

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 437

Alexandria, VA

1 March 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 March 2002 unless otherwise indicated.

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This change includes all material written in CAP Items 64-01(E) and 77-01(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 436 cover page.

BRIEF OF REVISION

These are the major changes made by Change 437:

C1200; C1205; Appendix A; Appendix O. Implements FY 2002 DoD Authorization Bill, Section 1116, which allows employees, members, and those traveling on invitational travel orders to keep promotional items, including frequent flyer miles, received while traveling on official business paid for by an agency. This applies to promotional items currently held or received in the future.

C4300; C4565. Adopts the method used in the JFTR for determining the maximum number of days that per diem may be paid when PCS travel is performed by privately owned conveyance. Under the adopted method, currently used for uniformed members, per diem will be paid to civilian employees in full days. One day's per diem will be allowed for each 350 miles. If the remaining distance is 51 miles or more, per diem will be paid for an additional day. When the total distance is 400 miles or less, 1 day's per diem will be allowed.

Appendix A. Identifies "extended storage" as another term used for "non-temporary storage" of HHG.

VOLUME 2

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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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CHAPTER 1
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PART D: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES

*C1200 RETAINING PROMOTIONAL ITEMS

A. General

1. A traveler on official business traveling at Government expense on the funds of an agency (see definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
2. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
3. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.)

B. Seat Relinquishing

1. Voluntary. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. *Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.*
2. Involuntarily. If a traveler is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).

C. Lost or Delayed Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost or delayed by the carrier. If the traveler intends to make a claim against the Government, the traveler should see the Claims Office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full.

C1201 ADMINISTRATIVE INSTRUCTIONS

Except for the provisions of Appendix O, each Service may issue necessary administrative instructions for the judicious administration of the provisions contained in this regulation.

*C1205 STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON-FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES

See the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html regarding Standards of Conduct and how to accommodate non-Federal sources for travel and transportation expenses.

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PART G: PER DIEM FOR PDT BY POC**Effective 19 February 2002*****C4300 ALLOWABLE PER DIEM**

A. POC (Except Airplane) Use Advantageous to the Government. When POC (except an airplane) use for PDT is authorized (see par. C4552-F when travel is 12 or fewer hours), the per diem entitlement is the lesser of:

1. the result of allowing 1 day of travel time for each 350 miles of the official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (see **NOTE**), or
2. the actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

NOTE: An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by Governmental authorities, or other reasons acceptable to the employing DoD component (e.g., a physically handicapped employee). In these cases, per diem may be allowed for the delay period or for a shorter period as determined by the DoD component. The employee may be required by finance regulations to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay.

B. POC (Except Airplane) Use Not Advantageous to the Government. When a POC (except an airplane) is used for PDT and that use is not advantageous to the Government, the per diem allowance is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. This paragraph does not apply to travel under par. C2158.

C. Rates of Per Diem. See par. C4553-B for applicable rates of per diem.

**EXAMPLE 3
(TDY Travel Involving IDL)**

ITINERARY

8/15 Sunday Depart residence en route to Hong Kong, cross IDL
 8/16 Monday Arrive Hong Kong
 8/17-8/20 (Tues-Fri) TDY Hong Kong
 8/21 Saturday Depart Hong Kong, arrive residence

Lodging cost incurred in Hong Kong \$70 per night

MAXIMUM RATES AT TIME OF TRAVEL

Hong Kong \$34 (maximum lodging amount \$221, local meals rate \$98, PMR \$53 and local incidentals rate \$25).

REIMBURSEMENT		
8/15 Sunday (day travel begins)	75% times \$123 (Hong Kong M&IE \$98 + \$25) = \$92.25 + \$70 (lodging cost) =	\$ 162.25
8/16 Monday	IDL (15th and 16th are treated as one day for per diem) =	0
8/17 - 8/20 (Tuesday - Friday)	\$123 (Hong Kong M&IE) + \$70 (lodging cost) = \$193 x 4 days =	\$ 772.00
8/21 Saturday (day of return travel, no lodging cost)	\$123 (Hong Kong M&IE) x 1 day =	\$ 123.00
8/21 Saturday (day travel ends)	75% times \$123 (Hong Kong M&IE \$98 & \$25) =	\$ 92.25
Total Reimbursement		\$1149.50

When crossing the IDL in a westward direction (Los Angeles to Hong Kong), the dates 8/15 - 8/16 (Sunday and Monday) are treated as one day for per diem computation purposes. Upon return (west to east) when employee crosses the IDL, the remaining hours on Saturday become Friday east of the IDL and the traveler arrived home on the second Saturday. For per diem purposes each Saturday is treated as a separate day.

**EXAMPLE 4
(TDY Travel - More Than 12 Hours But Not Exceeding 24 Hours)**

DEP Residence 1 May
 ARR 1st TDY location 1 May
 DEP 1st TDY location 1 May
 ARR 2nd TDY location 1 May
 DEP 2nd TDY location 1 May
 ARR Residence 2 May

Actual travel time is 18 hours.	
M&IE rate applicable to 1st TDY location	\$36.00
M&IE rate applicable to 2nd TDY location	\$28.00
REIMBURSEMENT	
75% x \$36.00 (Highest M&IE for TDY locations)=	<u>\$27.00</u>
Total reimbursement =	\$27.00

Effective 19 February 2002

***EXAMPLE 5
(PCS Travel)**

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

An employee performed PCS travel from San Francisco, CA, to Washington, DC, in 10 days. The employee elected to travel by automobile, accompanied by spouse and 2-year old child. They departed their residence at 1130 on the first day (departure day) and arrived at the new PDS at 1930 on the 10th day (arrival day). The official distance traveled was 2,826 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 days (See par. C4300). Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 8 days @ \$85 (Standard CONUS per diem rate)=		\$680.00
1 st day (departure day)	75% of \$30 (Standard CONUS M&IE rate) plus \$55 (lodging) =	\$ 77.50
2 nd day	\$30 (M&IE rate) plus \$0 (lodging) =	\$ 30.00
3 rd through 8 th days	\$30 (M&IE rate) plus \$55 (lodging) X 6 days =	\$510.00
9 th day	\$30 (M&IE rate) plus \$0 (lodging) =	\$ 30.00
10 th day (arrival day)	75% of \$30 Standard CONUS M&IE rate) =	<u>\$ 22.50</u>
Employee's per diem entitlement =		\$670.00
Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$670.00) =		\$502.50
Per diem for accompanying child (under 12 years) at $\frac{1}{2}$ the amt due the employee (\$670.00) =		\$335.00
Total amount payable to employee =		\$1,507.50

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C4300.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$85 prescribed in par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> (\$30 M&IE rate plus lodging not to exceed \$55). In this case, the lodging cost for each of the 7 nights exceeded the \$55 maximum allowable lodging amount and nightly lodging reimbursement was therefore limited to \$55. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$30) plus lodging cost not to exceed \$55 for a total of \$77.50. For the 2nd day, the applicable per diem rate is the M&IE (\$30) rate plus the lodging cost (\$0) for a total of \$30. For days 3 through 8, the applicable per diem rate is the M&IE (\$30) rate plus lodging cost not to exceed \$55, times the number of days (6) at that rate for a total of \$510.00. For the 9th day the applicable per diem rate is the M&IE (\$30) rate plus lodging cost (\$0) for a total of \$30. For the 10th day (arrival day at the new PDS) the applicable per diem rate is 75% of the Standard CONUS M&IE (\$30) rate. Per diem for actual travel by the employee is \$670.00. Since per diem for actual travel does not exceed the maximum allowable (\$680.00) for 8 days travel time, the employee is authorized the full amount (\$670.00) for the actual travel time and authorization for dependents is $\frac{3}{4}$ and $\frac{1}{2}$ respectively of the \$670.00 due the employee.

Effective 19 February 2002

***EXAMPLE 6**
(PCS Travel)

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

An employee performed PCS travel from Washington, DC, to Phoenix, AZ, in 6 days. The employee elected to travel by privately owned-automobile accompanied by the spouse and 7-year-old child. They departed their place of abode at 0800 on the first day and arrived at his new PDS at 2100 on the 6th day. The official distance traveled was 1,443 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 4 days (See par. C4300). Lodgings were occupied for 5 nights, 3 of which were spent at the homes of friends at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$56, and 3 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 4 days @ \$85 (Standard CONUS per diem rate)=		\$340.00
1 st day (departure day)	75% of \$30 (Standard CONUS M&IE rate) plus \$0 (lodging) =	\$ 22.50
2 nd day	\$30 (M&IE rate) plus \$55 (lodging) =	\$ 85.00
3 rd day	\$30 (M&IE rate) plus \$0 (lodging) =	\$ 30.00
4 th day	\$30 (M&IE rate) plus \$55 (lodging) =	\$ 85.00
5 th day	\$30 (M&IE rate) plus \$0 (lodging) =	\$ 30.00
6 th day (arrival day)	75% of \$30 (Standard CONUS M&IE rate) =	\$ 22.50
Employee's per diem entitlement =		\$275.00
Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$275.00) =		\$206.25
Per diem for accompanying child (under 12 years) at $\frac{1}{2}$ the amt due the employee (\$275.00) =		\$137.50
Total amount payable to employee =		\$618.75

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($1,443 \div 350 = 4$ days with a remaining distance of 43 miles ($1,443 - 1,400$)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C4300.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$85 prescribed in par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> (\$30 M&IE rate plus lodging not to exceed \$55). In this case, the lodging costs for 2 nights exceeded the maximum allowable amount of \$55 and lodging reimbursement was therefore limited to \$55. For the 1st day (departure day) the applicable per diem rate is 75% of the M&IE rate (\$30) plus lodging cost not to exceed \$55 for a total of \$22.50. For days 2 and 4, the applicable per diem rate is the M&IE rate (\$30) plus lodging cost not to exceed \$55 for a total of \$85 for each day. For days 3 and 5, the applicable per diem rate is the M&IE (\$30) rate plus lodging cost (\$0) for a total of \$30 for each day. For the 6th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$22.50) of the Standard CONUS M&IE rate (\$30). In this case, since per diem for the actual travel time (\$275.00) did not exceed the maximum allowable (\$340.00), the employee is authorized the lesser amount and the authorization for dependents is $\frac{3}{4}$ and $\frac{1}{2}$ respectively of the \$275.00 due the employee.

Effective 19 February 2002

***EXAMPLE 7
(PCS Travel)**

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

An employee performed PCS travel from Los Angeles, CA, to Washington, DC, in 15 days. The employee and spouse elected to travel by privately-owned automobile. They departed their place of abode at 0700 on the first day and arrived at the new PDS at 1300 on the 15th day. The official distance traveled was 2,615 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 days (See par. C4300). Lodgings were occupied for 14 nights, 4 of which were spent at the homes of friends at no cost. The employee certified that the single rate applicable to the rooms occupied with the spouse were 10 nights at \$55 a night, and 4 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 8 days @ \$85 (Standard CONUS per diem rate)=		\$680.00
1 st day	75% of \$30 (Standard CONUS M&IE rate) plus \$55 (lodging)	\$ 77.50
2 nd through 10 th day	\$30 (M&IE rate) plus \$55 (lodging) x 9 =	\$ 765.00
11 th through 14 th day	\$30 (M&IE rate) plus \$0 (lodging) x 4 =	\$ 120.00
15 th day	75% of \$30 (Standard CONUS M&IE rate) =	\$ 22.50
Total		\$ 985.00
Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$680.00) =		\$ 510.00
Total amount payable to employee (\$680.00 + \$510.00) =		\$1,190.00

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($2,615 \div 350 = 7$ days with a remaining distance of 165 miles ($2,615 - 2,450$). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C4300 for a total of 8 days.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$85 prescribed in par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> (\$30 M&IE rate plus lodging not to exceed \$55). In this case, the lodging cost for each of the first 10 nights exceeded the maximum allowable amount of \$55. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$30) plus lodging cost not to exceed \$55 for a total of \$77.50. For days 2 through 10, the applicable per diem rate is the M&IE rate (\$30) plus lodging cost not to exceed \$55, times the number of days (9) at that rate for a total of \$765. For days 11 through 14, the applicable per diem rate is the M&IE rate (\$30) plus lodging cost (\$0) times the number of days (4) at that rate for a total of \$120. For the 15th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$22.50) of the M&IE rate (\$30). Since per diem for the actual travel time (\$985 exceeded the maximum allowable (\$680.00), the employee is authorized \$680.00. Authorization for the dependent is $\frac{3}{4}$ of the \$680.00 due the employee.

**EXAMPLE 8
PCS/Separation Travel**

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

1. PCS/separation travel from Stuttgart, GE, to Atlanta, GA.

2. 9/1: Depart residence in Stuttgart, GE at 0830. Arrive at residence in Atlanta at 2000.
3. The employee is entitled to per diem since actual travel time exceeds 12 hours (see par. C4552-F).
4. Since travel begins and ends on same day, the rule in par. C4553-D1 applies (see also par. C4553-D2d(4)).
5. Maximum per diem rate at time of travel \$85 (M&IE rate \$30, maximum lodging amount \$55). (The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.)
6. Reimbursement for 9/1 is \$22.50 (75% of \$30).
7. If, in the above example, the employee is accompanied by a spouse on PCS travel, per diem payable for the spouse is $\frac{3}{4}$ of the \$22.50 due to the employee.
8. *Per diem is not payable for dependents on separation travel.*

EXAMPLE 9
(PCS Travel - More than 12 Hours But Not Exceeding 24 Hours)

DEP	Old PDS (Washington, DC)	1 May
ARR	New PDS (Paris, France)	2 May

Actual travel time 16 hours M&IE rate applicable to the new PDS location \$78.00 at the time of travel.	
REIMBURSEMENT	
75% x \$78.00 (M&IE) rate for new PDS locations) =	\$58.50
Total reimbursement =	\$58.50
Per diem for an accompanying spouse if $\frac{3}{4}$ of the amount due the employee (\$58.50) =	\$43.88
Per diem for an accompanying child 12 years of age or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =	\$43.88
Per diem for accompanying child under 12 years of age is $\frac{1}{2}$ of the amount due the employee (\$58.50) =	\$29.25

EXAMPLE 10
Renewal Agreement Travel

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

1. Employee and spouse performed renewal agreement travel from Frankfurt, GE, to Chicago, IL, and return to Frankfurt.
2. Itinerary:

Itinerary	
9/1	Depart residence in Frankfurt GE at 0730 Arrive residence in Chicago at 2230
9/2 to 9/30	Leave
10/1	Depart residence in Chicago at 1400
10/2	Arrive residence in Frankfurt, GE at 1015

3. Employee is entitled to per diem since actual travel time exceeds 12 hours (see par. C4552-F).
4. Maximum per diem rate at time of travel \$85 (M&IE rate \$30, maximum lodging amount \$55). (The destination per diem rate applicable for renewal agreement travel to CONUS is the Standard CONUS per diem rate.)
5. Reimbursement:

Reimbursement		
9/1	75% of \$30 (M&IE)	\$22.50
9/2 to 9/30	no per diem	
10/1 - 10/2	75% of \$30 (M&IE)	<u>\$22.50</u>
Total Reimbursement		\$45.00

6. Since travel from Frankfurt to Chicago began and ended on the same day, the rule in par. C4553-D2a(2) applies and the destination M&IE rate (\$30) is used for computing per diem for that day.
7. On the return trip, the M&IE rate applicable to the actual residence for renewal agreement travel is used for computing per diem (par. C4553-D2d(3)).
8. *Dependents are not entitled to per diem for renewal agreement travel.*

PART D: STORAGE IN TRANSIT (SIT)***C8600 GENERAL**

Temporary storage is short-term storage that is part of HHG transportation. May be at any combination of the origin, destination, and en route locations. Also referred to as storage in transit (SIT). ***SIT is not authorized for HHG moves between local quarters when no PCS exists (par. C8430).***

C8605 TIME LIMITATION

A. General. SIT (in connection with an authorized HHG shipment) shall not exceed 90 days unless the employee requests (in writing) an additional period NTE 90 days that is authorized/approved by the authorizing/order-issuing official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense.

B. Justification. Acceptable justification for an additional SIT period includes:

1. an intervening TDY or long-term training assignment,
2. nonavailability of suitable housing,
3. completion of residence under construction,
4. serious employee illness,
5. dependent illness or death,
6. strikes,
7. acts of God,
8. other circumstances beyond the employee's control, or
9. similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary quarters for the purpose of furnishing temporary quarters is a TQSE expense. See par. C13215.

C8610 REIMBURSEMENT

SIT reimbursement shall not exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for expenses of \$75 or more. Written statements, acceptable to the authorizing/order-issuing official, are allowed when receipts are not available.

APPENDIX A**DEFINITIONS****PART I: TERMS**

As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

- A. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
- B. Coach or Chair Car (Rail). A type, not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
- C. Lowest First Class. The lowest cost offered by commercial carriers to the general public as first class.
- D. Security (Enclosed). Any private room space that can be locked for security purposes.

ACCOMMODATIONS, APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

ACCOMMODATIONS, COMMON CARRIER.

NOTE: *On common carrier aircraft with two classes of service, the higher class is first class.*

- A. First/Premium Class. The highest class of accommodations offered by commercial airlines. All classes above the lowest class. Includes suites, offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
- B. Premium Class Other than First Class. Any class of accommodations offered by commercial airlines that is between coach-class and first-class accommodations (e.g., business-class).
- C. Coach-Class. The basic class of accommodations offered by commercial airlines and passenger rail carriers, that includes a level of service available to all passengers regardless of the fare paid. The term applies when an airline offers only one class of accommodations. The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
- D. Slumber Coach. The lowest level of sleeping accommodations available on a train.
- E. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).
- F. Lowest First Class. The least expensive first class of reserved accommodations available on a ship.

ACCOMMODATIONS, PUBLIC. Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding:

- A. An establishment owned by the Federal Government;
- B. An establishment treated as an apartment building by State or local law or regulation; or
- C. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent on entitlement to per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL (PLACE OF) RESIDENCE. The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the “home of record”.

***AGENCY.**

A. Includes:

- 1. An Executive agency, as defined in 5 U.S.C. §101;
- 2. A military department;
- 3. An office, agency or other establishment in the legislative branch;
- 4. An office, agency or other establishment in the judicial branch; and
- 5. The Government of the District of Columbia.

B. Does NOT include:

- 1. A Government-controlled corporation;
- 2. A member of Congress; or
- 3. An office or committee of either House of Congress or of the two Houses.

AGREEMENT. A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to a transportation entitlement in connection with permanent duty travel.

APPROVED. The ratification or confirmation of an act already done.

APPROVING OFFICIAL. See **TRAVEL-APPROVING/DIRECTING OFFICIAL**.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 U.S.C. §101(4)).

AUTHENTICATING OFFICIAL. See **AUTHORIZING/ORDER-ISSUING OFFICIAL**.

AUTHORIZED. The giving of permission before an act.

AUTHORIZING/ORDER-ISSUING OFFICIAL. The official who directs travel and has responsibility for the funding.

- g. digestive,
- h. genitourinary,
- i. hemic and lymphatic,
- j. skin,
- k. endocrine; or

2. any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).

3. “Physical or mental impairment” includes such diseases and conditions as:

- a. cerebral palsy,
- b. epilepsy,
- c. muscular dystrophy,
- d. multiple sclerosis,
- e. cancer,
- f. heart disease,
- g. diabetes,
- h. mental retardation,
- i. emotional illness,
- j. orthopedic, visual, speech and hearing impairments, and
- k. similar impairments.

D. “Major life activities”: Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

E. “Has a record of such an impairment”: the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

F. “Is regarded as having such an impairment” means the employee has:

- 1. A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
- 2. a physical or mental impairment that substantially limits major life activities as a result of the attitudes or others toward such an impairment; or
- 3. none of the impairments defined under “physical or mental impairment”, but is treated by the employing agency as having a substantially limiting impairment.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

***EXTENDED STORAGE.** See **NON-TEMPORARY STORAGE**.

FAMILY. See **DEPENDENT**.

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations during which:

A. the individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises, or

***NOTE:** Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate).*

B. students are participating in survival training, forage for subsistence, and improvise shelter.

***NOTE:** Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.*

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 U.S.C. §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN SERVICE OF THE UNITED STATES. The Foreign Service as constituted under the Foreign Service Act of 1980.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

FUND-APPROVING OFFICIAL. One who provides the accounting data for authorized/approved travel assignments or amendments.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

***NOTE 1:** Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Island, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession, are separate geographical localities.*

converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

NON-FOREIGN OCONUS AREA. The States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

***NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

OCONUS.

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the actual residence is located.

OFFICIAL STATION. *See PERMANENT DUTY STATION.*

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING/AUTHENTICATING OFFICIAL. *See AUTHORIZING/ORDER-ISSUING OFFICIAL.*

OVERSEAS. *See OCONUS.*

PER DIEM ALLOWANCE.

NOTE 1: *Per diem does not include transportation and other miscellaneous travel expenses.*

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands - see NOTE 2 below*) and service charges where applicable for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, fires furnished in rooms when such charges are not included in the room rate, *and in foreign areas only lodging taxes (see NOTE 2 below).* **NOTE:** *The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and is not covered by per diem.*

NOTE 2: *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*

3. Incidental Expenses. Incidental expenses include:
- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. C6552, item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.);
 - b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the opinion of the authorizing/order-issuing official, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.***;
 - c. Laundry, dry-cleaning, and/or pressing of clothing (***except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below***);
 - d. Telegrams and telephone calls necessary to reserve lodging accommodations;
 - e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
 - f. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and
 - g. Taxes and service charges on any of the expenses in items 2 through 3f.

NOTE 3: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

PER DIEM, REDUCED. See ***REDUCED PER DIEM***.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). Also called ***OFFICIAL STATION***. The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other quarters from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For employees:

1. the corporate limits of the city or town in which stationed, or;
2. if not in an incorporated city or town the reservation, station, or established area (including established large reservation subdivisions) having definite boundaries in which the employee is stationed.

B. For invitational travelers:

1. the corporate limits of the city or town in which the home or principal business place exists, or

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), through the CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.

*4. Travelers should make their travel and transportation arrangement through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTOs should CTOs not be used. Travelers:

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

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

***T4025 ARRANGING OFFICIAL TRAVEL**

A. Governmentwide Policy for 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.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservists on active duty without pay;

3. Newly enlisted members undergoing training when both Government quarters and meals are available;

4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;

7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
- *4. to active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & D.

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL

ACTIVE DUTY WITH PAY 1/

SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	par. T4030 applies	not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	par. T4030 applies	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030	not authorized if Gov't qtrs & mess available
Member commutes or AO determines member can commute	par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits	not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits
Active duty for less than 20 weeks at one location	par. T4030 applies	par. T4040 applies
*Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks)	*par. T4030 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies	*par. T4040 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve	not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Government quarters for purposes of this table.

7/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home	1. May be authorized reimbursement under par. T4040-F 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	not authorized
Travel from home/assigned unit to TDY Station	par. T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/assigned unit to TDY Station	par. T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit	not authorized
Standby Reserves voluntarily performing without pay	not authorized	not authorized

Table is for informational purposes only. Entitlements are prescribed in par. T4045.

1/ For travel allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.

3/ Reservists on inactive duty for training who are not otherwise entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Entitlements for Reserve Component Personnel