the use of premium-class airline other than first-class airline accommodations if the criteria in par. C2205-A5d are met. Authorization for the use of premium-class airline accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the local transportation officer or other appropriate authority, at the earliest possible time.

3. Authorization/Approval For Use of First-Class Accommodations. Authority for authorizing/approving the use of first-class air accommodations shall be limited to the Secretary of Defense or Deputy Secretary of Defense or other authority as designated by the SECDEF. The delegation or redelegation of authority to authorize/approve first-class air travel shall be held to as high an administrative level as practical to ensure adequate consideration and review of the circumstances requiring the need for first-class air accommodations. Authorization/approval may only be considered when the criteria in par. C2204-A5c are met.

*4. Requirements for First-Class Accommodations Use. Authorization for first-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler must obtain written approval from the appropriate authority at the earliest possible time. When a travel order (see par. C3150-B, item 16) authorizes first-class air accommodations (by including the authority and authorization source (memo/letter/message/etc. including date and signatory position), appropriate Government transportation documents must be annotated with the same information. When a travel order does not contain authority for first-class air accommodations use and no other class of service is available, a transportation document may be issued for first-class service when the document-issuing agent annotates the document in accordance with transportation procedural guidance that tickets for first-class air accommodations were issued as only first-class service was available between authorized origin and destination points."

5. Employee Responsibility and Documentation in Connection With First-Class Accommodations. The employee shall certify on the travel voucher the reasons for the use of first-class air accommodations. Specific authorization/approval shall be attached to, or stated on, the travel voucher and retained for the record. In the absence of specific authorization/approval, the employee shall be responsible for all additional costs resulting from the use of first-class air accommodations. The additional costs shall be the difference between the first-class accommodations used and the next lower class below first-class.

- a. Use of First-Class Air Accommodations. Circumstances justifying the use of first-class air accommodations are limited to those listed in subpars. b and c.
- b. Employee Certification Required. First-class accommodations may be used when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only first-class accommodations, and the employee certifies this circumstance on the travel voucher.
- c. Authorization/Approval Required. The appropriate authority as cited in par. C2204-A3 may authorize/approve first-class airline accommodations when:
 - (1) coach-class airline accommodations or premium-class other than first class airline accommodations are not reasonably available. For purposes of this paragraph, "reasonably available" means a class of accommodations other than first-class airline accommodations available on an airline scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. "Reasonably available" does not include any accommodations with a scheduled arrival time later than the employee's required reporting time at the duty site, or with a scheduled departure time earlier than the time the employee is scheduled to complete the duty.
 - (2) first-class airline accommodations are necessary because the employee/dependent is so handicapped or otherwise physically impaired that other accommodations cannot be used, and such condition is substantiated by competent medical authority. The use of first-class airline accommodations also may be authorized for an attendant authorized under par. C6552, item 1, to accompany the employee/dependent, when the employee/dependent is authorized use of first-class airline accommodations and requires the attendant's service en route.
 - (3) first-class airline accommodations are needed when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to travel by:
 - (a) an employee whose use of a class of accommodations other than first-class would endanger the employee's life or Government property;
 - (b) agents in charge of protective details who are accompanying individuals authorized to use first-class accommodations; and
 - (c) couriers and control officers accompanying controlled pouches or packages and premium-class other than first-class airline accommodations are not available.

First-class accommodations may be used without authorization/approval only in one instance--when regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When that is the case, the transportation officer/agent must make the appropriate entry on the travel order, travel voucher, or GTR as appropriate.

- d. Premium-Class Other Than First-Class Use. Circumstances justifying use of premium-class other than first-class airline accommodations are limited to those listed in par. C2204-A5d(1) through C2204-A5d(9). The use of premium-class other than first class accommodations may be authorized/approved when:
 - (1) regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class airline accommodations, and the employee certifies this circumstance on the travel voucher.
 - (2) space is not available in coach-class airline accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.

C. Government and Government-Procured Air Transportation Not Available. When Government and Government-procured air transportation are not available, or Government air transportation is not available, reimbursement for the transportation used shall not exceed the least expensive unrestricted fare available for scheduled commercial air service over the usually traveled direct route between the origin and destination. If travel by aircraft is medically inadvisable, reimbursement is limited to the least expensive unrestricted fare for first-class passenger accommodations on a commercial ship.

D. Use of Non-certificated Air Carriers or Ships of Foreign Registry. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign carrier (or ship) service is used. If U.S. Flag carrier or ship service is available for an entire trip and the traveler uses a foreign carrier or ship for any part or all of the trip, the transportation cost on the foreign carrier or ship is not payable (41 CFR §301-10.143).

E. Computation. Except as prohibited in pars. C2206-C and C2206-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the Government would have paid for the authorized transportation mode and route, or the cost actually paid by the traveler, whichever is less. The authorized transportation mode means the transportation mode that would have been furnished in accordance with this Volume. Constructive reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, shall not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructive cost for transportation and the normal scheduled travel time for the carrier shall be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the Cost of Government-Offered Air Transportation. The reimbursement of dependent travel is subject to the limitation on the travel order, if any, under par. C2001-D1.

***C2207 ARRANGING OFFICIAL TRAVEL**

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

B. Requirements

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

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

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

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

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized or approved unless the conditions in par. C2204-B or C2205-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.

C2208 USE OF REDUCED TRAVEL FARES

When to qualify for reduced travel fares, an employee elects to remain at a temporary duty site for a longer period of time than required by the assignment, per diem or actual expenses, as applicable, for this additional period of time may be paid if:

1. the additional cost of per diem or actual expenses is offset by the savings on the transportation, yielding an overall savings to the Government; and
2. the delay does not involve duty time during which the employee is required to be at work at the PDS (B-192364, February 15, 1979).

PART C: TRAVEL ORDER CONTENT**C3100 FORM OF REQUEST**

Use the travel order forms prescribed in pars. C3150 and C3151.

C3101 SPECIFIC INFORMATION REQUIRED

A. General Information. The following information must be included on all travel orders:

1. The name of the employee(s);
2. The signature of the proper authorizing official;
3. Purpose of travel;
4. Any conditions of or limitations on that authorization of travel;
5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);
6. A statement that the employee(s) is (are) authorized to travel;
7. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DoDFMR, Vol. 9, paragraph 030301.B.1);
8. A statement indicating whether the traveler is/is not a government travel cardholder (DoDFMR, Vol. 9, paragraph 030301.B.2);
9. If the traveler is a Government travel card holder, a statement indicating whether or not the traveler is exempt from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods) (DoDFMR, Vol. 9, paragraph 030301.B.3); and
10. A statement indicating that Government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATMs) rather than obtaining cash advances from a DoD disbursing officer (DoDFMR, Vol. 9, paragraph 030301.B.4).

B. Specific Authorization or Approval. The following travel arrangements require specific authorization or prior approval:

1. Use of premium-class service on common carrier transportation (par. C2204-A);
2. Use of a foreign air carrier (pars. C2204-B);
3. Use of cash to pay for common carrier transportation (par. C2252);
4. Use of extra-fare train service (par. C2203);
5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);
6. A statement that the employee(s) is (are) authorized to travel;

7. A statement that return travel to the PDS during extended TDY is authorized must be included in the travel order, or on the travel voucher, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

*C. Advance Authorization. The following travel arrangements require a written or electronic advance authorization:

1. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which dependents travel.
2. Payment of a reduced per diem rate (par. C4550);
3. Acceptance of payment from a non-Federal source for travel expenses (par. C4903); and
4. Travel expenses related to attendance at a conference (Chapter 4, Part S).

C3102 BLANKET TDY TRAVEL

A blanket TDY travel order must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

1. that the travel type is "blanket TDY travel";
2. that the employee shall proceed at such times, to such places, and at such frequency as may be necessary;
3. of the general geographic area limitations;
4. of a specific period of time within a fiscal year;
5. of the reason(s) for this type of travel;
6. designating the traveler as an acting transportation officer, if applicable;
7. authorizing use of special conveyances with reimbursement allowed when approved on claim vouchers as advantageous to the Government, if appropriate;
8. authorizing excess baggage, if necessary; and
9. of other conditions, limitations, and instructions, as appropriate.

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

C3103 TDY TRAVEL OF CONSULTANTS AND EXPERTS

A travel order for TDY assignment of a consultant or expert intermittently employed or employed without compensation must include the same information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610). Consultants and experts appointed to their positions should be issued TDY orders and others, invitational travel orders. **NOTE:** *This does not apply to contractors.*

C3104 PCS TRAVEL

A. General. A travel order for PCS must contain the same basic information prescribed in par. C3151, plus a statement:

1. in all cases:

- a. naming the old and new PDSs and their locations;
 - b. of the reporting date at the new PDS; and
2. if applicable:
- a. of the names and relationships of eligible dependents and dates of birth of children who are authorized travel;
 - b. that dependents will accompany employee or travel separately, and if so when, and by what transportation mode, if known and of dependents' travel origin or destination points (when different from the employee's);
 - c. that "_____ piece(s) or _____ pounds of excess baggage is authorized for each dependent," and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or is otherwise authorized (see par. C2302);
 - d. of the maximum HHG weight the employee may transport including
 - (1) temporary storage authority;
 - (2) HHG shipment origin and/or destination points (when different from the employee's),
 - (3) the shipment method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
 - (4) (for Government-arranged moves) how the employee intends to fulfill personal financial responsibility for charges not allowed at Government expense (e.g., borne by, or collected from, the employee);
 - e. that mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;
 - *f. Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty (See par. C4205-B4).

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

B. PCS Travel Within CONUS. A travel order for PCS within CONUS must contain the same information as in par. C3104-A above, plus a statement:

1. that the travel type is "PCS travel," and
2. if applicable:
 - a. that a transportation agreement has been signed (see par. C4001);
 - b. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;
 - c. authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE and the number of days authorized;
 - d. authorizing NTS of HHG incident to a transfer or appointment to an isolated CONUS PDS;
 - e. of authorizing real estate and unexpired lease expenses;
 - f. authorizing special conveyance use for PCS travel;

- g. that transportation of POV(s) within CONUS is authorized as more advantageous;
- h. authorizing Relocation Services and which ones (e.g., homesale, home marketing assistance, home finding assistance);
- i. that a home marketing incentive payment is authorized; and
- j. that a reduction in force or function transfer is due to base closure if such is the case.

C. First Duty Station for Appointees. Travel orders to first PDS for appointees must contain the same basic information prescribed in par. C3104-A, plus a statement:

1. that the travel type is "travel to first duty station (5 U.S.C. §5723)";
2. of the date the required transportation agreement is signed;
3. of the actual residence;
4. of the position title and grade to which appointed; and
5. if transportation of POV(s) within CONUS is authorized as more advantageous.

D. OCONUS Permanent Duty Travel

1. General. Travel orders for OCONUS permanent duty travel must contain the same basic information prescribed in par. C3104-A, plus a statement:

- a. that the travel type is "permanent duty travel," and the purpose is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip renewal agreement travel, separation, or advance return travel (see par. C4000);
- b. of the actual residence, as appropriate;
- c. of the date the required transportation agreement is signed in connection with assignment at an OCONUS PDS;
- d. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
- e. of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);
- f. for POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation in accordance with par. C2151-C;
- g. prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
- h. of the maximum HHG weight the employee may transport or store; and
 - (1) any weight limitation imposed by the OCONUS command;
 - (2) the weight allowance for consumables if authorized (par. C8420 and Appendix F);

PART D: TRAVEL ORDER PREPARATION**C3150 TDY TRAVEL**

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel orders from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilians) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

NOTE: DD Form 1610 must not be used for invitational travel OR contractors' travel.

B. DD Form 1610 Preparation. DD Form 1610 generally is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See par. C3101 for specific information required on all travel orders.

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Order--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel order amendment.

(b) Proceed Date (dd/mm/yyyy)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the mode is to be determined by the transportation officer, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Item 13, Per Diem--When per diem under the lodgings-plus method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed, check block 13b, "Other Rate of Per Diem (*Specify*)" and enter the appropriate rate information. For example:

(a) reduced per diem rates - check block 13b "Other Rate of Per Diem (*Specify*) \$60 Total (Lodging \$40; M&IE \$20)" and indicate the authority (e.g., memo, letter, etc.) from the designated office (based on pars. C4550-C & C4550-D),

(b) conference lodging allowance rates - check block 13b "Other Rate of Per Diem (*Specify*) \$150 Total (Conference Lodging Allowance \$100; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and **NOT** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

*Item 16--May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement must be in the Remarks section of each travel order involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher." If it is not practicable to include this statement in the Remarks section, the statement must be incorporated elsewhere in the travel order or attached to the travel order or to the ticket or transportation request issued to the traveler.*** Other examples:

*(a) If excess baggage is authorized, include the statement "____ pieces or ____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302).

(b) If delay en route for personal reasons is authorized, include an appropriate statement indicating the number of annual leave days authorized.

*(c) When a travel order authorizes first-class air accommodations, include the statement: "The use of first-class transportation is authorized by (insert the official's appropriate title) in (cite reference and date)." See Chapter 2, Part E.

(d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.

(e) If the traveler accompanies or is accompanied by other persons in an official travel status in a POC, include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor).

(f) When a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used see DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>).

(g) If a registration fee is authorized (see par. C4709-B3i), include a statement indicating whether (and if so, the number/dates) meals and/or lodgings is included in the registration fee (see par. C4955-E1);

(h) Any administrative restriction precluding or limiting other allowable costs for POC (see par. C4654).

(i) Cite JTR, par. C6150 or C6151 when traveling as escort for a Service member's dependents; and

*(j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

*(k) When the authorizing/order-issuing official has determined that an employee should not travel via a particular transportation mode (ex., travel by air (ocean ferry or Chunnel) is precluded for medical reasons), include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government to justify travel reimbursement based on the transportation mode authorized on the order and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the

most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to “Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.”)

Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20. When travelers are permitted to be travel requesting officials for their own travel orders, the travel requesting official must be other than either of the officials signing in blocks 18 and 20.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17. Item 19, Accounting Citation--Show the fiscal data in accordance with Service regulations and include travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see Appendix A) certifying to funds availability signs in the lower right corner of this block.

Item 20, Authorizing/Order-Issuing Official (Title and Signature). Other than the official signing in block 17 Show the order-issuing organization and address in addition to the title and signature of the authorizing/order-issuing official.

Item 22, Travel Order Number--Show the identifying number and/or symbol assigned by the issuing office.

NOTE: The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the authorizing/order-issuing official (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the authorizing/order-issuing official (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. (This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.)

C. Distribution. See par. C3057.

C3151 PERMANENT DUTY TRAVEL

A. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (DD Form 1614) is used as a request and authorization for all official PCS/TCS travel by employees and their families. (*See par. C3105-B.*) DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

NOTE: DD Form 1614 must not be used for contractor's travel.

B. Preparation of DD Form 1614. DD Form 1614 is generally self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See par. C3101 for specific information required on all travel orders.

Item 6, Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. For more information on retirement codes see the following OPM website (specifically pages 383-386): <http://www.opm.gov/feddata/gp14c01.pdf>.

Item 7, Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the transportation agreement as the actual residence, if first duty station travel.

Item 10, Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a, Round Trip Travel for Househunting--Indicate if round trip travel to seek a permanent residence is, or is not authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized.

Item 16, Other Authorized Expenses--The travel advance is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card which should be addressed in Item 20, Remarks or Other Authorizations. The amount of any relocation allowances advance in Item 16 must be computed in accordance with Service finance policy.

Item 22, Accounting Citation--Show fiscal data in accordance with regulations of the DoD component concerned. ***Please ensure that funds are obligated against the PCS/TCS order.*** For Transportation Account Codes (TACs) for DoD personnel see DoD 4500.9-R, Volume 2. TAC codes: Army A2PC, Air Force F750/FCHP, and Navy and Marine Corps see website http://192.67.251.41/tac_inq/tac_menu.html.

Effective 1 August 2000

Item 23, Approving Official—See Appendix A. Show the individual who directs and approves/disapproves travel requests and vouchers prior to claim settlement in addition to the Approving Official's title and signature.

Item 24, Order-issuing/Authenticating Official--See Appendix A. Show the order-issuing organization and address in addition to the title and signature of order-issuing/authenticating official.

Item 27, Claimant – Forward Completed Claim to the Following Address--In this block the losing/gaining activity should provide the address to where the employee should submit their claim for final disbursement.

*Item 28, Remarks or Other Authorizations--In addition to the type of notation suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

- (a) When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item.
- (b) If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions.
- (c) When the authorizing/order-issuing official has determined that an employee and or dependents should not travel via a particular transportation mode (ex., travel by air (ocean ferry or Chunnel) is precluded for medical reasons), include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government to justify travel reimbursement based on the transportation mode authorized on the order and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- (d) List the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.
- (e) Include the issuing CPO's name, address, and POC with phone number (including area code) and DSN.

C. Distribution. See par. C3057 for the number of copies of a travel order for distribution.

D. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for “Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel” (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

- C4159 Temporary Storage of HHG**
- C4160 Per Diem Entitlement**
- C4161 Leave Status During Absence From Duty**
- C4162 Alternate Destination**
- A. Entitlement
 - B. Time Requirement
 - C. Alternate Destination not Authorized
 - D. Administration
 - E. Reimbursement
- C4163 Limitations**
- A. Household Goods (HHG)
 - B. Unaccompanied Dependents
 - C. Destination Point Relocation
 - D. Duplicate Eligibility
- C4164 Teachers in the DoD Education Activity System**
- A. Completion of Period of Service RAT Entitlement
 - B. Exceptions
 - C. Storage of HHG Between School Years

PART E: SEPARATION TRAVEL FROM OCONUS DUTY

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|---|
| C4200 | Persons Eligible for Separation Travel Entitlements |
| C4201 | Separation Travel Entitlements |
| C4202 | Loss of Separation Travel Entitlements |
| | A. Election to Separate OCONUS for Personal Reasons |
| | B. Refusal to Accept or Use Return Travel Entitlements Within a Reasonable Time after Release from Duty |
| C4203 | Limited Separation Travel Entitlements |
| C4204 | Employees Not Eligible for Separation Travel Entitlements |
| C4205 | Employment in Another DoD Component Without a Break in Service After Separation from the Losing Activity |
| | A. General |
| | B. New Duty Station at Other Than Authorized Separation Destination |

PART F: ALLOWANCES FOR USE OF POC FOR PDT

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|--|
| C4250 | Mileage Allowance A. Travel by Privately Owned Automobile B. Mixed Transportation Modes C. Other Reimbursable Expenses |
| C4251 | Use of More Than One Automobile |
| C4252 | Not Used |
| C4253 | Computing POC Travel Reimbursement |

PART G: PER DIEM FOR PDT BY POC

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|---|
| C4300 | Allowable Per Diem A. POC Use Advantageous to the Government B. POC Use Not Advantageous to the Government C. Rates of Per Diem |

PART H: AGREEMENT VIOLATIONS

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|---|
| C4350 | Responsibilities A. Employee B. Various Officials C. Civilian Personnel Officer D. Finance, Fiscal, or Disbursing Officer |
| C4351 | Agreement Violations for Transfers to, From, and Within CONUS A. General B. To CONUS C. Within or From the CONUS D. Appointees to First PDS |
| C4352 | Agreement Violations For Overseas Employees A. Failure to Satisfy Service Requirement B. Violation During the First Year of Service Under an Initial Agreement C. Violation After 1 Year of Service Under an Initial Agreement D. Employees Serving Under Renewal Agreements E. Teachers in the DoDDS |

| | |
|--------------|--|
| C4353 | Computations |
| | A. General |
| | B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs |
| | C. Commercial Carrier Transportation Costs |
| | D. Travel Time Compensation |
| | E. Per Diem Allowance |
| | F. Extent of Employee Financial Responsibility to the Government |
| | G. Return Travel Costs: Government's Obligation |
| | H. Return Travel Costs: Employee's Obligation |

PART I: ELIGIBILITY

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|--------------------------|
| C4400 | Eligibility Table |

PART J: TEMPORARY DUTY TRAVEL

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|---|
| C4405 | Justification |
| C4410 | What Constitutes TDY Travel |
| C4415 | TDY Assignment Selections |
| C4420 | Advance Notice, Clearances, and Other Requirements |
| | A. Advance Notice |
| | B. Clearances |
| | C. Other Requirements |
| C4425 | Itinerary Variation |
| | A. Variation Authorized in the Travel Order |
| | B. Variation Not Authorized in the Travel Order |
| C4430 | TDY Time Limitation (Except TDY for Training) |
| | A. General |
| | B. 180-Consecutive-Day Time Limitation |
| | C. TDY in Excess of 180 Consecutive Days |
| | D. TDY in Excess of 180 Consecutive Days Not Approved |
| | E. Temporary Change of Station (TCS) Instead of an Extended TDY |
| | F. Income Taxation of Reimbursable TDY Allowances |
| | G. Extensions |
| C4435 | TDY Prior to Reporting to First PDS |

| | |
|--------------|--|
| C4440 | Ordered to TDY While on Leave |
| | A. General |
| | B. TDY at Leave Point |
| | C. TDY at Other Than Leave Point |
| C4445 | Round-trip Travel Between Residence and TDY Location |
| C4450 | OCONUS TDY Travel Impact on Balance of Payments |
| C4455 | Not Used |
| C4460 | TDY Assignments on Submarines |
| C4465 | Illness or Injury During Official Travel or TDY Assignments |
| C4470 | TDY Assignment Abandoned or Not Completed |

PART K: TRAINING COURSE ATTENDANCE

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|--|
| C4500 | Allowances |
| C4505 | Transportation and Per Diem or AEAS |
| C4510 | Dependents and HHG Transportation |
| | A. Allowances Authorized |
| | B. Allowances Not Authorized |
| | C. Activity or Command Responsibility |
| C4515 | No Return to Old PDS |
| | A. Dependent and HHG Transportation |
| | B. Mileage Reimbursement |
| | C. Real Estate Transactions |
| C4520 | Interns and Trainees |

PART L: PER DIEM ALLOWANCES

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|---|
| C4550 | Per Diem Rates |
| | A. General |
| | B. Responsibilities for Authorizing/Approving Rates |
| | C. Authorizing a Different Per Diem Rate |
| | D. Offices Designated to Authorize Increased Per Diem |
| | E. Offices Designated to Authorize Reduced Per Diem |
| | F. Standard CONUS Per Diem Rate |

- C4551 Requesting Review of Per Diem Rates**
- C4552 General Rules Regarding Per Diem**
- A. Per Diem Beginning and Ending
 - B. Restriction in Establishing PDS
 - C. No Per Diem at the PDS
 - D. TDY at Nearby Places Outside the PDS
 - E. Dependents Accompanying an Employee on TDY
 - F. Travel of 12 or Fewer Hours (12-Hour Rule)
 - G. Per Diem Relationship to Overseas Post Differential
 - H. Lodging and/or Meals Obtained Under Contract
 - I. Extended TDY Assignments
 - J. Meetings and Conventions
 - K. Employee Dies or Is in a Missing Status While in a Travel Status
- C4553 “Lodgings-Plus” Per Diem System Per Diem Computation**
- A. General
 - B. Maximum Per Diem Rates
 - C. Per Diem Allowance Elements
 - D. Per Diem Allowance Computations
 - E. Computing Per Diem When Crossing International Dateline (IDL)
 - F. Mixed Travel Reimbursement
- C4554 Per Diem Rules Concerning Meals**
- A. Determination of M&IE Rate
 - B. Deductible Meals
 - C. Absence of Commercial OCONUS Establishments Which Prepare and Serve Meals
 - D. TDY Performed in Support of Military Units on Field Duty
 - E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Hotel
- C4555 Rules Concerning Lodging and Lodging Cost**
- A. Lodging Location Rules
 - B. Allowable Lodging Expenses
 - C. Lodging Obtained After Midnight
 - D. Allowable Expenses When an Apartment, House, or Recreational Vehicle is Rented or Used for Quarters
 - E. Allowable Expenses When a Residence is Purchased and Used for Quarters While on TDY
 - F. Dual Lodging Reimbursement On a Single Day
 - G. Weekly or Monthly Rates
 - H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent
 - I. Double Occupancy
 - J. Lodging Taxes
- C4556 Lodging and Meals Provided Without Cost**
- C4557 Government Quarters Available at an OCONUS Location**
- C4558 Per Diem for Travel by Vessel**
- A. General
 - B. Government Ship
 - C. Commercial Vessel

- C4559 Use of a Recreational Vehicle for Lodging**
A. Privately Owned
B. Rented Recreational Vehicle
- C4560 Per Diem for Long-term TDY Assignments**
- C4561 Per Diem for Training and Long-term TDY Assignments**
A. General
B. Rates for Specific Training Courses
C. Per Diem for Training Assignments of More Than 30 Consecutive Calendar Days
D. Per Diem for Training Programs and Long-term TDY Assignments
- C4562 Per Diem for Consultants, Experts, and Private Individuals Traveling Worldwide**
A. General
B. Payment from a Non-Federal Source for Travel Expenses
C. Consultants and Experts Employed on an Intermittent Basis
D. Private Individuals Serving Without Compensation
E. Reserve Officers Training Corps (ROTC) Cadet Serving Without Compensation
- C4563 Effect of Absence on Payment of Per Diem**
A. Absence Due to Illness or Injury
B. Detained in Quarantine
C. Leave and Nonworkdays
D. Return to PDS on Nonworkdays
E. Travel on Nonworkdays to Location Other than PDS
F. Delay in Returning to PDS
G. Permanent Duty Travel
- C4564 Employee's Leave Canceled or Interrupted**
A. Absent From PDS For Personal Reasons
B. TDY Required at Place of Leave
C. TDY at Various Places, Including Return to PDS
D. TDY at Various Places Not Involving Return to PDS
E. Authorized Leave of 5 or More Days Canceled Within 24 Hours, and Leave Temporarily Interrupted Due to Recall to PDS
F. Leave Interrupted for TDY, Employees Not Allowed to Resume Leave Status
G. TDY Directed at Termination of Leave Status
H. Cancellation of TDY Orders After Commencement of Travel and While on Authorized Leave
- C4565 Per Diem Computation Examples**
- C4566 Quick Reference Tables – Per Diem Entitlements**

PART M: ACTUAL EXPENSE ALLOWANCE (AEA)

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|---|
| C4600 | Conditions Warranting AEA <ul style="list-style-type: none">A. GeneralB. Travel with Certain Dignitaries |
| C4601 | Types of Expenses <ul style="list-style-type: none">A. Expenses AllowableB. Expenses Not Allowable |
| C4602 | AEA Maximums <ul style="list-style-type: none">A. GeneralB. Daily MaximumsC. M&IE Paid on Per Diem BasisD. Lodging and/or Meals Obtained Under ContractE. Incidental Expense Maximum |
| C4603 | Request for AEA's <ul style="list-style-type: none">A. GeneralB. Who May Authorize/ApproveC. ExceptionsD. Manner of Authorization/ApprovalE. Channel for Submission of RequestsF. Data to Be Included in Requests |
| C4604 | Itemization |
| C4605 | Computation Rules <ul style="list-style-type: none">A. GeneralB. Meals Available Under Special ArrangementsC. Averaging ExpensesD. Special Rules for Mixed Travel (Per Diem and Actual Subsistence Expense) |
| C4606 | Computation Examples |

PART N: POC USE FOR TDY TRAVEL

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|--|
| C4650 | Mileage Allowances for POC Use |
| C4651 | POC Use Factors <ul style="list-style-type: none">A. Official Mileage Rates for Local and TDY TravelB. POC Use Advantageous to the GovernmentC. POC Use Not Advantageous to the GovernmentD. Privately Owned Automobile in Lieu of Government-Furnished Automobile |
| C4652 | Parking Fees <ul style="list-style-type: none">A. GeneralB. Privately Owned AutomobilesC. Government-Furnished Automobile |
| C4654 | Other Allowable Costs |
| C4656 | Employees Traveling Together |
| C4657 | POC Use to and from Transportation Terminals or PDS <ul style="list-style-type: none">A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation TerminalB. Expenses Incurred for Two One-way Trips to and from a Transportation TerminalC. Employee Departs from PDS on TDYD. Two or More Employees Travel in the Same POC |
| C4658 | Not Used |
| C4659 | Per Diem for POC Travel <ul style="list-style-type: none">A. POC Use Advantageous to the GovernmentB. POC Use Not Advantageous to the Government |
| C4660 | Travel Time |
| C4661 | Computing Reimbursement for POC Travel <ul style="list-style-type: none">A. Advantageous to the GovernmentB. Not Advantageous to the GovernmentC. Mixed Modes |
| C4662 | Return to PDS During TDY Period <ul style="list-style-type: none">A. GeneralB. Return to PDS Directed during Non-workdaysC. Voluntary Return to PDSD. Return to PDS during Extended TDY |

PART A: PERMANENT DUTY TRAVEL

C4000 SCOPE

A. General. This Chapter covers all permanent duty travel. Permanent duty travel includes:

1. new appointee travel from the actual residence to the first PDS to begin work;
2. PCS travel upon transfer in the Government's interest from one PDS to another without a break in employment continuity with departments and agencies of the Federal Government;
3. renewal agreement travel between consecutive tours of duty without a break in service from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return is to the same or another OCONUS PDS);
4. separation travel from an OCONUS PDS to the actual residence for separation from Federal service or OCONUS employment upon satisfactorily completing the service period requirement prescribed in an agreement;
5. travel of a former employee (separated by reason of reduction in force or transfer of function) re-employed within 1 year of separation under a nontemporary appointment at a PDS other than the one where separated;
6. travel of individuals who qualify for "last move home" benefits upon separation from Government service as provided in Part P;
7. travel of career Senior Executive Service appointees (including prior SES appointees who have elected to retain SES retirement benefits) upon retirement and return to the places the individuals have elected to reside;
8. travel of employees who, without a break in service of more than 3 days, transfer from a DoD non-appropriated fund instrumentality to an appropriated fund position; and
9. travel of U.S. Postal Service employees transferred under 39 U.S.C. §1006 from the Postal Service to a DoD component (These employees may be authorized PCS allowances.) (FTR § 302-1.2(a)(2) & 5 U.S.C. §5734) See par. C4101 for DoD employees transferring to the U.S. Postal Service.

B. Two or More Family Members Employed

1. Travel Benefits Alternatives. When two or more employees who are members of the same immediate family are transferred in the Government's interest, they may elect to receive the travel benefits authorized under this Chapter either:
 - a. each as an employee separately, in which instance each employee is eligible for benefits as an employee but not as a member of the immediate family; or,
 - b. only one as an employee, in which case that employee is eligible for benefits on behalf of the others as members of the immediate family.
2. Non-Employee Members of Immediate Family. When employees elect benefits under par. C4000-B1a, duplicate benefits shall not be paid on behalf of non-employee members of the immediate family.
3. Payment Limitation. When employee members of the same immediate family elect separate allowances under par. C4000-B1a, the employing DoD component or components shall not make duplicate payment for the same expenses.

4. Procedures. An election under C4000-B1 shall be in writing and signed by all the affected employees. When they elect separate benefits under C4000-B1a, the election also must specify which employee shall be paid benefits for non-employee family members. A copy of this election must be filed with each employing component.

C. Employee Married to Military Member. An employee is entitled to PCS benefits when transferred in the Government's interest, even if the employee's military member spouse is also transferred at the same time to the same place, provided the couple may not each receive payments of a PCS travel benefit for the same purpose (54 Comp. Gen. 892 (1975)). The duplicate payments contemplated herein are discussed in pars. C9003-Ad and C13120.

C4001 AGREEMENTS FOR TRANSPORTATION ENTITLEMENT

A. General. A transportation agreement is a written understanding between a DoD component and an employee wherein the component agrees to furnish (depending on the circumstances) certain travel benefits in consideration for which the employee agrees to remain in Government service for at least a specified period. In the case of appointment or transfer to an OCONUS position, the employee also agrees to complete a prescribed tour of duty at the OCONUS PDS as consideration for return travel benefits. The completion of the period of service specified in the agreement establishes eligibility for travel benefits and does not, in itself, terminate the employee's employment. An agreement may be an initial agreement or a renewal agreement. An initial agreement establishes eligibility for travel benefits of an employee, the employee's dependents, and HHG. A renewal agreement establishes eligibility for round trip travel benefits of an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment. A renewal agreement does not establish any entitlement to HHG transportation. All or a portion of these benefits may be lost under certain conditions (see par. C4007). Agreement forms and their preparation and disposition are as prescribed in par. C4012.

B. Negotiation of Agreements. Agreements must be negotiated by personnel designated by the component concerned. For all components, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,
2. Civilian personnel office employees designated to act for a commanding officer in effecting appointments, and
3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

***C4002 WITH WHOM INITIAL TRANSPORTATION AGREEMENTS ARE NEGOTIATED**

A. General. Transportation agreements must be negotiated with the following:

1. a new appointee (including a student trainee when assigned on completion of college work) to a first PDS;
2. an employee transferred or reassigned from one OCONUS PDS to another OCONUS PDS;
3. a new appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;
4. an employee transferred to and within the CONUS;
5. an employee transferred to an OCONUS PDS; and
6. an employee recruited OCONUS for assignment to an OCONUS PDS.

B. OCONUS Local Hires

1. General

a. Transportation Agreement Purpose for Locally Hired Employees. A transportation agreement for a locally hired employee is not an entitlement. It is specifically intended to be a recruitment incentive for a civilian employee with an actual residence in the U.S., outside the geographical locality of the PDS, to accept Federal employment in a foreign or nonforeign OCONUS area. ***Individuals shall not automatically be granted agreements simply because they meet eligibility requirements.***

b. Negotiating a Transportation Agreement With A Locally Hired Employee. Foreign area local commanders may negotiate an initial agreement with a locally hired employee if the conditions in par. C4002-B2 are met. Local commanders in nonforeign OCONUS areas may negotiate an initial agreement with a locally hired employee if required for recruitment purposes and the conditions in par. C4002-B2 are met, but only if the position is one for which qualified local applicants are not readily available.

c. Eligibility Determination. Eligibility for travel and transportation benefits for dependents and/or HHG from the employee's actual residence to the OCONUS PDS and/or return transportation to the actual residence must be determined at the time of appointment, or at the time the employee loses eligibility for return travel benefits. This avoids misunderstandings later. The eligibility decision must be recorded in the agreement. See par. C4005-C3 concerning credit for prior service and par. C4006-C1 regarding when a tour of duty begins.

d. Transportation Entitlement. An OCONUS local hire granted a transportation agreement is authorized the same travel and transportation allowances as an employee transferred or appointed from CONUS. Pars. C7002-B3 and C8400 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the employee's actual residence to the OCONUS PDS. Par. C11003-A4 prohibits POV transportation for local hires in some instances.

2. Conditions

a. Eligible Local Hires. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(1), or C4002-B2a(2) below only if the requirements in par. C4002-B2b(1) and C4002-B2b(2), also are met. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(3) or C4002-B2a(4) below only if the employee also meets the requirement in par. C4002-B2b(2).

(1) A member of the U.S. Armed Forces separated/retired locally (within the country where the civilian position is located to which the individual is appointed) while serving OCONUS, provided that the former military member is appointed to a vacant appropriated-fund civilian position before expiration of that individual's entitlement to return transportation to the U.S. accruing from the prior military service.

(2) An employee of another Federal department, agency, or instrumentality, Government contractor, Red Cross, nonappropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the OCONUS command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

(a) recruited in the U.S. under employment conditions that provided for return travel benefits,

(b) committed to a specific vacant position before separation from prior employment, and

(c) is appointed not later than 1 month after termination of such employment.

(3) A former employee of the same/another Federal department/agency who was separated by reduction in force during the previous 6 months, is on a reemployment priority list, and has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

* (4) An individual who accompanied/ followed a spouse to the OCONUS area and, at the time of hiring, had entitlement to return transportation as a dependent of a member of the U.S. Armed Forces or a civilian employee serving under an agreement providing for return travel, if one of the following circumstances occurs:

(a) the spouse dies,

(b) the sponsoring spouse becomes physically or mentally incapable of continued Government employment,

(c) divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or

(d) the spouse permanently departs the post/area.

In situations C4002-B2a(4)(c) and C4002-B2a(4)(d), above, the agreement is cancelled should the couple remarry, a reconciliation occurs, or the sponsoring spouse returns to the post regardless whether or not the sponsoring spouse has return transportation eligibility.

b. Requirements. The following requirements must be met as indicated in par. C4002-B2a:

(1) the commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from the U.S. or from a different OCONUS geographical locality to fill the position involved unless an agreement is offered to a locally hired candidate; ***NOTE: A locally-hired candidate is not eligible for an agreement if the position is one for which out-of-country recruitment normally is not undertaken.***

(2) at the time of appointment or assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to establish to the satisfaction of the appointing official the existence of a bona fide actual residence in the U.S. The residence must be outside the geographical locality of the PDS.

C4003 WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED

A. General. Renewal agreements are negotiated with employees who have an initial agreement when the satisfactorily complete the prescribed period of service at an OCONUS PDS and have an acceptable actual residence located outside the geographical locality of employment. For additional conditions concerning teachers in the DoD Education Activity, see par. C4164.

- (3) accepts the appointment.
- d. Travel Order Issuance. Travel order issuance is covered in Chapter 3.
- e. Funds Chargeable. For travel and transportation expenses, see par. C1052-B.

***C4102 REIMBURSEMENT FOR RELOCATION EXPENSES**

When an employee relocates and meets the eligibility conditions in par. C4100, the employee is authorized allowances for the following:

- a. transportation for the employee and dependents, including a PCS mileage for travel by POC, (see par. C4250-A),
- b. per diem for the employee,
- c. per diem for the dependents,
- d. HHG shipment, including temporary storage,
- e. HHG NTS in circumstances addressed in Chapter 8,
- f. miscellaneous expenses, and
- g. expenses incurred in the selling and/or buying of a residence, or termination of a lease as determined under the provisions of Chapter 14.

These allowances are not subject to negotiation between the employing activity and the employee and the employing activity does not have the discretion to reduce or change the allowances (55 Comp. Gen. 613 (1976)). The employing activity may, at its discretion, authorize a HHT and/or temporary quarters subsistence expense allowances (TQSE) and authorize POV shipment under the provisions in Chapter 11.

C4103 MOVEMENT TO AND WITHIN CONUS

A. General. Under the eligibility conditions in par. C4100, travel and transportation expenses shall be authorized incident to a transfer to and within CONUS.

B. Requirements/Entitlements

1. Agreements/Service Requirements. Expenses for travel, transportation, moving and storage of HHG, and allowances as provided in this Volume may be allowed for employees transferring to/within CONUS when the employee agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. A signed agreement for 12 months shall be required in connection with each individual CONUS PCS. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.
2. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.
3. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4104 MOVEMENT FROM CONUS TO AN OVERSEAS ACTIVITY

A. General. Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from a PDS in CONUS to an overseas PDS.

B. Agreements/Service Requirements. Expenses for travel, transportation, moving and storage of HHG, and allowances as provided in this Volume may be allowed for employees appointed/transferred to an OCONUS PDS when the employee agrees in writing to remain in Government service for a specific period of time (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for travel, transportation, moving and/HHG storage, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.

C. Entitlements and Allowances. Transportation entitlement and allowances are from PDS in CONUS to the overseas PDS.

D. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

E. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4105 MOVEMENT BETWEEN OCONUS ACTIVITIES

A. General. Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from one OCONUS PDS to another OCONUS PDS.

B. Requirements and Entitlements

1. Agreement Requirements. Agreement requirements are covered here and in par. C4002. An employee who is not serving under an agreement may be moved from one OCONUS activity to another under the same circumstances as those for movements within CONUS. In this situation, the requirements and entitlements cited in par. C4103-B are applicable, except that Chapter 8, Part C, Section 3 is applicable to HHG transportation. Movement of an employee serving under an agreement, within and between DoD components, require negotiation of another agreement as provided in par. C4005-C. In the latter case, if the employee has completed the prescribed tour of duty at the OCONUS duty station and does not wish to return to place of actual residence prior to serving an additional tour of duty, the new agreement includes a statement that the employee waives rights to renewal agreement travel between the completed and the new service period. If renewal agreement travel is involved between periods of service, see Part D.

2. Entitlements and Allowances. Transportation entitlement is from the old PDS to the new PDS.

3. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

4. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4106 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO LAST DUTY STATION

A. Entitlement Limitation. When there are successive PCSs and movement of dependents and/or HHG is delayed until transfer to the last station, movement is allowed by the usual direct route between the first and last official stations, provided the 2-year time limitation under the authorization for the first transfer has not expired. If the 2-year time limitation has expired with regard to the transfer from the first duty station, entitlement is limited to that from a subsequent duty station, where the 2-year time limitation has not expired, to the last duty station.

B. Funding

PART E: SEPARATION TRAVEL FROM OCONUS DUTY

C4200 PERSONS ELIGIBLE FOR SEPARATION TRAVEL ENTITLEMENTS

An employee is entitled to travel and transportation allowances under this Part to the actual residence upon separation from Federal service if the employee has:

1. an agreement providing for return travel and transportation allowances;
2. served the period required in the current agreement or that requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
3. resigned or been separated involuntarily. ***NOTE: A resignation must be executed before the employee leaves the OCONUS activity.***

C4201 SEPARATION TRAVEL ENTITLEMENTS

An employee is entitled to travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment or transfer to the OCONUS PDS. Travel and transportation allowances may be paid for travel to an alternate destination anywhere in the world up to the constructive cost of such allowances for travel from the OCONUS PDS to the actual residence. The employee is liable for any excess costs (63 Comp. Gen. 281 (1984)). Employees are not entitled to travel and transportation allowances if separated from a PDS in the same geographical locality as the actual residence or alternate location.

C4202 LOSS OF SEPARATION TRAVEL ENTITLEMENTS

A. Election to Separate OCONUS for Personal Reasons. An employee's election must be in writing and include a statement that the employee understands the loss of travel entitlements.

B. Refusal to Accept or Use Return Travel Entitlements Within a Reasonable Time After Release from Duty. A separating employee loses return travel entitlements when the employee refuses to accept or use them after release from work status in the OCONUS position. OCONUS activity commanding officers may authorize a delay for a reasonable period upon receipt of an employee's written request. Normally, a delay of 90 or less calendar days is reasonable. Under unusual extenuating circumstances that, in the opinion of the OCONUS activity commanding officer, warrant a longer delay, return travel may be delayed up to 2 years from the separation date. Requests for delays from employees separating OCONUS to accept private OCONUS employment or retire locally for the purpose of establishing an OCONUS retirement residence must not be approved. If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept or use travel entitlements at the expiration of the approved delay period, the employee loses the entitlements.

C4203 LIMITED SEPARATION TRAVEL ENTITLEMENTS

If an employee loses or does not use personal travel entitlements, the employee is entitled travel entitlements for dependents and HHG, provided that they are used within a reasonable time as provided in Chapters 7 and 8. When a partial or delayed use of travel entitlements is anticipated, the circumstances should be made a matter of written record. Travel orders should clearly state the extent to which travel entitlements are used, when applicable.

C4204 EMPLOYEES NOT ELIGIBLE FOR SEPARATION TRAVEL ENTITLEMENTS

The following are not entitled to separation travel entitlements:

1. employees hired locally OCONUS who are not eligible to sign an agreement, and

2. employees who violate their agreements prior to completion of the minimum periods of service required under their current agreements unless they have unused previously-earned travel entitlements.

C4205 EMPLOYMENT IN ANOTHER DOD COMPONENT WITHOUT A BREAK IN SERVICE AFTER SEPARATION FROM THE LOSING ACTIVITY

A. General. As provided in par. C1052-E3, the losing OCONUS activity pays an employee's travel/transportation allowances to the authorized separation destination up to those payable to the actual residence. The losing OCONUS activity pays these costs even though an employee is employed without a break in service by a different DoD component after arrival at the authorized separation destination.

B. New Duty Station at Other Than the Authorized Separation Destination

1. General. If the new PDS is somewhere other than the authorized separation destination necessitating additional travel, travel/transportation allowances are paid by the gaining DoD component, when PCS allowances are authorized by the gaining DoD component. These payments shall not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel allowances paid by the losing OCONUS activity.

2. PCS Allowances Related to the New PDS. Par. C4102 lists the mandatory and discretionary allowances that are the responsibility of the acquiring DoD component when that component authorizes PCS allowances and the employee meets eligibility conditions prescribed in this volume for the allowances concerned. The fact that the separation destination is the employee's actual residence and also the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA). The applicable PCS allowances are not authorized until the employee signs a new transportation agreement (see par. C4001). The following examples indicate the extent of eligibility in various situations involving an employee, whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

EXAMPLE 1

The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD Component for assignment to a new PDS at Dayton, OH. The gaining DoD component, at its expense, may authorize:

- the additional travel/transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel/transportation costs incurred by the losing DoD component;
- per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and
- TQSE at Dayton, a miscellaneous expense allowance and, if there is eligibility, real estate allowances.

EXAMPLE 2

The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD component for assignment to a new PDS at Washington, DC. There is no eligibility for additional travel/transportation allowances between Chicago and Washington. However, the gaining DoD component, at its expense, may authorize TQSE at Washington, a miscellaneous expense allowance and, if there is eligibility, real estate allowances.

EXAMPLE 3

The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD component for assignment to a new PDS at Denver, CO. The gaining DoD component, at its expense, may authorize:

- the additional travel/transportation from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel costs incurred by the losing DoD component;

-- per diem en route for dependents relating only to travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-- TQSE at Denver, a miscellaneous expense allowance and, if there is eligibility, real estate allowances.

EXAMPLE 4

The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD component for assignment to a new PDS at Chicago. There is no eligibility for additional travel/transportation allowances for the employee or dependents. However, the gaining DoD component, at its expense, may authorize TQSE at Chicago and a miscellaneous expense allowance.

3. Prohibition. If a break in service occurs between the separation date and the employment date, no allowances are payable for travel/transportation from actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C4051. If there is no break in service and it is determined that the movement to the new PDS is not in the Government's interest, there is no authority for other than separation travel and transportation allowances.

4. Travel Order Conditions. A PCS travel order is not appropriate for travel under the provisions of this paragraph. Movement from the old OCONUS PDS to actual residence/allowable alternate destination is by separation order. The gaining DoD component is responsible for issuing a travel order, ("Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel", DD Form 1614), authorizing travel from the point at which the old OCONUS PDS activity's responsibility ends and the new PDS activity's responsibility begins. The travel order must contain the same basic information as that for a PCS order prescribed in Chapter 3 and should include the following statement in Item 28 "Remarks or Other Authorizations": "Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty."

PART F: ALLOWANCES FOR USE OF POC FOR PDT**C4250 MILEAGE ALLOWANCE**

A. Travel by Privately Owned Automobile. Except for renewal agreement travel, the mileage allowance rates for PDT by privately owned automobile, when authorized or approved depends on the number of authorized travelers in the automobile. An authorized traveler is any employee or dependent traveling due to the PDT order. See par. C2505 for PCS mileage rates. These rates are for the use of only one privately owned automobile per household. Unless authorization is granted under the provisions of par. C2157 for an employee and dependents to use more than one privately owned automobile, reimbursement is authorized as though the employee and dependents used only one automobile. Reimbursement for all privately owned airplane or motorcycle PDT and renewal agreement travel by privately owned automobile, including per diem, is determined under par. C2151-C and shall not exceed the common carrier travel cost.

*B. Mixed Transportation Modes. When POC use is authorized/approved for PDT and travel is partly by POC and partly by common carrier at personal expense (see par. C2207), the traveler is entitled to the PCS mileage rate for the distance traveled by POC plus the common carrier cost, and per diem for actual travel time. The total amount shall not exceed the PCS mileage plus per diem for the ordered travel.

C. Other Reimbursable Expenses. Except for circuitous portions of PCS travel, parking fees, ferry fares and bridge, road and tunnel tolls are reimbursable in addition to the PCS mileage rate.

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

C4251 USE OF MORE THAN ONE AUTOMOBILE

Authorization for the use of more than one POA is limited to PDT that is advantageous to the Government. The conditions for authorizing reimbursement are prescribed in par. C2157.

C4252 NOT USED**C4253 COMPUTING POC TRAVEL REIMBURSEMENT**

The following examples illustrate PCS mileage rate and per diem computation incident to travel by POC for PDT.

NOTE: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.

EXAMPLE 1

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

An employee performs PCS travel from San Francisco, CA, to Washington, DC, in 9 1/2 days by POA accompanied by spouse and 2-year old child. The employee may be paid per diem for up to 8 1/4 days (2,826 miles based on an average of 350 miles per day).

| Reimbursement Computation | |
|--|-------------------|
| POA Travel: 2,826 miles @ \$0.19 a mile | \$ 536.94 |
| Maximum allowable per diem for employee: 8 ¼ days @ \$85 (Standard CONUS per diem rate) | 701.25 |
| Per diem allowable for actual travel under lodging plus system, that did not exceed the maximum allowable of \$701.25, was | 594.00 |
| Per diem for accompanying spouse at ¾ of the amount due the employee (\$594.00) | 445.50 |
| Per Diem for the accompanying child under 12 years old at ½ the amount due the employee | 297.00 |
| Tolls | 10.00 |
| Total amount payable to employee | \$1,883.44 |

The per diem allowance is computed as prescribed in pars. C7006 and C4300-A and examples in par. C4565.

EXAMPLE 2

If the employee in Example 1 travels alone in one POA and spouse and child travel in a second POA, the reimbursement is the same as in Example 1, if there is no justification under par. C2157 for authorizing the use of more than one vehicle.

EXAMPLE 3

An employee performs PCS travel from New York City to Atlanta, GA by privately owned automobile. Spouse and two children did not accompany employee because housing had not been arranged at Atlanta. Two weeks after arrival, the employee finds housing, returns to New York City by privately owned automobile over a weekend, and drives the spouse and two children to Atlanta.

| Computation of the PCS Mileage Allowance Rate | |
|---|-----------------|
| 866 miles @ \$0.15 per mile (employee only) | \$129.90 |
| 866 miles @ \$0.19 per mile (spouse and 2 children) | <u>\$164.54</u> |
| Total PCS mileage allowance rate payable for privately owned automobile travel | \$294.44 |

In addition to the foregoing PCS mileage allowance rate, the employee receives per diem for the number of days required to complete the first trip from New York City to Atlanta on the basis of an average distance of 350 miles per calendar days. No per diem is payable for the employee's second trip. The employee is entitled to reimbursement for tolls for the first and second trips from New York to Atlanta. The employee is not entitled to reimbursement for distance or tolls for the trip from Atlanta to New York City. Per diem allowance for dependents is computed as prescribed in pars. C7006 and C4300.

C4435 TDY PRIOR TO REPORTING TO FIRST PDS

If a new appointee is required to perform TDY before reporting to the first PDS, the appointee is entitled to additional transportation expenses and per diem while performing the assigned duties.

C4440 ORDERED TO TDY WHILE ON LEAVE

A. General. *This paragraph applies only if the need for the TDY is unknown prior to the employee's departure on leave.* If the TDY is known before departure on leave, the employee is reimbursed actual travel expenses up to the constructed round-trip cost between the PDS and TDY location.

B. TDY at Leave Point. An employee on leave away from the PDS, who receives a TDY order to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the order.

C. TDY at Other Than Leave Point

1. Authorized to Resume Leave upon TDY Completion. An employee on leave away from the PDS, who receives a TDY order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the order is received, whichever applies), and the TDY location (see par. C2000-B). TDY allowances are payable at the TDY location.

2. Directed to Return to PDS upon TDY Completion. An employee away from the PDS, who receives a TDY order at other than the leave point, is authorized transportation and per diem for travel from the:

- a. leave address (or the place at which the order is received, whichever applies) to the TDY station (see par. C2000-B), and
- b. TDY station to the PDS.

TDY allowances are payable at the TDY location.

3. Directed to Proceed to New PDS upon TDY Completion. An employee is authorized PCS travel and transportation allowances for travel performed from the:

- a. old PDS to the leave address or to the place at which the order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS, and
- b. leave address or place at which the order is received, as applicable, to the TDY station, and
- c. TDY station to the new PDS.

TDY allowances are payable at the TDY location.

C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

Round-trip TDY travel by POC may be authorized/approved between the residence and TDY location without requiring the employee to first report to headquarters or the regular duty place. In authorizing this travel, the authorizing/order-issuing official must consider mission requirements, relative expense, and practicability.

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

The necessity for frequent TDY assignments to the same OCONUS locale by the same employee must be evaluated periodically to determine if there are alternatives. If reviews indicate there are significant individual expenditures (in connection with TDY assignments) that have an adverse effect on the balance of payments, special attention should be given to minimizing spending.

C4455 NOT USED*C4460 TDY ASSIGNMENTS ON SUBMARINES**

Employees must meet the specific physical requirements in the current edition of SECNAVINST 6420.1 series, for TDY submarine assignments. This directive can be accessed from the Internet at website address: <http://neds.nebt.daps.mil/directives/6420dl.pdf>.

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

See Chapter 6, Part J.

C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED

Except as in par. C4462, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

1. Conventional Lodging. When an employee uses conventional lodging facilities (hotels, motels, boarding houses, etc.), the allowable lodging expense is based on the single room rate for the lodging used (for double occupancy, see subpar. II). (See par. C4555-G for computing daily lodging expense when lodging is rented on a weekly or monthly basis.)

2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.

3. Lodging With Friends or Relatives. When an employee lodges with friends or relatives (including members of the immediate family) with or without charge, the allowable cost for lodging, for computing per diem, is zero.

4. Lodging in Non-conventional Facilities. The cost of non-conventional lodging facilities may be allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances which is acceptable to the DoD component.

C. Lodging Obtained After Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense shall be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 midnight of that day.

D. Allowable Expenses When an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles) for use as quarters, per diem is computed in accordance with the provisions of pars. C4553 and C4559 when recreational vehicles are used for lodging. Allowable expenses which are part of the lodging cost are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. rent of the apartment, house or recreational vehicle (see par. C4559-B);
2. rental charge for a parking space for the recreational vehicle;
3. charges for rent of appropriate and necessary furniture such as stoves, refrigerators, chairs, tables, beds, sofas, televisions, and vacuum cleaners provided the lease agreement does not include an option to purchase (62 Comp. Gen. 635 (1983));
4. cost for connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. dumping fees;
6. shower fees;
7. cost of maid fees and cleaning charges;
8. monthly telephone use fees (excludes installation and unofficial long distance calls); and
9. if ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters.

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc.,

these expenses may be averaged over the number of days the employee is entitled to per diem allowances during the entire TDY trip.

E. Allowable Expenses When a Residence Is Purchased and Used for Quarters While on TDY. An employee who purchases and occupies a residence at a TDY location is entitled to a per diem computed in accordance with the provisions of par. C4553. In determining the employee's daily lodging cost, allowable expenses are the monthly (57 Comp. Gen. 147 (1977)):

1. mortgage interest,
2. property tax, and
3. utility cost actually incurred

prorated on a 30-day month basis rather than by the actual number of days the employee occupied the residence.

*F. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex., Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense allowance (par. C4709-B3j) if approved by the authorizing/order-issuing official (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight.*** An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. (Ex., An order is prepared to direct TDY at Location C for 150 days. The authorizing/order-issuing official knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.)

Example 1

A traveler who leased an apartment while on a long-term TDY assignment in Location A was required to perform additional TDY in Location B for 5 days. The authorizing/order-issuing official agreed that it would be more economical for the traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense allowance (par. C4709-B3j). The lodging cost incurred in Location B (\$95 per day) was used for computing the traveler's per diem while TDY in that city.

Applicable per diem rates as used in this example:

Location A \$46 (M&IE) and \$130 (Maximum lodging)

Location B \$46 (M&IE) and \$119 (Maximum lodging)

Location A apartment reimbursement for 5 days: \$225 (\$45 x 5).

TDY assignment per diem in Location B:

First day (day of departure from Location A and arrival in Location B):

\$46 (M&IE) plus \$95 (lodging cost) = \$141 plus lodging tax (see ***NOTE***)

Second thru fifth day:

\$46 (M&IE) plus \$95 (lodging cost) = \$141 x 4 = \$564 plus lodging tax (see ***NOTE***)

Day of return to Location A:

\$46 (M&IE) plus \$45 (lodging cost) = \$91

Example 2

A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3 day TDY assignment the quarters might not be available upon return. The authorizing/order-issuing official agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and approved reimbursement for those quarters as a miscellaneous expense allowance (par. C4709-B3j). The lodging costs (\$110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.

Applicable per diem rates as used in this example:

Location C \$38 (M&IE) and \$109 (Maximum lodging)

Location D \$46 (M&IE) and \$130 (Maximum lodging)

Government quarters reimbursement for 3 days: \$75 (\$25 x 3).

TDY assignment per diem in Location D:

First day (day of departure from Location C and arrival in Location D):

\$46 (M&IE) plus \$110 (lodging cost) = \$156 plus lodging tax (see **NOTE**)

Second and third day:

\$46 (M&IE) plus \$110 (lodging cost) = \$156 x 2 = \$312 plus lodging tax (see **NOTE**)

Day of return to Location C:

\$38 (M&IE) plus \$25 (lodging cost) = \$63

NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

G. **Weekly or Monthly Rates.** When an employee obtains lodging on a weekly or monthly rental basis, the daily lodging cost shall be computed by dividing the total lodging cost for the expenses listed in par. C4555-D, by the number of days the accommodations are actually occupied, provided the employee acts prudently in renting by the week or month, and the cost to the Government does not exceed the cost of renting conventional lodgings at a daily rate. Otherwise the daily lodgings cost shall be computed by dividing the number of days in the rental period (e.g., 7 or 30 days, as appropriate).

H. **Reimbursement of Nonrefundable Room Deposit and Prepaid Rent.** See par. C4709-E for reimbursement of lodging costs when TDY is curtailed, canceled or interrupted for official purposes.

I. **Double Occupancy.** In the case of double occupancy, the employee is allowed one-half of the double occupancy charge if a room is shared with another employee or uniformed service member on official travel. Otherwise, the employee is allowed the single room rate. The employee must provide the single room rate.

J. **Lodging Taxes.** Unless exempted by the State or local jurisdiction, an employee is required to pay applicable lodging taxes while traveling on Government business. Exemptions from taxes for Federal travelers and the forms required to claim them vary from location to location. The GSA Travel Homepage (<http://policyworks.gov/travel>) lists jurisdictions where tax exempt certificates should be honored.

NOTE: The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.

EXAMPLE

1. An employee is authorized TDY in Jacksonville, FL, from a PDS in Boston, MA.
2. The employee elects to travel by privately owned automobile (not advantageous to the Government). Maximum per diem rate (MPDR) for Jacksonville, FL, at the time of the TDY assignment was \$99; M&IE rate was \$34 and the maximum lodging amount (MLA) \$65. Actual lodging cost at Jacksonville, FL, was \$40.

| Total Constructed Travel Cost by Common Carrier (including per diem on days of travel to and from Jacksonville, FL) | | |
|--|-----------------|-----------------|
| 1 round-trip air coach ticket (incl. federal tax paid by Government) | \$163.27 | |
| Total taxicab expense at origin and destination point | 9.00 | |
| Day of travel to Jacksonville, FL. 75% of M&IE rate for Jacksonville, FL, plus lodging cost. \$25.50 (75% X \$34) plus \$40 lodging cost. | 65.50 | |
| Day of Return to Boston, MA. 75% of M&IE rate for Jacksonville, FL. \$25.50 (75% X \$34). | <u>25.50</u> | |
| Total Constructed Cost | \$263.27 | \$263.27 |

| Total Cost of Actual Travel by Automobile | | |
|--|-----------------|-----------------|
| Mileage & Tolls. 2325 Miles @ \$0.345 per mile (round-trip) | \$802.13 | |
| Tolls | <u>12.00</u> | |
| Total Transportation Cost | \$814.13 | \$814.13 |
| Per Diem For Travel to Jacksonville, FL | | |
| Day of Departure (1st Day). 75% of M&IE rate for lodging location on 1st day plus lodging cost. \$22.50 (75% X \$30) plus \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85. | \$57.50 | |
| Second Day. M&IE rate for lodging location on 2 nd day plus lodging cost. \$30 plus \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85. | 69.00 | |
| Third Day (Day of arrival at Jacksonville, FL). M&IE rate for Jacksonville plus lodging cost. \$30 + 40 lodging cost. Total NTE the maximum per diem rate for Jacksonville, FL \$99. | <u>70.00</u> | |
| Per Diem Cost for travel to Jacksonville, FL | \$196.50 | \$196.50 |

| Per Diem for Travel from Jacksonville, FL, to Boston | | |
|--|-----------------|------------------|
| Day of Departure from Jacksonville, FL (1st Day). M&IE rate for lodging location on 1st day plus lodging cost. \$30 + \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85. | \$69.00 | |
| Second Day. M&IE rate for lodging location on 2nd day plus lodging cost. \$30 + \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85. | 65.00 | |
| Third Day (Day of return to PDS). 75% of M&IE (Same as rate for en route stopover point on 2nd day. \$22.50 (75% X \$30) | <u>22.50</u> | |
| Per Diem Cost for travel from Jacksonville, FL to Boston | \$156.50 | \$156.50 |
| Total Cost of Actual Travel by Automobile | | \$1167.30 |

3. Since the cost for actual travel performed (i.e., mileage and per diem) exceeds the total constructed cost, the total allowable is limited to the total constructed cost of the common carrier transportation, including constructed per diem.

4. In this example, the total amount due for travel is \$263.27, plus the per diem payable for the TDY period at Jacksonville, FL.

5. The 12-hour prohibition does not affect the time en route because the combined per diem for travel and TDY assignment exceeds 12 hours.

C. Mixed Modes

***NOTE:** All official travel must be arranged in accordance with par. C2207-A; C2207-B; and reimbursed in accordance with par. C2207-D.

1. Advantageous to the Government

a. If an employee is authorized POC travel as advantageous to the Government and travels partly by POC and partly by common carrier, the employee is entitled to:

- (1) the authorized mileage rate for the distance traveled by POC,
- (2) the cost of transportation purchased through a CTO, *and*
- (3) per diem for actual travel.

The total amount may not exceed the mileage plus per diem for the ordered travel.

b. The authorizing/order-issuing official may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the ordered travel) when justified in unusual circumstances.

2. Not Advantageous to the Government. If the employee is not authorized POC travel as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier, the employee is entitled to:

- a. the authorized mileage rate for the distance traveled by POC,

PART O: REIMBURSABLE TRAVEL EXPENSES**C4700 GENERAL**

Reimbursement, in addition to authorized per diem or actual subsistence expenses, may be allowed for the items described in this Part. Each item claimed should be identified on the reimbursement voucher. When items are not authorized in the travel order or otherwise, administrative approval of the reimbursement voucher by the approving official is authority for payment.

C4703 GOVERNMENT CONVEYANCE

A. General. Except as indicated in par. C4703-B, expenses of operation of a Government conveyance, such as cost of gasoline, oil, any necessary parking fees, repairs, nonpersonal services, guards, and storage are reimbursable when such expenses are necessary and Government facilities are not available.

B. Use of Aero Club Aircraft. When the use of such aircraft is authorized for official duty travel, reimbursement shall be the lesser of actual necessary expenses or the cost to the Government for commercial transportation. When a group of two or more travelers are authorized to accomplish official duty travel in Aero Club aircraft, reimbursement to the traveler, who is responsible for the aircraft, shall be the lesser of actual necessary expenses or the aggregate equivalent commercial transportation costs to the Government for the group. Other members of the group shall receive no payments for the transportation in the Aero Club aircraft. Necessary expenses incurred include the hourly fee imposed by the Aero Club, fuel charges if not reimbursable by the Aero Club, landing and tie down fees (to include hangaring of aircraft in severe weather conditions) charged at en route and destination airports. Per diem is payable to all individuals using this mode of transportation for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used. For authorization of travel by this mode, see par. C2053.

C4704 COMMERCIAL PASSENGER TRANSPORTATION**A. When Cost of Commercial Transportation Is \$100 or Less**

1. General. When the cost of commercial passenger transportation is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may either pay cash for such transportation or be issued a transportation request in accordance with the provisions contained in pars. C4704-A2 and C4704-A3. Cash payment is made for transportation when the amount involved is \$10 or less, unless special circumstances justify the use of a transportation request.

2. Purchasing Transportation. In purchasing commercial transportation the traveler is required to observe the provisions of Chapter 2 governing the use of less than first-class accommodations. When such accommodations are not available or will not fulfill the requirements of the mission, the lowest first-class accommodations by the usual direct route common carrier shall be used. Reimbursement is so limited unless otherwise authorized/approved, including a determination of advantage to the Government, when applicable.

3. Reimbursement. Reimbursement is allowed for the cash purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher. The claim voucher shall show the date, carrier, name, accommodations used, origin and destination of travel performed, and the transportation cost and Federal tax paid. For appropriate evidence to support the claim for reimbursement, see par. C4700. A traveler who has procured passenger transportation services with cash (whether using personal funds or a travel advance) shall assign to the Government the right to recover any excess payment involving a carrier's use of improper rates by including the following statement on the travel voucher: "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein."

B. When Transportation Requests (GTRs) Are not Available. When GTRs are not available as indicated in par. C2253, reimbursement may be allowed for the cost, including transportation tax, of authorized transportation and accommodations by common carrier. This includes reimbursement to the employee for authorized transportation of

dependents. Purchase of accommodations are subject to the same conditions as those specified in par. C4704-A except that receipts are required. In the event that sleeping-car, parlor-car, or stateroom fares are paid for in cash, coupons or checks therefor shall accompany the travel voucher unless it is stated in the voucher that coupons or checks are not given by the company or they have been lost. In such instances, reimbursement is made for the actual commercial costs (air, rail, or bus) including transportation taxes, parlor cars, or sleeping accommodations on trains, or berth on an airplane. If transportation is purchased from OCONUS personal funds, reimbursement is made for the actual cost of transportation, including cost of separate compartment for night railway travel in foreign countries where the type of accommodations otherwise available are not similar to those used in CONUS and/or cost of staterooms for night water travel when extra charge is made therefor.

C. When GTRs Are Available But Not Used and Transportation Costs Exceed \$100. When GTRs are available but due to conditions beyond the control of the traveler they were not utilized, reimbursement of the actual cost of authorized travel and accommodations is authorized. In all other cases, when GTRs are available but not used and the cost of commercial transportation purchased by the traveler exceeds \$100, reimbursement shall be allowed not to exceed the cost to the Government for authorized transportation and accommodations had a GTR been used.

*D. Streetcar and Bus Transportation.

Reimbursement for bus or streetcar transportation expenses:

1. is allowed under the conditions in Chapter 2, Part C,
2. includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station, and
3. requires that a statement of necessity for daily bus or streetcar travel must accompany the travel voucher.

C4705 BAGGAGE EXPENSES

A. Excess Baggage. Excess baggage transportation must be authorized or approved as being officially necessary. ***NOTE: Excess baggage includes either or both an excessive number of pieces or excessive weight.***

B. Transfer of Baggage. Necessary charges for the transfer of baggage are allowed, not to exceed the customary local rates. Necessity for the transfer of hand baggage must be explained.

C. Storage of Baggage. Charges for storage of baggage are allowed only when it is shown that such storage was solely on account of official business or that a saving of transfer charges was effected thereby.

D. Checking Baggage. Charges for the checking of baggage are allowed, not to exceed the customary local rates.

E. Redcap and Skycap Charges. Except when authorized under par. C6552, item 4, for an employee with a disability, redcap and skycap charges for handling personal baggage at transportation terminals are expenses of travel payable out of per diem allowances and are not items for separate reimbursement. However, charges or tips at transportation terminals for handling Government property carried by the traveler is allowed for separate reimbursement. When dependents are not authorized per diem while traveling at Government expense, redcap and skycap charges may be allowed for handling their personal baggage when travel is unaccompanied by the sponsor. When dependents are traveling with the sponsor under such circumstances, redcap and skycap charges may be allowed for handling that portion of dependents' personal baggage which cannot be handled by the sponsor.

F. Charges For Handling Baggage/Government Property at Hotels/Motels. Except when authorized under par. C6552, item 4, for an employee with a disability, fees and tips for handling personal baggage at hotel and motels are expenses of travel payable out of per diem allowances and are not items for separate reimbursement. When an employee shows that a separate or additional charge was incurred by reason of the handling of Government property at a hotel/motel, such expense is reimbursable as a transportation expense.

C4706 COMMUNICATION SERVICES

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Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The travel approving/directing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. C4709-B3g.

C4707 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA FEES

A. General. Any employee, officially required to obtain a change of status or renew passports or visas (for the employee and/or dependents), is reimbursed the expenses incurred for obtaining a change of status and the expense for issuance or renewal of passports or visas. Actual travel need not occur. Such expenses do not include any fees or charges for legal services even though local laws or custom may require the use of lawyers in processing applications for passports, visas, or changes in status. This authority for reimbursement includes an employee,

1. hired locally or transported to the OCONUS area at Government expense,
2. who is a United States citizen serving under a transportation or renewal agreement, and
3. is required to renew passports (employees and/or dependents) as a result of continued employment in an overseas area.

It also includes employees described in par. C4707-B. The appropriate voucher as required by DoDFMR, Volume 9, Travel Policy and Procedures, with supporting authority, must be submitted in accordance with finance policy and procedures. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

B. Passport and Visa for Emergency Technical Support Personnel. Activities may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the responsible commanding officer to maintain current passports or visas in preparation for such travel, may be reimbursed the fees paid for such documents. Actual travel is not required.

C4708 PRIVATELY OWNED MOTOR VEHICLE TAXES AND LICENSE FEES

A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state over 30 days. In some states, a Federal employee assigned to TDY can apply for an exemption certificate upon first coming into the state.

B. Reimbursement for Charges Paid by an Employee. Providing an employee has applied for and has been denied an exemption certificate by the state in which assigned to TDY, charges paid by an employee for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met:

1. The use of a POC is authorized as advantageous to the Government in connection with a TDY assignment as provided in par. C2151.
2. The employee's PDS is outside the state in which the TDY assignment is performed.
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.
4. The reimbursement claim is supported by a receipt or documentation evidencing payment by the employee of charges imposed by the state in which the TDY was performed.

C4709 MISCELLANEOUS EXPENSES

A. General. Reimbursement is allowed for necessary travel and transportation related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. taxes on lodging in United States and non-foreign OCONUS areas, limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the amount of taxes on \$55, which is the maximum authorized lodging amount);

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

6. fees for:

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

7. CTO service and processing fees;

8. transportation-related tips for taxis, limousines, and courtesy transportation;

9. transportation costs to and from the transportation terminal (see Chapter 2, Part C); and

10. similar travel and transportation related expenses (i.e., ***Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***)

B. TDY Travelers. In addition to those expenses listed in par. C4709-A, reimbursable expenses for TDY travelers include:

1. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see par. C4657-B);
2. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

3. authorizing/order-issuing official authorized/approved expenses for:
 - a. services, including associated equipment, needed for reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental (used for official business) at a hotel/other place;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. C4706);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs (see par. C4555-F);
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (*see par. C4712*);
 - l. expedited charge card delivery (*effective 1 May 2001*);
4. costs for personal laundry, dry-cleaning and pressing of clothing while TDY (*not after returning to/arriving at PDS*); only when CONUS TDY/PCS lodging is at least 4 consecutive nights;
5. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
6. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes; and
7. transportation-related tips for handling *Government property at terminals and hotels*.

C. **PCS Travelers.** Employees are authorized the expenses listed in par. C4709-A for PCS travel. In addition to those expenses listed in par. C4709-A, the employee is authorized reimbursement for fees in connection with dependents' transportation that cover a change in status, health, identity, and of affidavits, except for fees or charges for legal services even though local law or custom require lawyers' services in processing applications for passports, visas, or changes in status.

C4710 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN ORDERS ARE CANCELED, MODIFIED OR REVOKED

Miscellaneous preparatory travel expenses, (i.e., fees for traveler's checks, passport and visa fees, and communications services, etc.) reasonably incurred pursuant to travel orders prior to such orders being canceled, modified, or revoked are reimbursable to the same extent that such expenses would have been reimbursed if the travel had been completed provided a refund of such expense is not obtainable and the travel orders were canceled, modified or revoked for the benefit of the Government or because of conditions beyond the control of the employee.

C4711 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING

Although lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours, an employee may incur expenses for occasional meals and/or lodgings. The travel approving official may authorize/approve the actual amount paid up to the PMR (no incidental expenses) in par. C4553-A1a(3) for meals and/or payment for lodging up to the maximums (see <http://www.dtic.mil/perdiem/>) when the traveler is required to purchase these items when not entitled to per diem. See Chapter 4, Part M if the lodging/meal costs exceed the maximum rates.

C4712 REIMBURSEMENT OF NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When an employee has made advance arrangements for lodging (including deposits for lease of rental units) and the TDY is curtailed, canceled, or interrupted, lodging costs reimbursement may be approved by the authorizing/order-issuing official. (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.

B. Considerations. The authorizing/order-issuing official should consider if the:

1. employee acted reasonably and prudently in incurring lodging expenses;
2. employee had a reasonable expectation of the TDY being completed as ordered or directed;
3. assignment was changed for official purposes or for other reasons beyond the employee's control that are acceptable; and
4. employee took steps to obtain a refund once the TDY was officially canceled, or curtailed.

CHAPTER 12
EVACUATION AND ADVERSE CONDITIONS TRAVEL

| <u>Paragraph</u> | <u>Contents</u> |
|-------------------------|---|
| C12000 | Evacuation <ul style="list-style-type: none">A. Legal BasisB. Evacuation from a Foreign AreaC. Evacuation from a Location in the United States or from a Non-foreign OCONUS locationD. Safe HavenE. Emergency Storage of POV Incident to Evacuation from an OCONUS PDSF. POV ShipmentG. Temporary Quarters Subsistence Expense |
| C12001 | Adverse Conditions <ul style="list-style-type: none">A. Legal BasisB. Determination ResponsibilityC. Transportation to an Alternate Location |

CHAPTER 12*EVACUATION AND ADVERSE CONDITIONS TRAVEL****C12000 EVACUATION****A. Legal Basis**

1. Title 5 U.S.C. §5725 provides authority for transportation at Government expense for an employee's dependents and HHG to a safe haven location when an evacuation is authorized or ordered. See Appendix I-A for applicable regulations governing evacuations from foreign areas and Appendix I-B for evacuations in the United States.
2. Title 5 U.S.C. §5522 provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized or ordered to evacuate the employee's PDS. See Appendix I-A, Section 615 (evacuations from foreign locations) and Appendix I-B, Section 550.404 (evacuations in the United States).
3. DoD Instruction 1400.11, adopted for the DoD the governing provisions of Chapter 600 "Advance Payments and Evacuation Payments" (<http://www.dtic.mil/whs/directives/corres/html/140011.htm>) prescribed in the Standardized Regulations (Government Civilians, Foreign Areas) by the Department of State (DOS) (see Appendix I, Part A for copy of Chapter 600). The DOS regulations apply for evacuations from, or within, any foreign area (see Appendix A).
4. Memorandum of Agreement, dated 14 July 1998, between DOS and DoD (USD for Policy) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses: (a) Policy objectives, (b) Interagency checklist and other related documents, (c) Responsibilities, (d) Authority to invoke emergency evacuation plan, (e) Responsibility for military operations, and (f) Organization for emergency planning.
5. DoD Instruction 1400.11 (<http://www.dtic.mil/whs/directives/corres/html/140011.htm>), adopted Office of Personnel Management (OPM) regulations, 5 CFR, Part 550, Subpart D, Payments During Evacuation (See Appendix I, Part B for DoD implementation of this regulation). These regulations apply for evacuations involving the United States or non-foreign OCONUS areas (see Appendix A).

B. Evacuation from a Foreign Area

NOTE: See Appendix I-A for applicable regulations.

1. Authorizing or Ordering an Evacuation. The decision to evacuate employees and/or dependents from a foreign area rests with the State Department. In appropriate circumstances, such as a Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants. ***NOTE: The authority of the Secretary of Defense does not apply to noncombatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DoD, 14 July 1998). When U.S. citizens are endangered but timely communication with the State Department is not possible, or there is no State Department presence in the area concerned, and time and communications do not permit the Commander to receive authorization from the Secretary of Defense (USD (P&R)) without jeopardizing the U.S. citizens, the commander of the Combatant command or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing or ordering an evacuation of the area. The Department of Defense (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14,

Army, Navy, Marine Corps, or Air Force, and the OSD Civilian Advisory Panel member for DoD agencies. The directory in <http://www.dtic.mil/perdiem/phdir.html#CAP> lists names and phone numbers for Civilian Advisory Panel members.)

2. Authorized Transportation. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to their:
 - a. return to the PDS from which evacuated;
 - b. transfer or reassignment of the employee to another PDS; or
 - c. return to actual residence.

If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement). Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

3. Subsistence Expense Allowance (SEA). The applicable SEA is prescribed in Appendix I Part A, Section 632. **NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for evacuations from foreign areas.**

C. Evacuation from a Location in the United States or from a Non-foreign OCONUS location

NOTE: See Appendix I-B and par. C12000-C3 for applicable regulations.

1. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:
 - a. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) for employees and dependents of DoD components (*PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DoD agencies. The directory in <http://www.dtic.mil/perdiem/phdir.html#CAP> lists names and phone numbers for Civilian Advisory Panel members*);
 - b. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of the respective Service;
 - c. The head of a DoD component (see definition in Appendix A) or designated representative;
 - d. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and
 - e. The commander, director, head, chief or supervisor of an organization or office.
2. Authorized Transportation. Except as indicated for limited evacuations in par. C12000-C3, transportation for employees and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to their:
 - a. return to the PDS from which evacuated;
 - b. transfer or reassignment to another PDS; or

- c. return to actual residence (applicable to employees serving a prescribed tour of duty at an OCONUS location under a transportation agreement).

If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement). Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

3. Limited Evacuation. A limited evacuation is intended for those circumstances when it is necessary to evacuate employees and/or dependents temporarily from the vicinity of the PDS to the nearest suitable accommodations. When an official designated in par. C12000-C1 authorizes or orders a limited evacuation, transportation allowances are limited to:

- a. transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,
- b. reimbursement on a mileage basis, at the applicable rate prescribed in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. (Reimbursement for use of a POC is to the operator. No reimbursement is allowed for passengers.)

4. Per Diem/Subsistence Expense. Applicable per diem/subsistence expense allowances are prescribed in Appendix I Part B, section 550.405. ***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for evacuations from locations in the United States or non-foreign OCONUS areas.***

D. Safe Haven. In case of evacuation from a foreign area, see the definition of safe haven in Appendix I, Part A, par. 610(l); in case of evacuation in the United States or from a non-foreign OCONUS area, see the definition of safe haven in Appendix I, Part B, par. 550.402(g). If CONUS is named in the evacuation order as the safe haven, evacuees must select the exact safe haven location within CONUS to which they are going to travel at Government expense. When a limited evacuation is authorized/ordered (see par. C12000-C3), the safe haven is the location of the nearest available accommodations, which may be Government quarters, determined to be suitable by the appropriate authority indicated in par. C12000-C1 who authorized/ordered the limited evacuation.

E. Emergency Storage of POV Incident to Evacuation from an OCONUS PDS. See par. C11007.

F. POV Shipment. There is no authority to ship a POV in connection with an evacuation. A POV may be shipped at Government expense in accordance with the provisions in Chapter 11 in connection with an employee's PCS to a new PDS or upon return of the employee serving under a transportation agreement to the actual residence following separation from the OCONUS PDS.

G. Temporary Quarters Subsistence Expense. ***TQSE (Chapter 13) is not authorized for an evacuation.***

C12001 ADVERSE CONDITIONS

A. Legal Basis. Title 5 U.S.C. §5725 provides authority for transportation at Government expense for employees' dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

B. Determination Responsibility. An activity or area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting the movement of HHG to such location because of dangerous or adverse living conditions.

C. Transportation to an Alternate Location. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned or transferred, transportation of dependents and HHG may be authorized to an alternate destination point designated by the employee (or by the dependents when it is impracticable to secure the employee's designation). The dependents and HHG may be moved later from the alternate point to the employee's duty station when the restriction is lifted or to an unrestricted duty station to which the employee is subsequently assigned or transferred. Except as otherwise provided in this Volume, transportation of dependents or HHG to an OCONUS PDS is not authorized under this subparagraph unless:

1. at least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS;
2. the employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or
3. the transportation is authorized through the Secretarial Process.

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C8120) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
2. spare parts for a POV (see definition in this Appendix) and a pickup tailgate when removed;
3. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
4. consumable goods for employee's ordered to locations listed in Appendix F; and
5. vehicles other than POVs (such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, and golf carts).

B. HHG *does not* include:

1. personal baggage when carried free on tickets;
2. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 11 for POV shipment);
3. live animals including birds, fish and reptiles;
4. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
5. HHG for resale, disposal or commercial use rather than for use by the employee and dependents;
6. privately owned live ammunition (B-130583, May 8, 1957); and
7. boats.

NOTE: *Federal/local laws or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include:*

1. *property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons);*
2. *articles that cannot be taken from the premises without damage to the article or the premises;*
3. *perishable articles (including frozen foods), articles requiring refrigeration, or perishable plants unless:*
 - a. *shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,*
 - b. *no storage is required, and*
 - c. *no preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.*

Items, which are irreplaceable or are of extremely high monetary or sentimental value are not provided special security even though extra-value insurance may be purchased. Employees and their dependents are advised to transport these types of items personally.

HOUSEHOLD GOODS TRANSPORTATION. *See TRANSPORTATION, HHG*

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IMMEDIATE FAMILY. See *DEPENDENT/IMMEDIATE FAMILY*.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a Government employee

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL.

A rate per mile for the authorized use of a privately-owned automobile during official PCS travel. The amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. C2505 for current rates.

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

- A. missing;
- B. missing in action;
- C. interned in a foreign country;
- D. captured, beleaguered, or besieged by a hostile force; or
- E. involuntarily detained in a foreign country.

***MIXED MODES.** Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

- A. Personally-procured commercial transportation (see par. C2207),
- B. Government-procured commercial transportation,
- C. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately-owned railcar

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART IV: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

1. How does the program work?

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

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

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

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares.
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

*4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city-pair program and could jeopardize its future success.*

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

Effective 9 June 00

- a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.) (see subpar. A, item 1 regarding space for pets).
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.
- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.
- d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.
- *e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city-pair route unless one of the exceptions in paragraph 5, above applies. Not all city-pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
 To: San Francisco, CA and
 Return to Atlanta, GA

City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
 To: Chicago, IL
 From: Chicago, IL
 To: San Francisco, CA and
 Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city-pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city-pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at \$251.

NOTE: The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in such case is limited to the cost of travel by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

***16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?**

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

***17. The topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!**

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at

<http://www.fss.gsa.gov/citypairs/>, or contact one of the following PoCs below. Phone access should be used *only* by those without access to the internet.

Mr. Eddie Murphy
Contract Specialist
(703) 305-3376

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Thomas Uberto
Contracting Officer
(703) 305-7822

APPENDIX I

EVACUATIONS IN THE UNITED STATES

*PART B

(See Chapter 12 for additional information)

DOD Implementation of OPM regulations in 5 CFR § 550-401 through § 550-408
regarding payments during an evacuation

INDEX

| | |
|---|-----------------|
| Administration | Sec. 550.401(e) |
| Advance Payment Does not Diminish Amount of Evacuation Payment | Sec. 550.404(c) |
| Advance Payment of an Evacuation Payment | Sec. 550.403(d) |
| Advance Payment of Pay, Allowances, Differential..... | Sec. 505.403(a) |
| Advance Payments; Evacuation Payments; Special Allowances..... | Sec. 505.403 |
| Amount of Advance Payment | Sec. 550.404(b) |
| Applicability | Sec. 550.401(c) |
| Authority..... | Sec. 550.401(d) |
| Computation of Advance Pay | Sec. 550.404(a) |
| Computation of Advance Payments and Evacuation Payments..... | Sec. 550.404 |
| Computation of Evacuation Payments | Sec. 550.404(b) |
| Definitions | Sec. 550.402 |
| Determination of Special Allowances | Sec. 550.405 |
| Duration of Evacuation Payments | Sec. 550.405(b) |
| Evacuation payments of pay, Allowances and differential | Sec. 505.403(b) |
| Full-Time and Part-Time Employees..... | Sec. 550.404(d) |
| Intermittent Employees..... | Sec. 550.404(d) |
| Payment to Employee of Another Federal Agency/DoD Component | Sec. 550.403(e) |
| Payments May be Made To | Sec. 550.403(d) |
| Purpose | Sec. 550.401(a) |
| Return to Regular PDS/Reassign to Another PDS NLT 180 Days | Sec. 550.406(c) |
| Review of Accounts; Service Credit..... | Sec. 550.408 |
| Special Allowance, including travel Expense and Per Diem | Sec. 550.403(c) |
| Subsistence Expense (at safe haven)..... | Sec. 550.405(b) |
| Termination of Payments During Evacuation..... | Sec. 550.407 |
| Travel Expense and Per Diem (while traveling to safe haven) | Sec. 550.405(a) |
| Waiver of Indebtedness | Sec. 550.408(c) |
| Who May Order Evacuation | Sec. 550.401(b) |
| Work Assignment at Safe Haven (part time employee)..... | Sec. 550.406(b) |
| Work Assignment at Safe Haven (regular employee)..... | Sec. 550.406(a) |
| Work Assignment During Evacuation; Return to Duty | Sec. 550.406 |

* indicates changed effective 7 August 2000

Sec. 550.401 Purpose, Applicability, Authority, and Administration.

*** (a) Purpose.** This part provides regulations to administer title 5 Code of Federal Regulations (CFR), section 550-401 through 550.408 within the Department of Defense. Those sections implement subchapter III (except sections 5524a and 5525) of chapter 55 of title 5, United States Code, and provide for Governmentwide uniformity in making payments during an evacuation to employees or their dependents, or both, who are evacuated in the United States because of natural disasters or for military or other reasons that create imminent danger to their lives. These regulations generally adopt the section numbering scheme of the corresponding CFR provisions that contain similar subject matter.

(b) Who May Order an Evacuation from a Location in the United States.

(See the definition of "United States" below.)

The following officials may order an evacuation from any location in the United States and certain non-foreign areas:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN 225-0711, Comm (703) 695-0711), for employees and dependents of DOD components;
2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of their respective Services;
3. The head of a DOD component (see definition in Appendix A) or designated representative;
4. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and
5. The commander, director, head, chief or supervisor of an organization or office.

Allowances may be paid as soon as one of the above officials orders an evacuation. (The officials in item 5 were Delegated the authority to order evacuations by USD (Personnel and Readiness) Memo Subject: Evacuation of Civilian Employees dated 29 July 1994.)

(c) Applicability. This part applies to—

- (1) The Department of Defense (DoD) and DoD components;
- (2) Employees of a DoD component who are U.S. citizens or who are U.S. nationals;
- (3) Employees of a DoD component who are not U.S. citizens or U.S. nationals, but who were recruited with a transportation agreement that provides return transportation to the area from which recruited; and
- (4) Alien employees of a DoD component hired within the United States.

(d) **Authority.** Advance payments, evacuation payments and payments of special allowances as provided by this part may be made by the responsible official designated by the Secretarial Process (See definition in Appendix A).

(e) **Administration.** The responsible official designated by the Secretarial Process for the DoD component concerned having employees subject to this part is responsible for the proper administration of this part. Advance payments and evacuation payments and any required adjustments shall be made in accordance with the DoD component's procedures.

Sec. 550.402 Definitions.

(a) **Agency** means an Executive agency, as defined in section 105 of title 5, United States Code.

(b) **Day** means a calendar day.

(c) **Dependent** means a relative of the employee residing with the employee and dependent on the employee for support.

(d) **Designated representative** means a person 16 years of age or over who is named by an employee for the purpose of caring for a dependent.

(e) **Evacuated employee** means an employee of a DoD component who has received an order to evacuate.

(f) **Order to evacuate** means an oral or written order to evacuate an employee from an assigned area.

(g) **Safe haven** means a designated area to which an employee or dependent will be or has been evacuated.

*** (h) United States** means the 50 States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Marianna Islands, and any territory or possession of the United States (This definition is equivalent to the definition of the United States and Non-foreign OCONUS area in JTR appendix A) (see JTR, Appendix A for listing of territories and possessions of the United States).

Sec. 550.403 Advance Payments; Evacuation Payments; Special Allowances

(a) **An advance payment of pay, allowances, and differentials** may be made to an employee who has received an order to evacuate, if, in the opinion of the responsible official designated under the Secretarial Process, advance payment is required to help the employee defray immediate expenses incidental to the evacuation.

(b) **Evacuation payments of pay, allowances, and differentials** may be made to an employee during an evacuation and shall be paid on the employee's regular pay days when feasible.

(c) **Special allowances, including travel expenses and per diem,** may be paid to evacuated employees to offset any direct added personal expenses or dependents' expenses that are incurred as a result of the evacuation.

- (d) **An advance payment or an evacuation payment** may be paid to the employee, a dependent 16 years of age or over, or a designated representative. When payment is made to someone other than the employee, prior written authorization by the employee must have been provided to the authorizing official designated by the Secretarial Process.
- (e) **Any DoD component** may make payments in an evacuation situation to an employee of another Federal agency/DoD component (or the employee's dependent(s) or personal representative) who has received an order to evacuate. When a payment is made under this part by a DoD component other than the employee's agency/DoD component, the DoD component making the payment shall immediately report the amount and date of the payment to the employee's agency/DoD component so that prompt reimbursement may be made.

Sec. 550.404 Computation of advance payments and evacuation payments; time periods

- (a) Payments shall be based on the rate of pay (including allowances, differentials, or other authorized payments) to which the employee was entitled immediately before the issuance of the evacuation order. All deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding taxes, and others, when applicable, shall be made before advance payments or evacuation payments are made.
- (b) (1) **The amount of advance payments** shall cover a time period not to exceed 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.

(2) **Evacuation payments** shall cover the period of time during which the order to evacuate remains in effect, unless terminated earlier, but shall not exceed 180 days. When feasible, evacuation payments shall be paid on the employee's regular paydays.
- (c) When an **advance payment** has been made to or for the account of an employee, the amount of the advance payment shall not diminish the amount of the evacuation payments that would otherwise be due the employee.
- (d) (1) **For full-time and part-time employees**, the amount of an advance payment or an evacuation payment shall be computed on the basis of the number of regularly scheduled workdays for the time period covered.

(2) **For intermittent employees**, the amount of an advance payment or evacuation payment shall be computed on the basis of the number of days on which the employee would be expected to work during the time period covered. The number of days shall be determined, whenever possible, by approximating the number of days per week normally worked by the employee during an average 6-week period, as determined by the DoD component.

Sec. 550.405 Determination of Special Allowances.

In determining the direct added expenses that may be payable as special allowances, the following shall be considered:

*** (a) The travel expenses and per diem** for an evacuated employee and the travel expenses for the dependents shall be as prescribed for TDY travel in the JTR, whether or not the employee or dependents would actually be covered or subject to the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee, as determined in accordance with the JTR (except that the rate for dependents under 12 years of age shall be one half of this rate), whether or not the employee or dependents actually would be covered or subject to the JTR. Per diem for an employee and dependents shall be payable from the date of departure from the evacuated area through the date of arrival at the safe haven, including any period of delay en route that is beyond an evacuee's control or that may result from evacuation travel arrangements.

(b) Subsistence expenses for an evacuated employee or dependents shall be determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been approved by the responsible official designated by the Secretarial Process. Such subsistence expenses shall begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses shall be computed on a daily rate basis, as follows:

- ***
- (1)** The applicable maximum per diem rate shall be computed using the lodgings-plus system (JTR, par. C4553) for the employee and each dependent who is 12 or more years of age. For each dependent under 12 years of age, the per diem rate is one-half of the applicable maximum per diem rate for employees and dependents who are 12 or more years of age. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.
 - (2)** If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate shall be computed at 60 percent of the rates prescribed in paragraph (b)(1) of this section until a determination is made by the responsible official designated by the Secretarial Process that subsistence expenses are no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.
 - (3)** The daily rate of the subsistence expense allowance actually paid an employee shall be either a rate determined in accordance with paragraphs (b) (1) and (2) of this section or a lower rate determined by the responsible official designated by the Secretarial Process to be appropriate for necessary living expenses.
- (c)** Payment of subsistence expenses shall be decreased by the applicable per-person amount for any period during which the employee is authorized regular travel per diem in accordance with the JTR.

Sec. 550.406 Work Assignments During Evacuation; Return to Duty

- (a)** Evacuated employees at safe havens may be assigned to perform any work considered necessary or required to be performed during the period of the evacuation without regard to the grades or titles of the employees. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

- (b) When part-time employees are given assigned work at the safe haven, records of the number of hours worked shall be maintained so that payment may be made for any hours of work that are greater than the number of hours on which evacuation payments are computed.
- (c) Not later than 180 days after the effective date of the order to evacuate, or when the emergency or evacuation situation is terminated, whichever is earlier, an employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

Sec. 550.407 Termination of Payments During evacuation

Advance payments or evacuation payments terminate when the responsible official designated by the Secretarial Process determines that:

- (a) The employee is assigned to another duty station outside the evacuation area;
- (b) The employee abandons or is otherwise separated from the assigned position;
- (c) The employee's employment is terminated by transfer to retirement rolls or other type of annuity based on cessation of civilian employment;
- (d) The employee has resumed duties at the duty station from which evacuated;
- (e) Payments are no longer warranted; or
- (f) The employee is covered by the Missing Persons Act (50 U.S.C. App. §1001 et seq.), unless payment is earlier terminated under these regulations.

Sec. 550.408 Review of Accounts; Service Credit

- (a) The payroll office having jurisdiction shall review each employee's account for the purpose of making adjustments at the earliest possible date after the evacuation is terminated (or earlier if the circumstances justify), after the employee returns to the assigned duty station, or when the employee is reassigned officially.
- (b) The employee's pay shall be adjusted on the basis of the rates of pay, allowances, or differentials, if any, to which he or she would otherwise have been entitled under all applicable statutes other than section 5527 of title 5, United States Code. Any adjustments in the employee's account shall also reflect advance payments made to the employee under Sec. 550.403(a) of this part.
- (c)(1) After an employee's account is reviewed as required by paragraph (a) of this section, if it is found that the employee is indebted for any part of an advance payment, recovery of the indebtedness shall be effected by the payroll office having jurisdiction over the employee's account, unless a waiver of recovery has been approved. Repayment of the indebtedness may be made either in full or in partial payments, as determined by the responsible official designated by the Secretarial Process.

- (2) Recovery of indebtedness for advance payment shall not be required when it is determined by the responsible official designated by the Secretarial Process that the recovery would be against equity or good conscience or against the public interest. Findings that formed the basis for waiver of recovery shall be filed in the employee's personnel folder on the permanent side.
- (d) For the period or periods covered by any payments made under this part, the employee shall be considered as performing active Federal service in the assigned position without a break in service.

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

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

T4010 REIMBURSEMENT RATE

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

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), and Government and commercial lodging through the CTO or in-house travel arranger. Government transportation is arranged through the transportation office (TO), unless the CTO provides this service. The CTO provides round-the-clock service by a toll free telephone number, and estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.

*4. Travelers:

- a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement.
- b. must use coach class, unless a medical condition or mission timing requires premium class.

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

***T4025 ARRANGING OFFICIAL TRAVEL**

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

B. Requirements

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

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

a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and

c. Service regulations.

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

D. Transportation Reimbursement

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

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

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

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined. Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

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

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

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

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

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

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

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

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

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

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

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

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

c. Civilian Employees -

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

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

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

NOTE:

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

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

e. Reimbursement of lodging cost when staying with friends or relatives is not authorized.

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. **NOTE:** *If all three meals are provided, only the incidental expenses for that day are payable.*

3. **Incidental Expenses (IE).** Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

Effective for TDY travel performed on or after 1 January 1999

NOTE 1: Applicable to civilian employees:

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

(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

Effective for TDY travel performed on or after 1 January 2001

NOTE 2: Applicable to uniformed members:

(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. *Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).*

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

2. Getting it Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.
3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO shall determine the purpose of the travel (see JTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO shall have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

- a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.
- b. Options on use of contract flights. The CTO shall use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:
 - (1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;
 - (2) The contract carrier's flight schedule does not operate during normal working hours;
 - (3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;
 - (4) Rail service is available, cost effective, and consistent with mission requirements;
 - (5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or

(6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program.

c. Authorizing Accommodations Above Coach Class. When mission requirements dictate, AOs may authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

- (1) Available coach class accommodations shall not allow timely mission completion;
- (2) A traveler's documented medical condition requires use of premium class accommodations;
- (3) Security or exceptional circumstances make use essential to accomplish the mission;
- (4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
- (5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or
- (6) The origin or destination is OCONUS, the scheduled flight time (including stopovers) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.*** (When premium class is authorized for this reason, the AO shall not authorize a rest stop en route or a rest period upon arrival at the duty site.)

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

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

- (1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;
- (2) A documented medical condition of the traveler requires use of first-class; or
- (3) Exceptional security circumstances exist.

*d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

- (1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- * (2) Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;