

VOLUME 2
JOINT TRAVEL REGULATIONS

CHANGE 436

Alexandria, VA

1 February 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 February 2002 unless otherwise indicated.

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This change includes all material written in CAP Items 03-01; 59-01(E) through 61-01(E); 65-01(E) through 69-01(E); 71-01(E); 72-01(E); 74-01(E) and 75-01(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 435 cover page.

BRIEF OF REVISION

These are the major changes made by Change 436:

C1057; C14000-B; C15052-E. Changes the length of time the 2-year time limitation may be extended from one additional year to two additional years. This makes the maximum length of time that all relocation travel and transportation must begin within 4 years of the effective date of transfer.

C2000; C4475. Enables authorizing/order-issuing officials to permit travelers to depart from, and/or to return to, the location where the traveler's dependent(s) reside if it is not the residence from which the traveler commutes daily to the work site.

C3053-B. Explains that an order cannot be retroactively amended to create or deny an entitlement.

C4107. Clarifies that any balance under fixed amount reimbursement for a house-hunting trip belongs to the employee. These changes were announced in Vol. 66, No. 224 (20 November 2001) of the Federal Register and are effective 19 February 2002.

C4108, Appendix A. Aligns with changes made in 41 CFR §302 increasing the mileage distance requirement for short distance PCS moves from 10 to 50 miles. These changes were announced in Vol. 66, No. 224 (20 November 2001) of the Federal Register and are effective 19 February 2002.

C4155. Indicates that a delay in performing Renewal Agreement Travel should not be authorized if the resulting extension of the Renewal Agreement Travel tour requires the employee to remain at the OCONUS PDS beyond the 5-year limit on OCONUS assignments.

C4554-B; C4950-F5; C4955-E3. Expands and clarifies that refreshments may be provided to all conference attendees (even local attendees) when the majority of attendees are in a travel status. This item also removes the requirement that the conference be conducted at the sponsoring activity's PDS.

C6601-C. Changes the funding responsibility for health care travel from the installation concerned to the employee's organization.

C8120; C8505; C8510. Aligns with changes made in 41 CFR §302 authorizing the shipment of professional books, papers and equipment (PBP&E) from an OCONUS location upon returning to CONUS for separation from an OCONUS assignment, provided that PBP&E was transported to the OCONUS location at the expense of the Government. These changes were announced in Vol. 66, No. 224 (20 November 2001) of the Federal Register and are effective 19 February 2002.

C9004. Increases the miscellaneous expense flat rate allowances from \$350 to \$500 for an employee without an immediate family and from \$700 to \$1,000 for an employee with an immediate family.

C13115-A3; C13210-A; C13302. Increases that distance from 40 to 50 or more miles and makes additional minor changes. The changes are based on Amendment 98 to the FTR, dated 20 November 2001 and are effective 19 February 2002.

C16001. Clarifies that retired military pay is part of earned income for the purposes of RIT allowance.

Appendix A. Adds ultra light vehicles to the definition of HHG and to move boats from the "not included" list to allowing boats, with certain restriction, to be included as HHG. "Propane gas tanks" is added in both Appendices as an item *not* allowed as HHG.

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.

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C. Authorization/Approval. Unless a reduced per diem rate is authorized on the order as indicated in par. C1055-A, the authorizing/order-issuing official must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1056 STANDARDS OF CONDUCT

Acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards are subject to the restrictions and conditions in Service regulations of the separate departments relating to standards of conduct and conflict of interests in connection with travel, transportation, and TDY assignments. Also see Part D of this Chapter and Part Q of Chapter 4.

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that:

1. the 2-year period is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;
2. the 2-year period does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
- *3. (*effective 19 February 2002*) the 2-year period is extended for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C14000-B. Even when an extension is approved, relocation allowances must be calculated by using the prescribed entitlements and allowances in effect on the employee's effective date of transfer.

C1058 PRUDENCE IN TRAVEL

A. Obligation to Exercise Prudence

1. An employee must exercise the same care and regard for incurring expenses as a prudent person traveling at personal expense.
2. An employee must maintain records to validate expenses of \$75 or more and all lodging costs.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the employee's financial responsibility.

B. Starting and Ending Travel

1. General

- a. The travel order establishes when travel status starts and ends.
- b. Ordinarily, an employee on official travel is not required to travel during unreasonable hours at night.
- c. When night travel is required, the only acceptable sleeping accommodations are:
 - (1) ship staterooms, and

- (2) train sleeping cars.

NOTE: Reclining seats on planes, trains, or buses do not constitute acceptable sleeping accommodations.

d. An employee should not be required to use a carrier that requires boarding or departing between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.

e. A prudent employee should have travel scheduled so that hotel accommodations may be acquired so the employee can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 i.d. 448 (1982)).

2. Travel During Normal Hours of Rest

a. The order-issuing/authenticating official may authorize/approve a rest stop en route when travel must be scheduled:

- (1) to start at, near, or after the end of the employee's regularly scheduled duty hours;
- (2) during normal hours of rest and the transportation mode does not provide adequate sleeping accommodations.

b. Rest stops should:

- (1) not exceed a reasonable rest period plus necessary time to obtain the earliest transportation to the authorized destination,
- (2) be scheduled at a point en route where free stopovers are permitted (if possible) by the carriers, and

CHAPTER 2
TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION
REQUESTS, BAGGAGE AND MILEAGE RATES

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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.

*C. TDY Departure From Dependents' Residence. The authorizing/order-issuing official may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site. **Relative cost should be a consideration.** Example: Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

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 website at: http://policyworks.gov/org/main/mt/homepage/mtt/fttr/newfttr/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:

*1. Space on a scheduled contract flight (including a confirmed pet space (see **NOTE**)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

****NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing ((DoD 4500.9-R) - DTR, Part I, Chapter 103, par.B.2.c.(1) Note).***

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 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

CHAPTER 3 TRAVEL ORDERS

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PART B: GENERAL CONDITIONS

C3050 AUTHORIZATION IN WRITING

A. Policy. Travel orders must be written or electronic authorization (see par. C3056) and establish the conditions under which official travel and transportation is authorized at Government expense. They should be issued before travel begins unless an urgent or unusual situation prevents prior issuance.

B. Purpose. The purpose of travel orders is to:

1. Provide the employee information regarding what expenses will be paid;
2. Provide CTOs and travel service vendors with necessary documentation for the use of travel programs;
3. Provide financial information necessary for budgetary planning; and
4. Identify the purpose of travel.

C. Prohibition. Travel orders shall not be issued for the purpose of reporting for duty to first PDS except as provided in Chapter 4, or for pre-employment interviews or examination except as provided in Chapter 6.

D. Exceptions. When travel is performed within the limits or immediate vicinity of a PDS, authorization by a travel-directing official may be oral, by letter or message, or by travel order if deemed appropriate for fund approval purposes. Generally, travel orders are not necessary when it's known that the claim for travel expense involves only reimbursement for commercial transportation or mileage allowance for POC use. If a travel order is not issued, approval on a claim voucher suffices for reimbursement purposes.

E. Travel Orders for Sea Trial Trips. Instead of individual travel orders, a travel order may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Government ship. The written travel order shall show the per diem authorization, the per diem rate, duty dates, accounting data, and the names of the employees assigned to the particular sea trial trip. A copy of the order must be given to each employee concerned.

C3051 CONFIRMATORY TRAVEL ORDER

If official travel begins or is performed before a written travel order is issued, the travel must be pursuant to proper oral, letter, or message authority. A confirmatory travel order must be issued as promptly as possible. A confirmatory travel order must include appropriate statements regarding the prior authorization and justification for any unusual delay in issuance. The official who directed the travel is responsible for initiating action for issuance of a confirmatory travel order.

C3052 BLANKET TRAVEL ORDER

Blanket travel orders for TDY may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel order shall be limited to use within a stated geographical area and to a time period within a fiscal year. Blanket travel orders shall not be issued merely to authorize a specific number of trips to or between stated places or variations in itinerary. Claims for reimbursement for travel under a blanket travel order do not require approvals except for items of expense requiring specific approval under these regulations. ***NOTE: Blanket travel orders are not used in DTS.***

C3053 TRAVEL ORDER AMENDMENT

A. Policy. An issued travel order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:

1. recognize an essential aspect of travel not known in advance,

2. change the period or place of TDY assignment,
3. include omitted pertinent information,
4. change allowances for unperformed travel or duty,
5. correct erroneous information or clerical errors that do not affect reimbursement retroactively.

*B. Authorization, Approval and Retroactive Modification. Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See Appendix A for definitions of “authorize” and “approve”. Approval after the fact, when permitted, does NOT constitute 'retroactive modification' of an order to create, change, or deny an entitlement. Except to correct or to complete an order to show the original intent, a travel order shall not be revoked or modified retroactively to create or deny an entitlement (24 Comp. Gen. 439 (1944)). (*Ex: It would be improper to amend a travel order to 'un-authorize' POC travel after travel had been completed that the travel order had clearly permitted.*) See pars. C4554-A and C4554-B regarding the effect of deductible meals on per diem rates.

C. Effective Date of Amendment. The effective date of an amendment is the date of issuance unless a later date is specified. However, the amendment may indicate retroactive effect under the conditions in par. C3053-A. An amendment authorizing a change in per diem or mileage rates and reimbursement basis applies only to unperformed travel on and after the effective date. When practicable, an amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

D. How to Amend a Travel Order

1. General. A travel order is amended by issuing an appropriate order citing the original travel order number, and stating the pertinent changes, additions or deletions, and effective date(s).
2. Responsible Officials. The official directing an employee's travel is responsible for amending the travel orders. The appointing official may arrange for amendment of a PCS order for an employee recruited and assigned OCONUS. Before issuing a travel order amendment involving the expenditure of additional funds, approval is required from the official whose funds are affected. An approved amendment may be issued by any official with delegated authority to issue travel orders (see par. C3000).

C3054 RESCINDING A TRAVEL ORDER

If an employee has traveled under an issued travel order, it may not be rescinded. However, a travel order may be rescinded insofar as it applies to unperformed authorized travel.

C3055 NUMBERING TRAVEL ORDERS

Strict administrative control must be maintained over the issuance of travel orders. Each authorized issuing office must assign an identifying number or symbol to each travel order and cite it as reference in related documents and records when necessary. Order identification must be as prescribed in Service regulations.

C3056 AUTHORIZATION (AUTHENTICATION) OF TRAVEL ORDERS

A travel order is “authorized” or “authenticated” by affixing the seal or signature of the order-issuing/authenticating official. Authorization (authentication) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

C3057 DISTRIBUTION

The required number of copies of a travel order for distribution depends upon the circumstances. A copy is furnished to the fund-approving official and a copy is retained by the order-issuing/authenticating official. In the Department of the Air Force, the original travel order is retained by the order-issuing/authenticating official. In addition to the original and 2 copies (or in the case of Department of Air Force, 3 copies) that travelers must submit with a travel claim voucher, the traveler also must be furnished sufficient copies to support:

1. issuance of Government-procured transportation;
2. travel advances;
3. HHG transportation and/or storage;
4. transportation of unaccompanied dependents;
5. transportation by Military Sealift Command (5 copies);
6. transportation by Air Mobility Command (3 copies);
7. immunization, passport, and visa; and
8. administrative requirements, including for a record in the employee's personnel folder, for OCONUS PCS travel.

C3058 UNUSED TRAVEL ORDERS

Unused travel orders must be returned promptly to the order-issuing/authenticating official with an appropriate explanation. That official shall have the travel order canceled and a copy of the cancellation furnished to the fund-approving official and the travel-approving/directing official.

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PART L: PER DIEM ALLOWANCES

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1. Within Same Department. If all authorized successive PCS transfers involve activities in the same department, cost shall be borne by that department for delayed allowable movement of HHG and/or dependents.
2. Different Departments Involved. If the transfer to a last duty station is a different department, that department shall be responsible to the extent of allowable constructive cost between the activity from which the employee is transferred to the last duty station when there is a delayed movement of HHG and/or dependents from some other duty station under authority issued by a different department. With regard to such delayed movement, allowable cost difference from the prior duty station shall be borne by the department that issued the unused authority, provided the 2-year time limitation under such authority has not expired (B-153732, April 17, 1964).

C4107 HOUSEHUNTING TRIP (HHT)

A. General. The authority to provide an employee and/or spouse a trip at Government expense to a new PDS to find a permanent residence prior to transfer is a management tool. Its purpose is to lower the Government's overall relocation costs by reducing the time an employee would otherwise occupy temporary quarters. A HHT:

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- *1. is a *discretionary allowance, not an entitlement*, that the authorizing/order-issuing official, *not the employee*, determines is necessary;
2. may *only* be authorized:
 - a. on an individual-case basis,
 - b. when an employee has accepted a permanent transfer, and
 - c. the employee's circumstances indicate the need for a HHT;
3. may not be authorized to assist an employee in deciding whether or not to accept a transfer; and
4. may be authorized only for an employee and/or spouse.

B. Definitions

1. Househunting Trip. A trip made by the employee and/or spouse to a new PDS locality to find permanent living quarters to rent or purchase.
2. Living Quarters. Apartments, condominiums, and cooperatives in addition to townhomes and single family homes.

C. Eligible Employees. An employee may be authorized a HHT when:

1. a PCS is authorized;
2. both old and new PDS are located within the U.S.;
3. Government or other prearranged housing is not assigned at the new PDS; and,
4. the old and new PDS are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

D. Individuals Ineligible for HHT. A HHT is not authorized for:

1. new appointees or their dependents covered under par. C4051;
2. employees authorized transportation for dependents and/or HHG to or from a training location when the transportation is authorized in lieu of per diem or actual expense allowance while at the training location under the provisions of par. C4500;
3. children.

E. Separate Trips By Employee and Spouse. Only one round trip for househunting may be authorized for the employee and/or spouse in connection with a PCS. Separate round trips by the employee and spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and spouse traveling together.

F. When HHT May Begin. A HHT may begin as soon as the employee is notified of the transfer and:

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- *1. receives a PCS order authorizing the HHT in advance of the PCS travel (see par. C4107-Q for travel order requirements);
2. the employee signs a transportation agreement; and
3. the DoD component establishes, and informs the employee of, the employee's reporting date to the new PDS.

G. When HHT Must be Completed. An employee's round trip househunting travel must be completed by the day before reporting to the new PDS. A spouse's round trip househunting travel must be completed by (1) the day before relocation of the family to the new PDS, or (2) the expiration of the maximum time for beginning allowable travel and transportation, whichever is earlier. ***NOTE: The maximum time for beginning allowable travel and transportation is normally 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.***

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*H. Who May Authorize HHT. After considering par. C4107-I, an authorizing/order-issuing official or designee may authorize a HHT. The authorizing/order-issuing official or designee must determine:

1. if a HHT is necessary;
- *2. whether subsistence reimbursement is to be per diem under the lodgings-plus method (par. C4701-O1) or fixed amount (par. C4701-O2);
3. the appropriate duration of a HHT;
4. the authorized mode(s) of transportation to and from the new PDS location; and
5. the authorized transportation mode(s) for local travel while househunting at the new PDS location.

I. Considerations

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*1. General. ***The HHT expenses allowance must be administered to minimize or avoid its use when other satisfactory and more economical alternatives are available.*** An authorizing/order-issuing official or designee must consider pars. C4107-I2, C4107-I3, C4107-I4, C4107-I5 and C4107-I6 before authorizing a HHT.

2. Arranging Permanent Quarters Before Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Government, as well as more convenient to the employee, to complete arrangements for new residence quarters before the move actually takes place.

3. Arranging Permanent Quarters While in Temporary Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a longer period than might otherwise normally be required, subject to limitations, until the employee finds permanent quarters.
4. Avoiding Advance Trip. If payment for temporary quarters is to be authorized, a HHT may be avoided. It might be less costly to the Government, and more satisfactory to the employee, for the employee's dependents to remain at the residence in the old PDS locality while the employee occupies temporary quarters at the new PDS. During that time the employee can select permanent quarters after becoming familiar with the new PDS area.
5. On TDY at New PDS. When an employee is on TDY at a new PDS for a period before the permanent transfer is effective, a HHT should be unnecessary.
6. Housing Information Assistance. It might be possible for the DoD component to avoid or shorten the duration of a trip by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

J. Prohibitions. HHT are not authorized under the following circumstances:

1. when it is expected that an employee will be assigned to Government or other prearranged residence quarters at the new PDS location;
2. when the employee has not yet formally agreed to transfer to the new PDS;
3. when the old and/or new PDS are located outside the United States; or
4. when the distance between the old and new PDS is less than 75 miles (as measured by map distance) via a usually traveled surface route.

K. Duration of Trip. Househunting travel should be authorized for a reasonable period of time considering distance between the old and new PDS, transportation mode, and the housing situation at the new PDS location. A HHT, including travel time, shall not exceed 10 calendar days.

L. Transportation To and/or From New PDS Locality. When authorizing or allowing a particular transportation mode, the objective must be to minimize the time en route and maximize time at the new PDS locality. If POC use is authorized, then the POC use is advantageous to the Government and the applicable PCS mileage rates in par. C2505 are authorized. If the employee travels by other than the authorized mode, reimbursement shall be actual transportation expenses but no more than the cost of the authorized transportation.

M. Local Transportation. Reasonable expense for local transportation at the new PDS location shall be allowed. Local transportation by common carrier, local transportation systems, MTMC negotiated agreement rental or other commercially rented automobiles, or POC at the applicable PCS mileage rate in par. C2505 may be authorized. However, the local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS. Expenses for the use of taxis shall be limited to transportation between depots, airports, or other carrier terminals and place of lodging.

N. Subsistence. Subsistence expense reimbursement for a HHT is normally paid under the lodging-plus system as indicated in par C4107-01. However, a DoD component may offer to pay a fixed amount as reimbursement for subsistence expenses in accordance with par. C4107-02. Factors for consideration in determining whether to offer the fixed amount reimbursement:

1. Ease of administration. Payment of a per diem allowance under par. C4107-01 (lodging-plus method) requires a review of claims for the validity, accuracy, and reasonableness of lodging expense amount. A fixed amount paid under par. C4107-02 is easier to administer because a review of expenses is not required.

2. Cost considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis.
3. Treatment of employees. Employee morale and productivity should be considered as well as costs.

The per diem reimbursement method authorized by the DoD component concerned must be indicated on the PCS order.

O. Subsistence Amounts. Employees' subsistence allowance may be calculated under either par. C4107-O1 or C4107-O2.

1. Lodgings-Plus Method. An appropriate per diem, as prescribed in pars. C4553 and C7006, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for a HHT.

- *2. Fixed Amount. The amount calculated under par. C4107-O2a or C4107-O2b, as applicable:

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a. The employee and spouse both travel (either together or separately), the applicable locality rate (listed at <http://www.dtic.mil/perdiem/pdrates.html>) multiplied by 6.25, or

b. If only one (employee or spouse) travels, the applicable locality rate (listed at <http://www.dtic.mil/perdiem/pdrates.html>) multiplied by 5.

The fixed amount determined in par. C4107-O2a or C4107-O2b applies for the entire trip without regard to the number of days (1 to 10 calendar days) authorized for the househunting trip. ***Any balance from the determined fixed amount not used by the employee for expenses still belongs to the employee and may be taxable (41 CFR §302-5.18).***

3. Examples: Subsistence Amount Calculations

An employee and spouse are authorized a HHT to Arlington, VA, for 10 days. Per diem for Arlington at the time of travel is \$166 (\$124 for lodging and \$42 for M&IE). The double occupancy lodging cost is \$90. The single occupancy lodging cost is \$60.

Case 1

The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2). The employee elects per diem under (par. C4107-O1) the lodging-plus method.

Per diem for the employee:

Day of travel to Arlington: 75% x \$42 = \$31.50 plus \$45 (1/2 lodging cost) =	\$76.50
8 days in the Arlington Area: \$42 (M&IE) + \$45 (Lodging) = \$87 x 8 days =	\$696.00
Day of return to PDS: 75% x \$42 =	\$31.50

Per diem for the spouse

Under par. C7006-2 the maximum amount allowable is $\frac{3}{4}$ of the per diem rate to which the employee is entitled under par. C4553.

Computing Maximum amount Allowable for spouse:

Maximum allowed for M&IE: $\frac{3}{4}$ x \$42 (M&IE) = \$31.50

Maximum allowed for lodging: $\frac{3}{4}$ x \$124 = \$93

Computing Actual Amount allowed for spouse:

Day of travel to Arlington: 75% x \$31.50 = \$23.62 plus \$45 (1/2 lodging cost which is within the maximum \$93 allowed) =	\$68.62
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8 days in the Arlington Area \$31.50 (M&IE) + \$45 (lodging cost) =	\$76.50
8 days x \$76.50 =	\$612.00

Day of return to PDS: 75% x \$31.50 =	\$23.62
Total	\$1508.24

Employee must provide receipts for lodging.

Case 2

The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2) for a 10 day trip. The employee accepts subsistence at the fixed amount (par. C4107-O2a).

Subsistence for employee and spouse: $\$166 \times 6.25 =$ **Total \$1037.50**
No receipts for lodging required.

Case 3

Employee reports to the new PDS without performing a HHT and the spouse travels alone at a later date.

(a) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2). The employee elects per diem under the lodging-plus method (par. C4107-O1). Under par. C7006-C the employee is entitled to per diem for the spouse up to the maximum rate. In this case, up to \$166 (\$42 (M&IE) and \$124 (lodging)).

Per diem for the spouse (lodging cost \$60) is as follows:

Days of travel to Arlington: $\$31.50 (75\% \times \$42) + \$60$ (lodging) =	\$91.50
8 days in the Arlington area: $\$42 + \$60 = \$102 \times 8$ days =	\$816.00
Day of return to PDS: $75\% \times \$42 =$	<u>\$31.50</u>
	Total \$939.00

Employee must provide receipts for lodging.

NOTE: If the spouse lodges with the employee, there is no reimbursement for lodging unless there is an additional charge for the spouse.

(b) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses for a 10 day househunting trip (par. C4107-O2). The employee accepts the fixed amount (par. C4107-O2b).

Subsistence for the spouse is: $\$166 \times 5 =$ **Total \$830.00**
No receipts for lodging required.

P. Documenting Expenses. To receive reimbursement for HHT transportation expenses an employee must itemize transportation expenses and have receipts as required by par. C1310. When an employee is paid per diem under par. C4107-O1 using the lodging-plus method, the employee must itemize lodging expenses and have receipts for lodging. When an employee is paid subsistence in a fixed amount under par. C4107-O2, no itemization or receipts are required.

Q. Travel Order Requirements. The PCS travel order must include:

1. househunting travel authorization;
2. transportation mode;
3. the authorized subsistence reimbursement method;
4. the period of time authorized for the trip;
5. the duty reporting date at the new PDS; and
6. a statement that the employee has signed the required agreement.

R. Status While on HHT. An employee is in a duty status at no charge to leave while performing househunting travel during the authorized period of absence.

S. No Return to Old PDS. In instances where a househunting trip is authorized and the employee reports for duty at the new PDS instead of returning to the old PDS, househunting subsistence is payable for the days spent seeking permanent quarters up to the day before reporting for duty not to exceed the number of days authorized for the househunting trip. The one way transportation is considered PCS travel (B-209727, July 12, 1983, and B-215701, December 3, 1984).

T. Advance of Funds for HHT Expenses. See par. C1101 for advance of funds for househunting travel expenses.

U. HHT In Connection With TQSE Allowance

1. TQSE(AE). If an employee is paid or reimbursed for HHT days and TQSE(AE) is subsequently authorized, the actual number of days paid or reimbursed on either a lodgings plus or fixed amount HHT basis are deducted from the first 30-day period of authorized TQSE(AE). See par. C13225. For example, if an employee is:

- a. *paid* for 5 days of a HHT, then *deduct* 5 days from the first 30-day period of authorized TQSE(AE),
- b. *paid* for 6.25 days of a HHT, then *deduct* 6 days from the first 30-day period of authorized TQSE(AE), or
- c. *reimbursed* for 10 days of a HHT, then *deduct* 10 days from the first 30-day period of authorized TQSE(AE).

2. TQSE(F). The number of days paid or reimbursed for a HHT are *never* deducted from TQSE(F). See par. C13320.

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***C4108 SHORT DISTANCE TRANSFERS (PCS WITHIN SAME CITY OR AREA (41 CFR §302-2.6))**

A. Authorization/Approval. Travel, transportation, and other related allowances, as applicable, may be authorized/approved incident to a PCS when the:

1. PCS is in the Government's interest,
2. PCS is to a new PDS which is at least 50 miles from the old PDS,
3. PCS is not primarily for the convenience or benefit of the employee or at the employee's request, and
4. residence relocation is incident to the PCS. In determining that the residence relocation is incident to the PCS, the travel authorizing/approving official must consider:
 - a. commuting time and distance between the employee's residence at the time of PCS notification and the old and new PDSs, and
 - b. the commuting time and distance between a proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee daily commuted to the old PDS).

For exceptions see par. C4108-B.

B. Exceptions. On a case-by-case basis the authorizing/order-issuing official may authorize relocation expense reimbursement for PCS moves of less than 50 miles when it is determined that the move is in the Government's interest, *and without the move*:

1. The one-way commuting distance between the residence being occupied, while serving at the old PDS, and the new PDS increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles);

2. There is an increase in the commuting time to the new PDS; or
3. A financial hardship is imposed due to increased commuting costs.

C. PCS Allowances Claims Must Satisfy Conditions. PCS allowances claims authorized in an order must satisfy the conditions in par. C4108-A or C4108-B before reimbursement is allowed. If the employee changes the proposed new residence location, the authorizing/order-issuing official must review the change for compliance with the criteria in pars C4108-A and C4108-B as applicable. *Non-compliance is grounds for denial of the various allowances*. See Chapter 16 for reimbursement of additional taxes incurred by employees on PCS allowance reimbursement.

C4109 TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

Title 5 U.S.C. §3371 through §3375 provides authority for the temporary assignment of employees between the Federal Government and state or local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The statutory authority provides for travel and transportation expenses similar to those provided to an employee incident to a transfer. Assignments solely for training are not contemplated under this authority. The assignments may be made for up to 2 years. They may, under certain circumstances, be extended for up to an additional 2 years. For travel purposes, these employees, whether in an appointed or detail status, are “employees” for determining eligibility for TDY orders and travel entitlements under the FTR and JTR. OPM has authority to promulgate regulations governing the temporary assignment of these employees. Travel, transportation and related allowances for an employee under the IPA Mobility Program and dependents shall be in accordance with OPM regulations in CFR, Part 5, Chapter 334. *NOTE: See <http://www.opm.gov/programs/ipa/index.htm> for information and OPM regulations concerning the IPA Mobility Program.*

C4110 RETURN FROM MILITARY DUTY

When a civilian employee (for example, Reserve Technician), who is entitled to mandatory restoration under FPM 353, returns from military duty, and an appropriate vacancy does not exist at the place from which resigned to enter the Armed Forces, the employee may be regarded as restored at that place for the purpose of paying travel expenses in connection with a transfer in the interest of the Government, from the place of restoration to a place where a suitable vacancy is available within DoD (B-170987, December 14, 1970 and 25 Comp. Gen. 293 (1945)). Reimbursement in such case is allowable as provided in Chapter 14 for real estate expenses required to be paid by the employee in connection with (a) the sale of the residence (or the settlement of an unexpired lease) at the former civilian PDS and (b) the purchase of a residence at the new PDS. The criteria prescribed in par. C4108 concerning change of station within the same city or area applies. Reimbursement is prohibited for any sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee first being officially notified (generally in the form of a change-of-official station travel authorization) that instead of returning to the former duty location, the employee shall be assigned to a different PDS than the one from which resigned to enter the Armed Forces. An employee returned from the point where released from military duty directly to the employee’s new civilian PDS (other than the one from which the employee resigned to enter military service) has separate and distinct entitlements. Based on the employee's status as a:

1. military member being discharged is entitled to travel and transportation for himself, dependents, and HHG from the place released from military service to the HOR, or PLEAD.
2. civilian employee, the employee is entitled to travel and transportation for himself or dependents, and HHG from the civilian PDS from which resigned to enter military service to the new civilian PDS (The employee also is entitled to (a) the miscellaneous expense allowance in Chapter 9, (b) expenses incurred in connection with the sale/purchase of a residence or an unexpired lease described in Chapter 14, (c) a househunting trip if authorized in the orders under par. C4107 and (d) TQSE if authorized/approved in accordance with Chapter 13).

If the entire cost for moving the employee, dependents and HHG from the place of release from military service to the new civilian PDS is provided under the employee's entitlement (described in item 1) as a military member being discharged, no additional payment shall be allowed for such travel and transportation. If the entire cost for such travel and transportation is not covered by the entitlement described in item 1, the travel and transportation allowances in item 2 shall be used to pay for the allowable expenses not covered (B-173758, October 8, 1971).

NOTE: See *JFTR, Chapter 7, Part G* for travel entitlements when members of reserve components (including dual status technicians) and retired members are called (or ordered) to active duty.

C4111 TEMPORARY CHANGE OF STATION (TCS)

A. General. An order-issuing official may authorize a TCS with limited relocation allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months). The long-term temporary assignment location becomes the employee's temporary official station.

B. Eligibility

1. Assignment. An assignment may be considered for a TCS only if:
 - a. the employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
 - b. the assignment is not less than 6 months nor more than 30 months;
 - c. TDY travel and per diem otherwise are payable; and
 - d. the order-issuing official determines TCS is more advantageous than TDY as in par. C4111-C.

NOTE: *A transportation agreement is not required for a TCS move.*

2. Employees. All employees are eligible for a TCS except:
 - a. a new appointee;
 - b. an individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
 - c. an individual serving without pay or at \$1 a year;
 - d. an employee assigned under the Government Employees Training Act (5 U.S.C. §4109) (see par. C4500); or
 - e. an employee assigned to or from a State or local Government under the Intergovernmental Personnel Act (5 U.S.C. §3372).

C. Conditions. After considering pars. C4111-C1 through C4111-C4, an order-issuing official may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance.

1. Component Cost Considerations. The estimated costs of TCS and TDY must be compared and considered.
2. Employee Tax Considerations. According to the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a relocation income tax (RIT) allowance. TCS should be considered seriously if an extended TDY results in an unreimbursable income tax liability on an employee.

b. 12 months.

*3. Five Year Limit on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the RAT tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond the 5-year limit on OCONUS assignments, unless the employee is not affected by, or has been released from, the 5-year OCONUS service limitation (see par. C4005-C1e).

*4. Computing Tour of Duty when Delayed RAT is Involved and Employee is not Affected by the 5-Year OCONUS Service Limitation.

Example

An employee's initial 36-month tour ended 30 June 01. The employee was eligible to perform RAT beginning 1 July after signing a 24-month renewal agreement. The employee departed the PDS on 1 July, performed RAT and returned 31 July 01. The new tour of duty begins on 1 August 01 and ends 31 July 03 (i.e., 24 months after return from RAT).

If the initial tour was extended for the same employee to 31 August 01, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 01, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 01 and ending 31 July 03. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

C4156 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or be accompanied by dependents. Dependents may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee concerned does not perform authorized renewal agreement travel. Unaccompanied dependents will not be allowed delayed use of renewal agreement authority beyond 6 months after the date the employee begins such travel except as provided for teachers in par. C4164.

C4157 RENEWAL AGREEMENT TRAVEL NONCUMULATIVE

Renewal agreement travel entitlement is for use between consecutive periods of continuous overseas employment and may be performed between the date of completion of one agreement and before serving another tour of duty pursuant to a written agreement (35 Comp. Gen. 101 (1955)). Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used.

C4158 TRANSPORTATION OF BAGGAGE

Transportation of necessary baggage is allowed as provided in par. C2305.

C4159 TEMPORARY STORAGE OF HHG

The conditions under which up to 90 days temporary storage of HHG is allowable are prescribed in Chapter 8, Part D.

C4160 PER DIEM ENTITLEMENT

An employee is authorized per diem during the allowable travel period en route from the OCONUS PDS to the authorized destination and from that destination to the OCONUS PDS. No per diem is authorized for the employee's dependents incident to RAT when the employee returns to the same OCONUS PDS for duty. However, when the employee is to report to a different OCONUS PDS for duty after leave, per diem is allowable for dependents while en route, limited to the constructed time by usual mode and route between old and new OCONUS duty stations.

NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for RAT/PCS travel.

C4161 LEAVE STATUS DURING ABSENCE FROM DUTY

During the period of absence from the overseas post of duty until return to duty at the same or different overseas post of duty, the employee may be entitled to home leave, or leave-free travel time, or may be in a leave with or without pay status. The leave regulations of the separate departments apply. Certain limitations apply to teachers in the DoD Education Activity. (see par. C4164).

C4162 ALTERNATE DESTINATION

A. Entitlement. Employees/dependents may perform RAT to a destination (other than their actual residence) in:

1. the U.S., or
2. the country of their actual residence.

B. Time Requirement. To be entitled to RAT, an employee whose actual residence is in the U.S., must spend the *majority* of the RAT time in the U.S.

C. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. fails to meet the conditions in pars. C4162-A. and C4162-B,
2. is merely routed through the country of actual residence en route to another country, or
3. travels to various points for personal reasons (e.g., a “travel tour”).

D. Administration. An alternate destination:

1. is determined in advance of travel and stated in the travel order,
2. omitted from the travel order may be amended to include the alternate destination,
3. may be specifically approved on the reimbursement voucher.

E. Reimbursement. RAT reimbursement to an alternate destination shall not exceed the amount allowed for a usually traveled route from the PDS to the actual residence and for return to the same or different OCONUS PDS.

C4163 LIMITATIONS

A. Household Goods (HHG). There is no entitlement in connection with renewal agreement travel for the shipment of HHG except with regard to necessary baggage as provided in par. C2305. However, the signing of a renewal agreement in connection with renewal agreement travel can be the basis for reestablishing expired entitlement for the transportation of HHG (and dependents) to the extent of prior authorization that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. For travel entitlements of unaccompanied dependents, see par. C4156.

C. Destination Point Relocation. Renewal agreement travel authority does not apply if an employee's travel destination is to a place other than in the country or area in which the place of actual residence is located.

D. Duplicate Eligibility. Duplicate transportation will not be authorized for persons who may be separately eligible for renewal agreement travel as an employee and as a dependent.

C4164 TEACHERS IN THE DoD OVERSEAS DEPENDENTS SCHOOL SYSTEM

A. Completion of Period of Service RAT Entitlement. Under RAT authority, a teacher who satisfactorily completes the period of service, as specified in the transportation agreement, is authorized travel to the actual residence in the U.S. during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General. The following exceptions to the provisions of par. C4164-A may be approved during a period of continuous service as provided in pars. C4164-B2 and C4164-B3.

2. Reassignment at Management's Request. Under RAT authority, after completing 1 school year of service on a current agreement, any teacher who is reassigned at management's request from one 2-year area to another, may return to the place of U.S. residence during the summer vacation. The normal routing between the two PDSs must be through the U.S. and the teacher must sign a new renewal agreement for the new area of assignment. Other reassignments at management's request must be limited to travel by direct routing as a PCS movement between the two PDSs. The first school year of service at the new location completes the second consecutive school year of required service under the initial transportation agreement.

3. Attendance at an Accredited College/University. When the teacher wants to return to the U.S. for the summer at the end of the first school year of service, a teacher may be authorized round trip renewal agreement transportation if the teacher is:

- a. under an agreement to attend an accredited college/university,
- b. pursuing courses for professional preparation/advancement that are related to the present/planned DoD Education Activity assignment, or
- c. pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
- d. attending courses that are required for continued certification in the teacher's home state.

The renewal agreement is signed before leaving the OCONUS area. The teacher is required to present satisfactory evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than 6 semester hours. If the teacher fails to present evidence of satisfactory completion of the courses, for reasons unacceptable to the employing activity, the teacher must refund the Government the cost of the return travel to the U.S. which was for the purpose of attending the courses of study. Those who return to the U.S. under the exception contained in this subparagraph begin a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College or University Incident to Authorized Extended Leave of Absence. Round trip renewal agreement transportation may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized leave of absence to attend an accredited college/university located in the U.S., provided:

- a. the teacher has satisfactorily completed 2 school years in the DoD Education Activity and meets the eligibility conditions for renewal agreement travel;
- b. the teacher executes a renewal agreement before departure in connection with the authorized leave of absence;
- c. the teacher presents to the appropriate official responsible for authorizing the extended leave of absence and renewal agreement travel satisfactory evidence of bona fide intent to attend an accredited college or university for the purpose of pursuing a course of study leading to a higher degree or for graduate work in his/her chosen

field, and such course of study is not feasible through other means, together with proof or acceptance for such course of study and information regarding successful completion of the course.

Teachers are authorized to travel to the United States on the first portion of renewal agreement travel authority in order to attend an accredited college or university. Travel to the overseas area may be accomplished under the return portion of renewal agreement travel authority upon completion of the period of study. Paragraph C4156 will be exclusive of any time the teacher is actively enrolled at the college or university in the United States.

5. Reassignment to 1-Year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized renewal agreement travel to the place of residence in the U.S. to take leave without pay during the summer recess. Renewal agreement travel also is authorized from that place of residence in the U.S. to the new OCONUS PDS indicated in the renewal agreement.

C. Storage of HHG Between School Years

1. Entitlement Conditions. The general entitlement conditions are covered in Chapter 8, Part E, Section 3.

2. In Addition to Storage in Transit. Authority for storage between school years is in addition to authority for temporary storage in connection with the shipment of property. Storage under these two authorities may overlap in time.

3. Not Applicable to Substitute or Part-Time Teachers. Substitute and part-time teachers are not eligible for storage of property between school years.

4. Administrative Arrangements. The industrial relations or civilian personnel officer concerned (administrative responsibility) will furnish to the appropriate transportation officer notification about storage between school years. The transportation officer is responsible for storage arrangements. The notification will specify the beginning and ending dates for the period of storage. The transportation officer will maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

5. Notification of Indebtedness. The industrial relations or civilian personnel officer concerned will be responsible for immediately notifying the transportation officer who is handling the storage account in the event the teacher becomes indebted for the cost of storage through loss of eligibility so that collection action can be taken.

6. Consecutive School Terms in Different Locations. If a teacher is at different locations for consecutive school terms, storage costs will be paid from funds of the losing command or activity until the property is removed from storage for shipment to the new duty station. Funds of the gaining command or activity will be used for any storage costs after the date the goods arrive at the new duty station. The place of storage may be at either the old or new duty station as determined most practical under the circumstances in individual instances.

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.

***C4475 TDY DEPARTURE FROM DEPENDENTS' RESIDENCE**

The authorizing/order-issuing official may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site. *Relative cost should be a consideration.* Example: Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

NOTE: *The incidental expense rate OCONUS is the applicable locality rate (see <http://www.dtic.mil/perdiem/opdrform.html>), or \$3.50 when the employee is TDY to a U.S. installation and Government quarters are available. There are two exceptions:*

(1) The authorizing/order-issuing official can determine \$3.50 to be adequate when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel order.

(2) The authorizing/order-issuing official can determine that the \$3.50 is not adequate on a U.S. installation and authorize/approve the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/opdrform.html>). In this case, payment of the locality incidental expense rate must be stated in the travel order.

c. Joint Task Force (JTF) Operations. There are special meal per diem provisions for employees when a JTF Temporary Dining Facility is set up to feed U.S. personnel deployed in support of the JTF mission. Employees consuming meals at the JTF dining facility pay the discount GMR for meals, and are reimbursed the discount GMR plus incidental expense of either \$2.00 in the CONUS or the applicable locality incidental rate (see <http://www.dtic.mil/perdiem/opdrform.html>), or \$3.50 OCONUS when the order-issuing authority determines \$3.50 to be adequate. If the employee misses a meal, the order-issuing authority can authorize the PMR for that day. For employees assigned to the JTF who perform TDY outside the area of responsibility (AOR) or en route to the AOR, normal per diem rules apply.

2. Partial Days. On partial days (days of departure from and days of return to PDS), the GMR or PMR do not apply.

3. Schoolhouse Training (Formal Courses of Instruction). Orders to schoolhouse training must allow the schoolhouse commander to determine the appropriate meals rate. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to issuance of the order, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

*B. Deductible Meals. The PMR prescribed in par. C4554-A above applies on any day when one or two deductible meals are provided (see par. C4955-E3). A deductible meal is a meal:

1. made available pursuant to an agreement between a DoD Component or agency and any organization, if the order indicates the facility providing the meal(s) is available;
2. included in a registration fee ultimately paid by the Government;
3. furnished at no cost to the traveler by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
4. furnished by the Government at no cost to the traveler.

The following are not deductible meals:

1. Box lunches (which include such things as C Rations, K Rations, MRE's) -- except when Meals-Ready-to-Eat (MRE's) and/or box lunches are the only method of providing adequate subsistence to travelers,
2. in-flight meals,
3. rations furnished by the Government on military aircraft,
4. Government meals paid for by the traveler and consumed in a Government mess,

5. meals furnished on commercial aircraft, or
6. meals provided by private individuals.

NOTE: *If all three meals are provided/consumed at no cost to the traveler only the incidental expenses for that day (\$2 in CONUS; or the locality incidental expenses (see <http://www.dtic.mil/perdiem/>) or \$3.50 OCONUS) are payable.*

C. Absence of Commercial OCONUS Establishments Which Prepare and Serve Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and,
2. the order-issuing or authenticating official determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station,

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally used by travelers at that place. The order-issuing or authenticating official must determine and state the rate of per diem applicable in the order. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses or the incidental rate in <http://www.dtic.mil/perdiem/opdrform.html>, when the order-issuing official determines \$3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of Military Units on Field Duty. No per diem is payable to civilian employees under civilian travel orders who, as part of their assigned duties, accompany military units on field duty, or provide noncombatant support to military units. See Appendix A for the definition of field duty. The prohibition on payment of per diem applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Government mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Hotel. Meals provided by a common carrier or complimentary meals provided by a hotel/motel do not affect per diem.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

NOTE: *In CONUS, per diem locations are defined ordinarily by counties, not just cities.*

1. Lodging at a TDY Location. Ordinarily employees should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or convenience, the allowable per diem shall be limited to the maximum per diem rate prescribed for the TDY location.
2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DoD component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. A traveler is reimbursed only for actual lodging costs up to the maximum amount prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality. Expenses for lodging in the situations described in pars. C4555=B1 through C4555=B4 are allowed as indicated.

**PART P: LAST MOVE HOME FOR SENIOR EXECUTIVE SERVICE (SES)
CAREER APPOINTEES UPON SEPARATION FROM FEDERAL
SERVICE FOR RETIREMENT**

C4800 APPLICABILITY

A. Individuals Covered. This Part applies to career appointees in Senior Executive Service (SES) positions, defined as follows.

1. Career Appointee. An individual in a SES position whose appointment to the position or previous position to another SES position was based on approval by the Office of Personnel Management (OPM) of the executive qualifications of such individual.
2. Senior Executive Service Position. Any position in the Department of Defense (DoD) and National Security Agency, which is classified above GS-15 of the General Schedule or in level IV or V of the Executive Schedule, or an equivalent position that is not required to be filled by an appointment by the President and with the advice and consent of the Senate, and in which an employee:
 - a. directs the work of an organizational unit;
 - b. is held accountable for the success of one or more specific programs or projects;
 - c. monitors progress toward organizational goals and periodically evaluates and makes appropriate adjustments to such goals;
 - d. supervises the work of employees other than personal assistants; or
 - e. otherwise exercises important policy-making, policy determining, or other executive functions;

but does not include:

- f. any position in the Foreign Service of the United States; or
 - g. an administrative law judge position under section 3105 of 5 U.S.C.
3. Appointees Who Elect to Retain SES Retirement Benefits. This paragraph applies to a non-SES appointee if the conditions in pars. C4800-A3a through C4800-A3c are met.
 - a. The appointee's basic rate of pay is at Level V of the Executive Schedule or higher;
 - b. The appointee was previously a career appointee in the SES; and
 - c. The appointee elected under 5 U.S.C. 3392(c) to retain SES retirement benefits.

B. Exclusions. This Part does not apply to individuals whose appointment in the SES is:

1. Limited Term Appointee -- an individual appointed under a nonrenewable appointment for a term of 3 years or less to a SES position, the duties of which expire at the end of that term;
2. Limited Emergency Appointee -- an individual appointed under a nonrenewable appointment, not to exceed 18 months, to a SES position established to meet a bonafide, unanticipated, urgent need;
3. Noncareer Appointee -- an individual in a SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

C. Immediate Family of Deceased Covered Individual. The last move home provisions of this Part also apply to the immediate family of a covered individual, as defined in par. C4800-A, provided the employee:

1. satisfied the eligibility criteria in par. C4801; and
2. dies in Government service on or after 1 Jan 94; or
3. died after separating from Government service but before travel and/or transportation to home were completed.

C4801 ELIGIBILITY CRITERIA

An SES career appointee (or a deceased covered employee's immediate family), as defined in par. C4800, is eligible, upon separation from Federal Service, for those travel and transportation allowances specified in par. C4803 of Chapter 4, Part P, if such individual meets the following criteria:

1. was transferred or reassigned geographically at any time in the interest of the Government and at Government expense from one official station to another for permanent duty as a career appointee in the SES, including a transfer or reassignment:
 - a. from an SES career appointment to another SES career appointment; or
 - b. from an SES career appointment to an appointment outside the SES at a rate of pay equal to or higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement benefits under 5 U.S.C. §3392; or
 - c. from other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment;
2. at the time of the transfer or reassignment:
 - a. was eligible to receive an annuity for optional retirement under section 8336(a), (b), (c), (d), (e), (f), or (j) of subchapter III of chapter 83 (Civil Service Retirement System (CSRS)) or under section 8412 of subchapter II of chapter 84 (Federal Employees Retirement System (FERS)) of 5 U.S.C.; or
 - b. was within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in item a; or
 - c. was eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under section 8336(d) of subchapter III of chapter 83 or under section 8414(b) or subchapter II of chapter 84 of 5 U.S.C.;
- *3. is eligible to receive an annuity upon such separation (or, in the case of death in Government service, met the requirements for being eligible to receive an annuity as of the date of death) under subchapter III of chapter 83 (CSRS) or chapter 84 (FERS) of 5 U.S.C., including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authorization, or disability retirement; and
- *4. previously has not been authorized and received "last move home" benefits upon separation from Federal service for retirement.

C4802 AUTHORIZATION OR APPROVAL

A. Covered Individuals. An individual who is eligible for moving expenses under this Part may submit a request to the designated official of the DoD component concerned for authorization/approval of the expenses. These requests

PART S: CONFERENCES**C4950 CONFERENCE PLANNING (FTR PART 301-74)**

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services shall select conference sites that minimize conference costs. When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by employees, this guidance applies to conference travel paid for persons invited to travel in support of Service programs.

D. Definitions

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. The term also applies to training activities that are conferences under 5 CFR 410.404.

2. Conference costs: All costs paid by the Government for a conference, whether paid directly or reimbursed by DoD Agencies. Examples include:

a. attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),

b. attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference),

c. meeting room and audiovisual costs,

d. registration fees,

e. speaker fees,

f. conference-related administrative fees, and

g. similar costs.

3. Conference lodging allowance: the lodging allowance that is up to 25 percent above (rounded up to the next higher dollar) the established geographical lodging portion of the per diem rate. The M&IE portion of the per diem allowance remains unchanged.

4. Site: refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference DoD Agencies must:

1. Determine which conference expenditures provide the greatest advantage to the Government, by

a. ensuring appropriate management oversight of the conference planning process,

b. performing cost comparisons of the size, scope, and location,

- c. determining if a Government facility is available at a lesser rate,
 - d. considering conference alternatives, e.g., teleconferencing,
 - e. maintaining written documentation of the alternatives considered and the selection rationale used, and
 - f. minimizing cost by exercising strict fiscal responsibility in determining the best site.
2. minimize the conference administrative costs,
 3. minimize the attendees' travel costs,
 4. minimize the attendees' time costs,
 5. use Government-owned or Government provided facilities as much as possible,
 6. identify ways to save costs in selecting a particular conference site (e.g., lower rates during the off-season), and
 7. develop and establish internal policies that ensure these standards are met.

NOTE: Individuals must have the requisite contracting authority to obligate the Government in connection with conference arrangements.

F. Cost Considerations. When planning a conference, DoD Agencies should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. travel and per diem expenses,
2. rent of rooms for official business,
3. usage of audiovisual and other equipment,
4. computer and telephone access fees,
- *5. light refreshments for morning, afternoon, or evening breaks excludes alcoholic beverages and includes: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items (when a majority of the conference attendees (at least 51%) are in a travel status, refreshments may be provided for all attendees (including local attendees),
6. printing,
7. registration fees,
8. ground transportation, and
9. attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, DoD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. determination of adequacy of lodging at the established per diem rate,
2. overall convenience,

This authority is independent of the training authority included in par. C4500 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. conferences sponsored or cosponsored by a Federal agency at which an employee's attendance is required in the performance of official duties;
2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the employee's attendance is related to official duties or for the purpose of transacting DoD business;
3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the employee's official performance; and
4. similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in pars.C4955-D2 through C4955-D4.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to the provisions of governing regulations of the separate departments consistent with the regulations in Part Q (Acceptance of Payment from a Non-Federal Source for Travel Expenses).
3. Purpose. Employees may attend conferences at Government expense to:
 - a. further the programs of their DoD components;
 - b. present scientific and technical papers which further the development of the U.S. resources; and
 - c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations should be examined by an appropriate security officer at the activity concerned. Employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. C4554-B). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <http://www.dtic.mil/perdiem/> is paid.
2. When No Travel is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:
 - a. does not involve travel,
 - b. does not involve per diem, and

c. for which a travel order is not issued,

*3. Limitation on Reimbursement for Meal Costs When Attending a Conference/Meeting Sponsored by a DoD Component. The cost of each meal, whether included in a registration fee or contracted for separately, at a DoD-sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Chapter 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

*4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

PART M: TRAVEL FOR HEALTH CARE**C6600 HEALTH CARE TRAVEL AND TRANSPORTATION ALLOWANCES FOR EMPLOYEES ASSIGNED AT PDS OUTSIDE THE U.S.**

A. Entitlement. When a determination is made through the Secretarial Process that local medical facilities (military or civilian) at a location outside the U.S. (see definition in Appendix A) are not able to accommodate the needs of an employee or dependent, transportation to a designated location may be authorized for appropriate medical/dental care. When authorized, eligible individuals assigned at a PDS outside the U.S. are entitled to travel and transportation allowances for travel to and from a designated point incident to employees and their dependents obtaining required health care (whether or not that care is at Government expense) under the conditions and within the limitations in this Part. (See Chapter 4, Part J for allowances when an employee discontinues or interrupts TDY because of incapacitating illness or injury or a personal emergency situation.)

B. Eligibility. Eligible individuals are those employees, dependents, attendants, and accompanying family members who meet the following criteria.

1. Employees. Employees must be permanently assigned outside the U.S. (These employees are eligible while performing PCS travel outside the U.S.)

2. Dependents. Dependents must reside with the employee at a PDS outside the U.S. or be performing PCS travel outside the U.S. Dependents who board at school outside the U.S. and otherwise reside with the employee at the PDS outside the U.S. qualify. Infants born during their mothers' health care travel qualify.

3. Attendants

a. Conditions. The order-issuing official may authorize/approve the services of individuals to accompany employees or dependents during health care travel. Before authorizing/approving attendant travel, the order-issuing official must determine, on the advice of a professional certifying physician, that the patient is too ill or too young to travel unattended. Nonconcurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

b. Qualifications. Patient family members who are employees or dependents, as well as other persons (including professional health care providers), may be attendants.

4. Accompanying Family Members. The order-issuing official may authorize/approve the travel of a patient's family member to travel with the patient if that official determines:

- a. the family member is incapable of self-care at the PDS,
- b. no suitable care arrangements can be made at the PDS, and
- c. the travel is in the Government's best interest.

C. Required Health Care. Required health care is medical and dental care that the order-issuing official determines, based on the advice of an appropriate professional certifying physician, is needed by an employee or dependent located outside the U.S. where there is no adequate facility to provide suitable care.

1. Included

a. Medical Care. Medical care that qualifies is treatment that must be undertaken before the next renewal or EML travel and which, if delayed, can reasonably be expected to result in a worsening of the condition. Included are specialized examinations, special inoculations, obstetrical care, and hospitalization.

b. Dental Care. Emergency and required dental care qualify and are defined as follows:

1. Emergency dental care is treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.

2. Required dental care is treatment that must be undertaken before the next renewal agreement or EML travel and which, if delayed, can reasonably be expected to result in a need for emergency dental care. Orthodontic care is not emergency dental care but qualifies as required dental care when necessary for proper occlusion. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

2. Excluded. Examples of treatments that are not required health care are:

a. Medical care: Elective treatment, routine medical examinations, and routine immunizations.

b. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and cosmetic dental treatment (if elective).

D. Designated Point. The location that the order-issuing official determines is the nearest facility to the patient where suitable health care can be obtained, based on advice of the appropriate professional certifying physician, is the designated point.

C6601 HEALTH CARE TRAVEL ADMINISTRATION

A. Applicable Regulations. Individuals performing health care travel in any capacity are subject to the provisions of this regulation, except members of the uniformed services serving as attendants as part of their official duties. The travel of those members is governed by the JFTR.

B. Orders. A DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize health care travel. Family member attendants (except those whose travel is part of their official duties as employees or members of the uniformed services) and accompanying family members should be included in the patient's travel order. Other attendants, who are not employees or uniformed service members serving as attendants as part of their official duties, should be issued ITOs.

*C. Funding. Health care travel expenses are charged to operating funds of the employee's organization.

D. Excess Costs Agreement. Before the order-issuing official may authorize/approve travel to a location elected by the patient other than the designated point for the required health care, the employee who is the patient, or whose dependent is the patient, must agree in writing to pay or reimburse the Government's excess travel and transportation costs incurred by the patient, attendants, and accompanying family members over what such travel to and from the designated point would have cost. See sample excess cost agreement in par. C6606.

E. Attendant Compensation Agreements. If necessary, the order-issuing official may authorize the PDS contracting officer to enter into a contract with other person (i.e., non-family member) attendants, including professional health care providers, to provide for reasonable compensation in addition to travel and transportation allowances (including excess baggage shipment expenses) under this Part. The amount of compensation for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered. Professional health care provider attendants ordinarily are unnecessary on AMC medical evacuation flights.

- C8500** **General**
- C8505** **Advance Return of HHG Shipment**
A. Authorized Return
B. Unauthorized Return
C. Employee Returning for Separation
D. Evacuation
- C8510** **Time Limitations**
A. General
B. New PDS Reassignment
C. Return for Separation

PART D: STORAGE IN TRANSIT (SIT)

- C8600** **General**
- C8605** **Time Limitation**
A. General
B. Justification
- C8610** **Reimbursement**

PART E: NONTEMPORARY STORAGE (NTS) OF HHG

SECTION 1: ISOLATED CONUS PDS ASSIGNMENT

- C8700** **Eligibility**
- C8705** **Agreement and Liability Conditions**
- C8710** **Authorization**
- C8715** **Exceptions**
- C8720** **Time Limitation**
- C8725** **Place of Storage**
- C8730** **Allowable Costs**
- C8735** **Documentation**
- C8740** **Isolated PDS Designation**

SECTION 2: TO, AND BETWEEN OCONUS AREAS

- C8800** **General**
- C8805** **Eligibility**
- C8810** **Time Limitation**

C8815 Personnel Office and Transportation Officer Responsibility for NTS Records

C8820 Forms and Procedures

C8825 Removing HHG From NTS
A. Partial or Full Removal
B. Government-Paid Expenses
C. Employee Paid Expenses
D. Documentation
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SECTION 3: DODDS EMPLOYEES

C8900 Storage Between School Years

C8905 NTS During DODDS Employee Extended Leave

PART B: HHG WEIGHT ALLOWANCE

C8100 GENERAL

The worldwide maximum weight of HHG that may be transported (or stored in connection with transportation) is 18,000 pounds net weight for each employee. For baggage allowances, see par. C2304).

NOTE: *Under no circumstances shall the Government pay any expenses associated with excess weight.*

C8105 NET WEIGHT DETERMINATION

A. Crated Shipments. The net weight of crated shipments:

1. does not include the crating material weight,
2. is 60% of the gross weight, and
3. may be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. is the weight shown on the bill of lading or weight certificate;
2. includes the weight of barrels, boxes, cartons, and similar packing materials; and
3. does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments. When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. based on constructive weight if the container's gross weight cannot be determined.

D. Constructive Weight. A constructive weight based on 7 pounds per cubic foot (***See NOTE 2 below.***) of properly loaded space may be used:

1. when an adequate scale is not available at origin, en route or at destination,
2. for a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
3. when the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: *The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.*

NOTE 2: *PBP&E weight is based on 40 pounds per cubic foot.*

C8110 WEIGHT ALLOWANCES WHEN GOVERNMENT FURNISHINGS ARE PROVIDED

A. Policy. When Government furnishings are provided at OCONUS locations, HHG shipment at Government expense to *or* from such OCONUS locations ordinarily is limited to 4,500 pounds net weight, not including unaccompanied baggage weight.

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.

2. When an employee is advised that an item of Government furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Government furnishings is added to the 4,500 pounds.

*3. If all Government furnishings are required to be returned to the Government or the Government furnishings become unserviceable and are not replaced, shipment of the employee's maximum weight allowance (18,000 pounds) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.

*4. The authorizing/order-issuing official or designee may increase the restricted HHG weight allowance, when requested to do so by the employee. The increase may be up to the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:

- a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;
- b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;
- c. Additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or
- d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.

5. When a weight restriction is imposed for HHG shipped *into* a non-foreign OCONUS area, the weight restriction *does not apply* to shipments *from* that location as long as the new PDS is not a weight-restricted area.

NOTE: *Appropriate storage, or shipment to a designated place, is authorized for the remainder of an employee's weight allowance.*

C8115 OVERWEIGHT SHIPMENTS

A. Policy

1. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following shipment completion, as determined by the Service concerned.

2. The employee's signature on the Application for Shipment and/or Storage of Personal Property (DD Form 1299) constitutes agreement to be financially responsible for excess weight charges.

3. When an excess weight status is known prior to shipment, TOs must notify the employee and the authorizing/order-issuing official providing shipment funds.

B. Excess Weight Beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army: see AR 55-71, Transportation of Personal Property and Related Services;
2. Navy: see Transportation of Personal Property (NAVSUP P-490);
3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;
4. Department of Defense (DoD) Components: *(See Appendix A for a list of DoD Components.)* Director, Department of Defense Human Resources Activity, 4040 Fairfax Dr., Suite 200, Arlington, VA 22203-1613.

C8120 PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) SHIPMENT

A. Policy. PBP&E:

1. includes an employee's personally-owned professional or specialized items and other materials used for official duty performance (see Appendix A);
2. does not include sports equipment; office, household, or shop fixtures; or furniture (e.g., bookcases, file cabinets, desks, and racks of any kind); and
3. are HHG.

*If the PBP&E may cause an excess weight condition, PBP&E may be moved under pars. C8120-B and C8120-C.

B. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

1. the employee must furnish an itemized inventory of PBP&E for review by an official designated by the authorizing/order-issuing command, at the new PDS;
2. the employee must furnish appropriate evidence (as determined by the authorizing/order-issuing command) that transporting the itemized materials as part of the HHG results in a weight in excess of the maximum weight allowance; and
3. an appropriate official designated by the authorizing/order-issuing command at the new PDS, must review and certify that the itemized PBP&E, are necessary for the proper performance of the employee's duties at the new PDS, and that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at Government expense) for the employee's use at the new PDS.

*C. Administrative Expense. When the employee's PBP&E are authorized for shipment under par. C8120-B:

1. they are transported to the new PDS as an administrative cost not chargeable to appropriations available for travel and transportation expenses,
2. shipment must be by the actual expense method (i.e., the commuted rate method must not be used),
3. the weight and administrative appropriate chargeable must be stated as separate items on the transportation documentation,
4. a constructive weight may be used in unusual instances when it is impractical or impossible to obtain separate weights (see par. C8105-D), and

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5. they may be returned to a CONUS location as an administrative expense for an employee separating from Government service provided they were transported to the OCONUS location as an administrative expense (41 CFR §302-7.303). See also par. C8505.

***D. Administratively Restricted HHG Weight**

1. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C8120-B and C8120-C.
2. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS.
3. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS chargeable to travel and transportation appropriations, shall not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C8120-B and C8120-C.

PART C: HHG SHIPMENT**SECTION 4: FROM OCONUS TO CONUS PERMANENT DUTY STATIONS****C8500 GENERAL**

HHG shipment to the employee's actual residence -- wherever located at the time of the OCONUS assignment -- may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Government expense incident to a PCS, separation, or authorized advance transportation of dependents (see par. C7003).

C8505 ADVANCE RETURN OF HHG SHIPMENT

A. Authorized Return. The following conditions apply to authorized advance return of HHG:

1. The advance return shipment of all or any part of an employee's HHG (at Government expense), while the employee remains assigned at an OCONUS PDS, is authorized only in conjunction with, and under the same conditions as in, par. C7003-D for the advance return of dependents.
2. The allowable costs of advanced HHG shipment may be reimbursed by the Government even if there was no advance return of dependents when the employee has earned entitlement to return travel and transportation, and official orders have been issued directing the employee's PCS or separation travel (B-188345, April 13, 1977).
3. Reimbursement of employee's shipment costs may not exceed the Government's cost to make the HHG shipment at the time of the employee's actual return travel.
4. Paid receipts for expenses of \$75 or more.

B. Unauthorized Return. Advance shipment of HHG at Government expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C7003-D1b, as being in the Government's best interest. If the employee has not completed an agreed service period, the employee must pay for advance HHG shipment and Government transportation facilities may not be used to make the shipment.

C. Employee Returning for Separation

1. HHG of employees returning for separation may be transported at Government expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.
2. HHG shipment may be made to an alternate destination anywhere in the world, but reimbursement may not exceed the constructive cost of shipment in one lot from the OCONUS PDS to the actual residence.
3. The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

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*4. PBP&E transported as an administrative expense to an OCONUS location may be returned to CONUS as an administrative expense for an employee separating from Government service (41 CFR §302-7.303). See also par. C8120.

D. Evacuation. When the conditions stated in Chapter 12 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 U.S.C. §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven post to the evacuated employee's assigned PDS.

C8510 TIME LIMITATIONS

A. General. HHG transportation from the OCONUS area must begin as soon as practicable after the employee's effective date of PCS or return for separation. If practical, HHG transportation is concurrent the employee's departure or as soon afterward as appropriate transportation is available. For HHG movement delayed because of successive PCS assignments, see par. C4106.

B. New PDS Reassignment. Under no circumstances shall HHG transportation begin later than 2 years (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the effective date of the new PDS reassignment.

C. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

- *1. The HHG transportation entitlement (including PBP&E shipment in par. C8120-C) is forfeited if not used within a reasonable time (not to exceed 2 years) after separation.
2. Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C4202-B.
3. Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination is begun within 2 years from the effective date of the employee's separation.
4. Temporary Storage (Storage in Transit - SIT) of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days under conditions stated in par. C8605-B if approved by the employee's commanding officer or designated representative. *SIT in excess of 180 days at Government expense shall not be authorized/approved under any circumstances.*

PART E: NONTEMPORARY STORAGE (NTS) OF HHG

SECTION 2: TO, AND BETWEEN OCONUS AREAS

C8800 GENERAL

1. If an employee's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the employee may request withdrawal from NTS and shipment at Government expense when subsequently there is authority and the HHG are needed for the current tour of duty or when a renewal agreement is executed.
2. The conversion of HHG from SIT to NTS, at Government expense, and from storage at personal expense to NTS at Government expense, may be authorized/approved when the employee is entitled to it.

C8805 ELIGIBILITY

At least one of the following conditions must be met for an employee to be eligible for NTS:

1. the employee is not authorized to transport HHG to the PDS,
2. the employee is unable to use HHG at the PDS,
3. the storage is authorized in the Government's best interest, or
4. the estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

C8810 TIME LIMITATION

1. NTS, at Government expense, may be authorized for a period NTE the tour of duty plus 1 month prior to the time the tour begins.
2. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.
3. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Government expense may continue until the beginning of the 2nd month after the month that eligibility ends *unless* the OCONUS Command extends the period.
4. The employee's OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

C8815 PERSONNEL OFFICE AND TRANSPORTATION OFFICER RESPONSIBILITY FOR NTS RECORDS

When HHG are placed in NTS, at Government expense, the following actions must be taken:

1. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:
 - a. completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For Army civilian employees: The transportation officer also must forward a copy of DD Form 1164 and any amendments, and a copy of the employee's PCS travel orders, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306;*** and

- b. the original warehouse inventory receipt.
2. The gaining OCONUS personnel office must:
 - a. establish an employee NTS HHG file that:
 - (1) is separate from official personnel records,
 - (2) serves as a suspense file for FY funding and any subsequent HHG shipment, and
 - (3) is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;
 - b. furnish the FY fund citation to the TO;
 - c. inform the transportation officer if the employee's NTS entitlement stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and
 - d. destroy the NTS file within a reasonable time after the employee's CONUS PCS.

C8820 FORMS AND PROCEDURES

The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

C8825 REMOVING HHG FROM NTS

A. Partial or Full Removal. An employee, whose HHG are in NTS at Government expense, is entitled to withdraw all or any portion of the authorized HHG weight allowance from storage as long as they are for employee or dependent use in establishing or enlarging the residence.

B. Government-Paid Expenses. The Government is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as:

1. the place to which HHG are delivered is in the commuting area of employee's actual residence, and
2. the employee is entitled to return transportation.

C. Employee Paid Expenses

1. HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those described in par. C7003-D1.

2. When the employee has not earned return transportation at Government expense, the HHG withdrawal expense is reimbursed NTE the cost of drayage and related charges that would have been incurred at the time the employee became eligible for return transportation at Government expense.

D. Documentation. Paid expense receipts (*of \$75 or more*) are required.

E. Limitations. No further shipment or storage of the withdrawn HHG is authorized at Government expense prior to receiving further PCS orders.

7. accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;
8. losses due to the sale/disposal of HHG items that are not convenient or practicable to move;
9. damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
10. subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances under the JTR;
11. medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary quarters;
12. costs due to structural alterations; remodeling or modernizing of living quarters, garages, or buildings, to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS;
13. costs of purchasing clothing, appliances, and equipment due to relocation; and
14. costs of newly purchased items, such as rugs or drapes.

*C9004 REIMBURSEMENT

NOTE: The new MEA amounts (\$500 and \$1,000) are effective for PCS moves with effective dates of orders (see Appendix A) on/after 19 February 2002. Moves with effective dates of orders before 19 February 2002 continue to use the old MEA rates of \$350 and \$700.

A. Minimum. The following may be paid without receipts or itemized statements:

1. Employees without dependents: \$500 or the equivalent of 1 week's basic compensation, whichever is less;
2. Employees with dependents: \$1,000 or the equivalent of 2 week's basic compensation, whichever is less; or
3. Employees with dependents, but whose dependents and HHG are not relocated: \$500 or the equivalent of 1 week's basic compensation, whichever is less. When an employee:
 - a. reports to the new PDS but the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and
 - b. relocates the dependents or HHG within the 2-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C9004-A2.

NOTE: An employee is authorized MEA at the with-dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, August 12, 1976).

B. Maximum. The travel-approving/directing official may authorize/approve MEA in excess of the amount in par. C9004-A, if:

1. the claim is supported by acceptable evidence of expenses incurred, and
2. the total amount does not exceed the employee's basic salary rate of:

- a. 1 week if the employee is without dependents, or
- b. 2 weeks if the employee has dependents.

The basic salary rate is the rate in effect when the employee reports for duty at the new PDS. The allowable amount shall not exceed the maximum rate (step 10) of Grade GS-13, in 5 U.S.C. §5332. A claim for more than the amount authorized in par. C9004-A must be justified.

C. Two Employees in One Household. *When two employees discontinue the same residence at the old PDS and establish one residence at the new PDS only one MEA is paid (73 Comp. Gen. 164 (1994)).*

D. Administrative Procedures. When requesting MEA reimbursement the employee must:

1. submit a travel claim following the guidance in DoDFMR (<http://www.dtic.mil/comptroller/fmr>) for costs associated with leaving the old PDS residence and establishing a new PDS residence,
2. certify that the old PDS residence has been discontinued and a new PDS residence has been established, and
3. establish a residence at the new PDS, if filing a supplemental claim for the remainder of MEA.

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, 5 November 1990). ***(PoC: 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.)

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

CHAPTER 13

SUBSISTENCE EXPENSES WHILE
OCCUPYING TEMPORARY QUARTERS

PART A: GENERAL

C13105 PURPOSE

TQSE is a *discretionary allowance, not an entitlement*, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*. TQSE must be authorized before temporary quarters are occupied and *may not be approved after the fact* (41 CFR §302-5.7).

C13110 GENERAL

A. Temporary Quarters. Temporary quarters are private or commercial lodgings occupied temporarily after a PCS is authorized.

B. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food and other necessities incurred while an employee and/or dependents occupy temporary quarters incident to a PCS.

C. TQSE Types. There are two allowances prescribed in this Chapter:

1. TQSE (AE). Actual expense reimbursement - see Part B, and
2. TQSE(F). Fixed amount payment - see Part C.

NOTE: For Foreign Transfer Allowance guidance refer to Section 240 of the DSSR as stated in par. C1004.

C13115 ELIGIBILITY

Effective 19 February 2002

*A. Conditions. TQSE for an employee and/or each dependent may be authorized under the following conditions:

1. the employee signs a written transportation agreement;
2. a PCS is authorized and the *new* PDS is located in the United States or in a non-foreign (OCONUS) area;

NOTE: The old PDS may be anywhere in the world.

3. the old and new PDS are 50 or more miles apart, according to map distances along a usually traveled surface route;
4. temporary quarters occupancy is for transfers, not evacuations or other reasons unrelated to the transfer;
5. TQSE commencement must begin no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057; and
6. the authorizing/order-issuing official authorizes TQSE allowances.

B. Exclusions. TQSE is not authorized for:

1. a new appointee assigned to a first PDS;
2. an employee transferred to a foreign PDS;

3. an employee performing RAT, except when return is to a different OCONUS PDS in Alaska, Hawaii, U.S. territories and possessions, Commonwealths of Puerto Rico and the Northern Mariana Islands, or the Former Canal Zone Area;
4. an employee assigned to an OCONUS PDS returning to actual residence for separation; or
5. an employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500.

C. Restrictions. As a general policy, authorizing/order-issuing officials should deny TQSE, or if temporary quarters are justified, authorize only a necessary period of TQSE if:

1. the employee and/or spouse make a HHT; or
2. previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent quarters.

C13120 DUPLICATION OF ALLOWANCES

NOTE: Duplicate payments are not allowed for temporary lodgings occupied during the same time period. If an employee receives TQSA for temporary lodgings, the TQSE payment must be reduced by the lodging component of the TQSA received (B-180286, July 2, 1975).

A. TQSE Payment

1. Limitations. TQSE is ***not paid*** when the employee is receiving any other subsistence expense allowances (41 CFR §302-5.16).
2. Exceptions. TQSE ***may be paid*** in addition to:
 - a. COLA payable under the Department of State Standardized Regulations (DSSR) (5 U.S.C. §5941); and
 - b. BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee entitled to relocation expenses and allowances (52 Comp. Gen. 962 (1973)).

B. TQSA Payment. When TQSA is paid based on a foreign overseas location:

1. TQSE ***may not be paid*** for that location, ***but***
2. TQSE ***may be paid*** for the new nonforeign PDS location.

C. TQSE may be paid ***in addition to***:

1. COLA payable under DSSR; and
2. BAH-2 or BAS paid to a member of the Uniformed Services who is the spouse of an employee entitled to relocation expenses and allowances (52 Comp. Gen. 962 (1973)).

C13210 TIME LIMITATIONS**Effective 19 February 2002**

*A. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, not to exceed 60 consecutive days, but only for the time that temporary quarters occupancy is necessary TQSE authorizations are made on a case-by-case basis.

B. Additional TQSE(AE) Period. Order-issuing/authenticating officials may authorize TQSE(AE) for the necessary number of days not to exceed an additional 60 consecutive days (i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized). Each of the following factors must be considered when authorizing an additional period of TQSE(AE):

1. The order-issuing official must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary quarters occupancy. Examples of circumstances which might be considered as being beyond the employee's control include:
 - a. delayed shipment and/or delivery of HHG to the new residence due to extended transit time incident to ocean transportation, strikes, customs, clearance, hazardous weather, fires, floods, or other acts of God;
 - b. delayed occupancy of new permanent quarters because of unanticipated problems (e.g., unforeseen delays in settlement for new quarters, unforeseen short-term delay in construction of a new dwelling);
 - c. inability to locate permanent quarters adequate for family needs because of housing conditions at the new PDS;
 - d. sudden illness, injury, or death of employee or immediate family member; and
 - e. similar factors.
2. Before an additional period of TQSE(AE) is allowed, the employee must provide written justification and documentation.
3. Extensions to the initial authorized TQSE(AE) period are not automatic and must be held to a minimum.
4. ***TQSE(AE) shall never be paid for more than a total of 120 days.***

C. Justification for an Additional Period of TQSE(AE). The employee must provide the order-issuing/authenticating official with written justification that clearly describes the circumstances, warranting the extension, that are beyond the employee's control. The justification, accompanied by documentation from the order-issuing/authenticating official indicating the reasons for authorizing or denying the requested extension, must be retained in a management file for review.

C13215 REIMBURSEMENT

A. General. TQSE(AE) reimbursement is made after the actual total amount of allowable expenses incurred for each day of a 30-day period, is compared to the maximum allowable amount for the 30-day period. The lesser is paid. TQSE(AE) is:

1. not paid for local transportation expenses;
2. limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
 - a. directly related to temporary quarters occupancy;
 - b. a reasonable amount; and

c. substantiated.

NOTE: The travel-approving/directing official may deny reimbursement of any claimed expenses that appear to be unreasonable if the employee cannot justify the expenses.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. temporary lodgings (including lodging taxes or, if temporary lodgings are located outside the United States, the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes);
2. meals and/or groceries;
3. fees and tips incident to meals and lodging;
4. laundry;
5. cleaning and pressing of clothing;
6. the cost of moving HHG to the temporary quarters for the sole purpose of furnishing the quarters (B-217435, August 29, 1985), ***NOTE: The cost of HHG removed from temporary storage and delivered to temporary quarters for the sole purpose of furnishing temporary quarters is a TQSE expense;*** and
7. the cost of moving the HHG to permanent quarters (B-217435, August 29, 1985).

Total allowable expenses exceeding the total authorized TQSE(AE) amount are the financial responsibility of the employee.

NOTE: The provisions of par. C4555-B3 also apply when an employee and/or dependents obtain lodgings from friends or relatives.

C. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The suggested format, "Claim for TQSE," illustrated in Part D of this Chapter, may be used.

D. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Occupancy of temporary quarters for less than a whole day counts as 1 full calendar day for TQSE(AE) reimbursement.
2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, ***unless*** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-5.110).
3. Temporary Quarters Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary quarters are occupied during that calendar day.

PART C: TQSE(F)**C13300 PURPOSE**

TQSE(F) is a *discretionary allowance, not an entitlement*, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*. The order-issuing/authenticating official, *not the employee*, determines if TQSE(F) is necessary.

Effective 19 February 2002

***C13302 LIMITATIONS**

1. The authorizing/order-issuing official, *not the employee*, determines if TQSE(F) is necessary.
2. If the *authorizing/order-issuing official chooses*, TQSE(F) may be offered to the employee.
3. The employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE) if the authorizing/order-issuing official authorizes/approves TQSE.
4. TQSE(F) is a lump-sum payment based on the locality per diem rate at the new PDS.
5. TQSE(F) may be authorized/approved for the number of days determined necessary, *up to 30 days* ***NOTE: The authorizing/order-issuing official is not required to authorize/approve the full 30 days.***
6. The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.
7. If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses any balance belongs to the employee.
8. TQSE does not include local transportation expenses incurred during the occupancy of temporary quarters.

***C13305 TQSE(F) OPTION**

NOTE: TQSE must be authorized before temporary quarters are occupied and may not be approved after the fact (41 CFR §302-5.7).

When TQSE is authorized, the authorizing/order-issuing official may offer employees, on a case-by-case basis, a TQSE(F) amount, computed as indicated in par. C13320, instead of TQSE(AE). TQSE(F) is a lump-sum payment based on the locality per diem rate *in effect at the new PDS when the TQSE(F) offer is accepted by the employee*. The amount of the lump-sum payment is not changed by any increase or decrease to the new PDS per diem rate after the employee accepts the offer. TQSE(F) may be authorized for the number of days determined necessary, *up to 30 days*. When deciding whether or not to offer TQSE(F) to an employee, authorizing/order-issuing officials should consider:

1. Administrative Ease. TQSE(AE) requires review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount. No review is required for TQSE(F) because receipts and supporting statements are not required.
2. Cost Considerations
 - a. TQSE(AE) may continue for up to 120 consecutive days. *TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances.*
 - b. TQSE(AE) in CONUS is based on the Standard CONUS per diem rate (see par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current rate). TQSE(AE) in OCONUS locations is based on the PDS location maximum per diem rate (see <http://www.dtic.mil/perdiem/opdrform.html>). TQSE(F) always is based on the PDS location maximum per diem rate.

3. Employee Choice. TQSE(F) is based on a lower percentage of the locality per diem rate. If the order-issuing official offers an employee the option of TQSE(F), the employee must choose between it and TQSE(AE). The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE). ***Once the employee selects a TQSE method, the selection may not be changed.***

C13310 TIME LIMITATIONS

Under no circumstances may TQSE(F) be paid for more than a total of 30 days.

C13315 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(F) payment.

C13320 COMPUTATION

A. HHT. The number of days paid or reimbursed for a HHT are ***never*** deducted from TQSE(F). See par. C4107 for HHT.

B. Basis for Payment. Payment of TQSE(F) is based on the total number of individuals (employee and dependents) ***actually moving*** to the new PDS, ***not*** the number of individuals actually occupying temporary quarters.

Example 1: An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(F) payment is based on the employee plus 3 dependents.

Example 2: An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does ***not*** move to the new PDS. The TQSE(F) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(F) attributable to the dependent who did not move.

C. TQSE(F) Per Diem Rates/Percentages. ***The per diem rates used in the following example(s) are for illustrative purposes only. Please check <http://www.dtic.mil/perdiem/opdrform.html> (OCONUS) and <http://www.dtic.mil/perdiem/pdrform.html> (CONUS), for current per diem rates.***

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum locality per diem rate for the ***new PDS*** locality (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate.

b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate.

NOTE: If temporary quarters are used in a locality where the per diem rate is \$100, the maximum daily rates (based on the daily per diem rate of \$100) in pars. C13320-C2a and C13320-C2b are \$75 and \$25, respectively.

D. TQSE(F) Computation Example. The following is an example of how TQSE(F) payment is calculated.

1. Data Used

a. Number of days authorized for TQSE(F) = 30 days.

b. Locality per diem rate = \$90 (lodging) + \$30 (M&IE) = \$120 total per diem.

- c. Employee percentage = .75.
- d. Dependent percentage = .25.
- e. Number of dependents = 4.

2. Calculation for the Employee

- a. multiply the maximum per diem rate (\$120) by .75
 $\$120 \times .75 = \90 .
- b. multiply the answer in the previous step (\$90) by the number of days authorized (30) $\$90 \times 30 = \$2,700$.
- c. In this example, the employee’s TQSE(F) payment is \$2,700.

3. Calculation for the Dependents

- a. multiply the maximum per diem rate (\$120) by .25 $\$120 \times .25 = \30 .
- *b. multiply the answer in the previous step (\$30) by the number of days authorized (30) $\$30 \times 30 = \900 .
- c. In this example, each dependent’s TQSE(F) payment is \$900.
- d. In this example, the four dependents total TQSE(F) payment is \$3,600
 $4 \times \$900 = \$3,600$.

4. Total Payment. In this example the employee’s TQSE(F) payment is \$2,700 for himself and \$3,600 for four dependents, for a total TQSE(F) payment of \$6,300. $\$2,700 + \$3,600 = \$6,300$.

E. TQSE(F) Computation Chart

<i>Authorized Traveler</i>	<i>Locality Per Diem Rate (for new PDS)</i>	<i>Percentage Rate Authorized</i>	<i>Days Authorized</i>	<i>Number of Travelers</i>	<i>Formula</i>	<i>Total Payment</i>
Employee	\$120	.75	30	1	$((\$120 \times .75) \times 30) \times 1$	\$2700
Dependent	\$120	.25	30	4	$((\$120 \times .25) \times 30) \times 4$	\$3600
					Total TQSE(F) Pmt	\$6300

CHAPTER 14
REAL ESTATE TRANSACTION AND UNEXPIRED LEASE
EXPENSE ALLOWANCES

C14000 GENERAL

Effective 1 April 1999

For guidance on the Lease Penalty Expense portion of the Foreign Transfer Allowance refer to Section 240 of the Department of State Standardized Regulations (DSSR) as stated in par. C1004.

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred in connection with:

1. the sale of a residence at the old PDS; and
2. the purchase (including construction) of a residence at the new PDS; or
3. the settlement of an unexpired lease involving the residence or a lot on which a mobile home used as a residence was located at the old PDS;

after the employee has signed the required transportation agreement, and:

1. a PCS is authorized/approved and, except as provided in par. C14000-C, the old and new PDSs are located in CONUS or in non-foreign OCONUS areas;
2. the dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;
3. the settlement dates for the sale (or lease termination) and purchase are within the time limitation prescribed in par. C14000-B;
4. the residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work. ***NOTE: If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling where the employee's dependents reside or will reside, but only if such residence reasonably relates to the PDS as determined by the travel-approving official concerned.***

NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.

(Effective 19 February 2002)

*B. Time Limit for Residence or Lease Termination Transactions. Except as provided herein, settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer (see Appendix A). For employees eligible under par. C14000-C, the new PDS is the PDS to which the employee reports for duty when reassigned or transferred from a foreign area. The 2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. (For example, if an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.) Upon an employee's written request, the 2-year period may be extended for up to an additional 2 years by the commanding officer (or designee) of the activity bearing the cost. The employee should submit a written request to the appropriate authority as soon as the employee becomes aware of the extension need, but within the initial 2-year period. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost. An extension may be granted only if a determination is made that extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS (as opposed to being unrelated to the actual PCS). (For an employee who reported on 20 October

1998 and is granted an extension to the 2-year period, settlement may be no later than 20 October 2002. Costs for transactions completed after the 4-year period may not be reimbursed (B-191018, December 26, 1978)). The 2-year extension provision in this paragraph is effective for employees whose effective date of transfer (see Appendix A) is on or after 19 February 2002. For those with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.

NOTE: There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in § 302-2-8 and 302-2.11 in the Federal Travel Regulation (FTR), which has the force and effect of law (B-245281, February 20, 1992).

C. Transfer from a Foreign Area to a CONUS or Non-foreign OCONUS Area

1. Definitions. The following definitions apply for the purposes of this subparagraph:

a. Former CONUS or Non-foreign OCONUS Area PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. See definition in Appendix A.

2. Applicability. An employee who has completed an agreed upon tour of duty in a foreign area and, instead of being returned to the former CONUS or non-foreign OCONUS area PDS, is reassigned/transferred in the Government's interest to a CONUS or non-foreign OCONUS area PDS other than the one from which transferred when assigned to the foreign PDS is authorized reimbursement under this Chapter. The distance between the former and new CONUS or non-foreign OCONUS PDSs must meet the distance criteria specified in par. C4108 for change of station within the same city or area.

NOTE: The following employees are not eligible for real estate allowances when transferred from a foreign area PDS to a PDS in CONUS or a non-foreign OCONUS area. This is because they were not initially transferred from a PDS in CONUS or a non-foreign OCONUS area to the foreign area PDS as a civilian employee:

(a) a locally hired employee described in par. C4002-B2a(1) (former member of U.S. armed forces);

(b) a locally hired employee described in par. C4002-B2a(4) (employee who accompanied or followed the spouse to the OCONUS area); and

(c) an employee hired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

3. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C14000-C3a to be eligible for reimbursement for expenses in par. C14000-C3b above.

4. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of PCS orders) that instead of returning to the former CONUS or non-foreign OCONUS area PDS, reassignment/transfer is to be to a different CONUS or non-foreign OCONUS area PDS may not be reimbursed.

5. Service Agreement Required. A signed service agreement as prescribed in par. C4103 is required for reimbursement of residence transaction expenses authorized under this paragraph.

C15052 PAYMENT FOR PM SERVICES FOR EMPLOYEES TRANSFERRED TO A PDS IN THE U.S.

A. When PM Services may be Authorized. PM services may be authorized only for a residence at the old U.S. or non-foreign area PDS. The authorizing/order-issuing official may authorize PM services when an employee is transferred

1. back to a different U.S. (including non-foreign area) PDS than the one from which the employee transferred to a foreign area PDS; or
2. within the U.S. (including non-foreign areas)

only if:

1. the employee's transfer is in the Government's interest;
2. the employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at Government expense under par. C14000 or C15000;
3. PM services are more advantageous and cost effective for the Government than sale of the employee's residence; and
4. the employee has signed a service agreement incident to the transfer to the U.S. (or non-foreign area) PDS.

B. Option to Accept PM Service in Lieu of Residence Sale. When PM services under this paragraph are offered, the employee may elect to accept or decline such services in lieu of selling the residence at Government expense.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the Government for a residence in the U.S. (or non-foreign area) while the employee was assigned at a PDS in a foreign area if the employee elects to sell a U.S. (or non-foreign area) residence at Government expense when transferred from a foreign area PDS to a U.S. (or non-foreign area) PDS different than the one from which transferred to the foreign area PDS.

D. Residence Sale After Electing PM Services. An employee, who is offered and elects PM services under this paragraph, may later elect to sell the residence at Government expense within the applicable time limitation in Chapter 14. Payment for the sale of the residence at Government expense may not exceed the maximum amount prescribed in par. C14002-B1, for sale of a residence, less the amount paid for property management services. If the amount paid for property management services equals or exceeds the maximum amount in par. C14002-B1, no reimbursement is allowed for sale of the residence.

(Effective 19 February 2002)

*E. Payment Duration for PM Services. Payment for PM services under this paragraph must not exceed 2 years from the employee's effective date of transfer. For transfers within the U.S. or non-foreign areas (e.g., both PDSs are in the U.S and/or a non-foreign area), an extension under the conditions in par. C14000-B for up to two additional years may be allowed.

C15053 PAYMENT FOR PM SERVICES FOR EMPLOYEES AUTHORIZED A TCS

A. General. An employee authorized a TCS under par. C4111, is entitled to PM services for the residence at the previous official station when the employee and/or a member of the employee's immediate family holds title to the residence.

B. Duration of Payment for PM Services. Entitlement to payment for PM services is from the time the employee transfers to the temporary official station until one of the following occurs:

1. the employee transfers back to the permanent official station;

2. the employee separates from the Government service;
3. the temporary official station becomes the PDS; or
4. the end of the 30th month.

C. Sale of Residence Incident to Temporary Official Station Becoming Permanent. An employee, authorized real estate expenses for the sale of residence because the temporary official station becomes permanent, is required to repay PM fees paid under this paragraph after the temporary official station becomes the employee's PDS.

- b. an employee receives the benefit of the exclusion from gross income of the reimbursements of or payment for those moving expenses for which a deduction could be claimed.
- c. the State and local tax rates for Year 1 and Year 2 remain the same or are not substantially different. Therefore, the State and local tax rates for Year 1 shall be used in calculating the CMTR for Year 2.

2. Estimate of Tax Liability. The prescribed procedures must be used without being adjusted to accommodate an employee's unique circumstance which may differ from the assumed circumstances stated in par. C16008-B1.

3. Adjustment. An adjustment of the RIT allowance paid in Year 2 for the covered taxable reimbursements received in Year 1 is required if the tax information certified in the RIT allowance claim is different from that shown on the actual Federal tax return filed with IRS for Year 1 or changed for any reason after filing of the tax return, so as to affect the CMTRs used in the RIT allowance calculation. See par. C16010 for claims procedures.

C. Covered Taxable Reimbursement Amount Determination

1. General. The amount of covered taxable reimbursements is the sum of all non-qualified moving expense reimbursements. These are "covered moving expense reimbursements" authorized under par. C16004 that DoD pays directly to an employee or to a third party on behalf of an employee (e.g., to a moving company) which would *not* be deductible under IRC section 217 if paid directly by the employee. These reimbursements are included in the employee's gross income (see pars. C16004 and C16007-G). If an employee does not satisfy the IRC time and/or distance requirements, the amount of "covered moving expense reimbursements" and the amount of "covered taxable reimbursements" are the same.

2. When Reimbursements Span More Than 1 Year. Some employees receive covered moving expense reimbursements over a span more than one year. Each year will be evaluated and reported separately. Qualified moving expense reimbursements are excluded from the employee's gross income in the year the reimbursement is made or the in-kind benefit provided. Non-qualified moving expense reimbursements are included in the employee's gross income in the year the reimbursement is made or the in-kind benefit provided.

3. WTA Excluded From Taxable Reimbursement. Although the WTA amount is included in income (see par. C16007), it shall not be included in the amount of covered taxable reimbursements. Under the established procedures and formulas, the proper RIT allowance amount is calculated using the RIT "gross-up" formula with the WTA and any prior RIT allowance payments excluded from covered taxable reimbursements.

4. Reimbursements Not Covered by RIT. DoD components are cautioned that there may be moving expenses reimbursed to an employee that are not covered by the RIT allowance. See exclusions in par. C16005; also see discussion in par. C16007 regarding covered taxable reimbursements versus nondeductible expense.

*D. Income Level and Filing Status Determination. To determine the CMTRs needed to calculate the RIT allowance, an employee must determine the appropriate amount of earned income (as prescribed herein) that was or will be reported on the Federal income tax return for the tax year in which the covered taxable reimbursements were received (Year 1). This amount also must include the spouse's earned income if the "married filing jointly" filing status is claimed. For purposes of this Chapter, appropriate earned income includes only the amount of gross compensation reported on IRS Form(s) W-2, and, if applicable, the net earnings (or loss) from self-employment income as shown in Schedule SE of IRS Form 1040 (see par. C16002-A). ***Even though reported on IRS Form 1099, and not Form W-2, military retired pay (and only military retired pay) is part of earned income (B-256731, November 8, 1994 and GSBCA 15500-RELO, August 14, 2001).*** (Note that reimbursements for moving expenses that are not deductible, including the WTA amounts and any RIT allowance paid for a prior Year 1, are to be included in earned income and should be shown as income on the Form W-2. If prior Year 1 WTA and RIT allowance amounts are not included on the Form W-2, other appropriate documentation must be furnished by the DoD component. See par. C16007-G.) The earned income amount as determined under this paragraph and the tax filing status must be contained in a certified statement on, or attached to, the voucher claiming the RIT allowance. See par. C16010. If a joint filing status is claimed and the spouse's earned income is included, the spouse also must sign the certified statement. If the spouse does not sign the statement, earned income includes only the employee's

earned income and the RIT allowance is calculated on the basis that the employee is [married filing a separate return] or [a single tax payer], except when an employee is allowed, under IRS rules, to file a joint return as a surviving spouse.

E. Combined Marginal Tax Rates (CMTRS) Determination. The "gross up" formula used to calculate the RIT allowance in par. C16008-E5 requires the use of two CMTRs -- one for Year 1 in which reimbursements were received and the other for Year 2 in which the RIT allowance is paid. CMTRs are single tax rates calculated to represent the Federal, State and/or local income tax rates applicable to the earned income determined in par. C16008-E4 for Year 1. The CMTRs are determined as provided in pars. C16008-E2 through C16008-E4.

1. Federal Marginal Tax Rates. The Federal Marginal tax rates for Years 1 and 2 are determined by using the income level and filing status determined under par. C16008-D and contained in the certified statement by an employee (or employee and spouse) on the RIT allowance claim, and applying the prescribed Federal tax tables contained in the tables in Appendix R. For example, if the income level for a given tax year (Year 1) was \$84,000 for a married employee filing a Federal joint return, the Federal marginal tax rate is 33 percent for Year 1 and 28 percent for Year 2. These rates are used regardless of how much of the \$84,000 is attributable to reimbursement for the employee's non-deductible moving expenses. (Note that these marginal rates are different from the flat 28 percent withholding tax rate used for the WTA.) If an employee incurs only Federal income tax (i.e., there are no State or local taxes), the Federal marginal tax rate determined from the tables in Appendix R are the CMTRs used in the RIT "gross-up" formula provided in par. C16008-F. In these cases, the provisions of pars. C16008-E2 and C16008-E3 do not apply.

2. State Marginal Tax Rate

a. Determining Applicable State Marginal Tax Rate. If an employee incurs an additional State income tax (see definition in par. C16002-D10) liability as a result of moving expense reimbursements, the appropriate State tax table in Appendix R must be used to determine the applicable State marginal tax rate for use in the formula to determine the CMTR for both Years 1 and 2. The appropriate State tax table is the one that corresponds to the tax year in which the reimbursements are paid to an employee (Year 1). The income level determined in par. C16008-D for Federal taxes shall be used to identify the appropriate income bracket in the State tax table. The applicable State marginal tax rate is obtained from the selected income bracket column for the State to which an employee is required to pay State income tax on moving expense reimbursements. The tax rates shown in the table apply to all employees regardless of their filing status, except where a separate rate is shown for a single filing status.

b. Earned Income Less Than Lowest Income Bracket. The lowest income bracket shown in the State tax table in Appendix R is \$20,000-\$24,999. If an employee's (employee's and spouse's, if filing jointly) earned income as determined under par. C16008-D is less than this income bracket, an appropriate State marginal tax rate shall be established by the finance and accounting/disbursing officer from the applicable State tax code or regulations. A derived State marginal tax rate shall be representative of the earned income level in question but in no case more than that State's marginal tax rate established in the table in Appendix R for the \$20,000-\$24,999 income bracket.

c. Converting State Marginal Tax Rate. The prescribed State marginal tax rates ordinarily are expressed as percents of taxable income. However, if the applicable State marginal tax rate is stated as a percentage of the Federal income tax liability, the State tax rate must be converted to a percent of taxable income to be used in the CMTR formulas in par. C16008-E4. This is accomplished by multiplying the applicable Federal tax rate for Year 1 by the applicable State tax rate. For example, if the Federal tax rate is 33 percent of Year 1 and the State tax rate is 25 percent of the Federal income tax liability, the State tax rate stated as a percent of taxable income would be 8.25 percent. The State tax rate determined for Year 1 is used in determining the CMTR for both Years 1 and 2.

d. Tax Liability in More Than One State. An employee may incur a State income tax liability on moving expense reimbursements in more than one State at the same or different marginal tax rates (i.e., double taxation). For example, an employee may incur taxes on moving expense reimbursements in one State because of residency in that State, and in another State because that particular State taxes income earned within its jurisdiction irrespective of whether the employee is a resident. In these cases, a single State

NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See Appendix O, par. T4040-A2b. for information on "Government mess available.") by an employee includes:

A. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp;
NOTE: A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.

B. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

C. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

A. owned by an agency;

B. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

C. leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE. The daily rate (discount or standard) charged for meals in a Government dining facility.

Effective 1 October 2001

1. Discount Government Meal Rate: \$6.75 per day
2. Standard Government Meal Rate: \$8.10 per day

NOTE: Also see **DISCOUNT GOVERNMENT MEAL RATE.**

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/GOVERNMENT MESS.**

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

A. Sleeping accommodations in a facility (other than a transportation mode) owned, operated, or leased by the U.S. Government; or furnished by a foreign government under an agreement or on a complimentary basis in behalf of the United States; or furnished by a Government contractor under the terms of a contract or on a complimentary basis;

B. lodgings or other quarters obtained by U.S. Government contract;

C. quarters in a state-owned National Guard camp;

D. sleeping facilities in a National Guard armory when these facilities actually are used or their use is directed by competent authority for annual or year-round annual training even though not used;

E. temporary lodging facilities as defined in this Appendix;

F. permanent lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations; and

G. family-type housing owned or leased by the U.S. Government.

NOTE 1: Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant and a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

NOTE 2: Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see Government Conveyance.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. **NOTE:** *Members, traveling together under orders directing no/limited reimbursement, may be between any points en route, provided that the order specifically indicates the points between which the status applies.*

***HOUSEHOLD GOODS (HHG).** Items (*except those listed in B. and C*) associated with the home and all personal effects belonging to an employee and dependents when shipment or storage begins.

A. HHG include:

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 employees ordered to locations listed in Appendix F;
5. vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis, and snowmobiles);
6. **(Effective 19 February 2002)** boats that can be transported in a moving van (e.g., canoe, kayak, rowboat, outboard/inboard motorboat (14 ft or less)); and
7. **(Effective 19 February 2002)** ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

B. HHG *do 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 (other than those in A6 above); and
8. hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
3. that are perishable (including frozen foods), or that require refrigeration, or that are perishable plants.

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

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

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RENEWAL AGREEMENT TRAVEL. See **PERMANENT DUTY TRAVEL.** Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, *between overseas tours of duty*. See Chapter 4, Part D, for eligibility and limitations.

RESERVE COMPONENT.

- A. The Army National Guard of the United States;
- B. the Army Reserve;
- C. the Naval Reserve;
- D. the Marine Corps Reserve;
- E. the Air National Guard of the United States;
- F. the Air Force Reserve;
- G. the Coast Guard Reserve; and
- H. the Reserve Corps of the Public Health Service.

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

SECRETARIAL PROCESS. Action by the:

- A. Secretary of a Military Department,
- B. Directors of Defense Components,
- C. Deputy Assistant Secretary of Defense (Administration) for:
 - 1. Office of the Secretary of Defense,
 - 2. Washington Headquarters Services,
 - 3. Organization of the Joint Chiefs of Staff,
 - 4. Uniformed Services University of the Health Sciences, and U.S. Court of Military Appeals, or
- D. Designated representative for any of the above.

SECRETARY CONCERNED.

- A. the Secretary of the Army, with respect to matters concerning the Army;
- B. the Secretary of the Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy;

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

SEPARATE DEPARTMENT. *See DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.*

SEPARATION TRAVEL. *See PERMANENT DUTY TRAVEL.*

SERVICES. *See UNIFORMED SERVICES.*

***SHORT DISTANCE MOVE.**

A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS.

See par. C4108-B for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

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

SPECIAL NEEDS. (*Also see EMPLOYEE, DISABLED.*) Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS PER DIEM RATE.

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

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

SUBSISTENCE EXPENSES. *See PER DIEM ALLOWANCE.*

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART III: 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

1. GSA airlift contracted through the Contract City-Pair Program shall be used. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

*a. Space on a scheduled contract flight (including a confirmed pet space (see **NOTE**)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

***NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing ((DoD 4500.9-R) - DTR, Part I, Chapter 103, par.B.2.c.(1) Note).**

b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours;

c. 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 non-contract 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 through a centrally billed account;**

d. Rail service is available and that service is cost effective and consistent with mission requirements;

e. 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;

f. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;

(1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and

(2) 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 Air Mobility Command (AMC) Category B/Patriot Express is not available or does not meet the mission requirement.

2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares (including Contract City-Pair fares) when purchasing commercial airline tickets.

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

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.