

VOLUME 2  
JOINT TRAVEL REGULATIONS

CHANGE 438

Alexandria, VA

1 April 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 April 2002 unless otherwise indicated.

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This change includes all material written in CAP Items 26-01; 29-01; 54-01(E); 76-01(E); and editorial changes C01054, C02002 through C02006. Insert the attached pages and remove the corresponding pages. Remove pages C4N1-9 and C4N1-11. This cover page replaces the Change 437 cover page.

BRIEF OF REVISION

These are the major changes made by Change 438:

C2002-C; C4162-A. Allows use of contract city pair fares to and from an authorized alternate destination for renewal agreement travel (RAT). The FTR (41 C.F.R. §301-1.13(b)(3)) allows an alternative destination for RAT. Since the FTR specifically authorizes an alternate location, that location should be considered an official travel location and the contract city pair fare should be available/used.

C2204. Deletes JTR, par. C2204-A5d(7) because use of frequent traveler benefits no longer needs to be approved.

C2310, item 1. Reinserts omitted information that shipment of 350 pounds of unaccompanied baggage is authorized "for each eligible adult."

C2500; C4661-B5; C4662-C; Appendix E. Changes the mileage rates for privately owned automobiles to \$0.365, motorcycles to \$0.280, and airplanes to \$0.975 effective 21 January 2002.

C3107; C3150; C6250. Rewrites and cross-references (in Chapter 3) the information on travel at no expense to the Government.

C3150. Revises the date format in par. C3150-B10(b) to conform with the date format on the DD 1610.

C4709-A6. Clarifies that energy surcharge and resort fees may be reimbursed when the fee is not optional.

C4950-D1; Appendix A. Modifies the definition of “conference” to indicate that the term does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility. This will prevent allowances intended for conferences from being authorized for regularly scheduled courses.

Appendix A. Removes SSB from the list of acronyms since it is not used in the JTR and the authority for Armed Forces members expired 31 December 2001.

Various paragraphs. Permits reimbursement of lodging costs retained at the TDY location during authorized returns to the PDS and provides examples for the 55% rule. Additionally, having the return to the PDS information in the Part on POC Use for TDY Travel is illogical since many employees travel by plane. This change breaks the return to the PDS into its own part.

## 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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<b>C2403</b>	<b>Use of Taxicabs Incident to Officially Ordered Work Outside Regular Scheduled Working Hours</b>
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## **PART I: MILEAGE RATES**

<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
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**C2505**

**PCS, HHT, First Duty Station, and Separation Travel**

- A. General
- B. PCS Rates

**C2510**

**Converting Kilometers to Miles**

**\*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: Gov't funded travel to and from RAT leave locations and when ordered TDY while on leave is considered official travel and therefore contract fares may be used to and from this leave location (see pars. C4162 and 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 Atlanta, GA, to San Francisco, CA, with United Airlines at \$251.

***NOTE: The traveler is responsible for any additional costs when, for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in 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

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

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

## **C2204 USE OF COMMERCIAL AIRCRAFT**

### **A. Accommodations**

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

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

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

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

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

- a. Use of First-Class Air Accommodations. Circumstances justifying the use of first-class air accommodations are limited to those listed in pars. C2204-A5b. and C2204-A5c.
- b. Employee Certification Required. First-class accommodations may be used when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only first-class accommodations, and the employee certifies this circumstance on the travel voucher.
- c. Authorization/Approval Required. The appropriate authority as cited in par. C2204-A3 may authorize/approve first-class airline accommodations when:
  - (1) coach-class airline accommodations or premium-class other than first class airline accommodations are not reasonably available. For purposes of this paragraph, "reasonably available" means a class of accommodations other than first-class airline accommodations available on an airline scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. "Reasonably available" does not include any accommodations with a scheduled arrival time later than the employee's required reporting time at the duty site, or with a scheduled departure time earlier than the time the employee is scheduled to complete the duty.
  - (2) first-class airline accommodations are necessary because the employee/dependent is so handicapped or otherwise physically impaired that other accommodations cannot be used, and such condition is substantiated by competent medical authority. The use of first-class airline accommodations also may be authorized for an attendant authorized under par. C6552, item 1, to accompany the employee/dependent, when the employee/dependent is authorized use of first-class airline accommodations and requires the attendant's service en route.
  - (3) first-class airline accommodations are needed when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to travel by:
    - (a) an employee whose use of a class of accommodations other than first-class would endanger the employee's life or Government property;
    - (b) agents in charge of protective details who are accompanying individuals authorized to use first-class accommodations; and
    - (c) couriers and control officers accompanying controlled pouches or packages and premium-class other than first-class airline accommodations are not available.

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

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

(3) necessary to accommodate an employee's/dependent's disability or other physical impairment, and the employee's/dependent's condition is substantiated in writing by competent medical authority. The use of premium-class other than first-class airline accommodations also may be authorized for an attendant, who is authorized under Chapter 4, Part Q, to accompany the employee, when the employee/dependent is authorized use of premium-class other than first-class airline accommodations and requires the attendant's service en route.

(4) such accommodations are required for security purposes or because exceptional circumstances, as determined by the local transportation officer, or other appropriate authority, in conjunction with the order-approving authority, make their use essential to the successful performance of the DoD component's mission.

(5) coach-class airline accommodations on foreign carriers do not provide adequate sanitation or health standards and the use of foreign flag air carrier service is approved in accordance with the Fly America Act. (See par. C2204-B for rules governing the use of U.S. Flag carriers.)

(6) such accommodations would result in an overall savings to the Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of coach-class accommodations.

\*(7) the employee's transportation is paid in full through the DoD component's acceptance of payment from a non-Federal source in accordance with Chapter 4, Part Q.

\*(8) travel is direct between authorized origin and destination points separated by several time zones, either the origin or destination point is outside CONUS, and the scheduled flight time (including stopovers) is in excess of 14 hours. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. A rest stop (see par. C1058-D) is prohibited when travel is authorized by premium-class accommodations.*

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

#### B. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. C2204-B3, U.S. flag air carrier service is available if:

- a. the carrier performs the commercial foreign air transportation required, and
- b. the service accomplishes the mission, even though:
  - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
  - (2) noncertificated air carrier service is preferred by the service/traveler, (3) noncertificated air carrier service is more convenient for the service/traveler, or
  - (3) noncertificated air carrier service is more convenient for the service/traveler, or
  - (4) the only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at

destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen 629(1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.
  - a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
  - b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
  - c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
  - d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
  - e. Foreign air transportation is paid fully directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
  - f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
  - g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
    - (1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or
    - (2) extend travel time by at least 6 hours or more; or
    - (3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
  - h. The order-issuing/authenticating official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
  - i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
  - j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case by case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***

**C2305 RENEWAL AGREEMENT TRAVEL**

The maximum baggage allowance that may be authorized at Government expense for employees and dependents returning to place of actual residence for the purpose of taking leave between overseas tours of duty will not exceed 350 pounds for each eligible adult and 175 pounds for each dependent under 12 years of age when travel is performed by ship. When travel is performed over ocean by air, the maximum baggage weight allowance that may be authorized at Government expense will not exceed 100 pounds per person (excluding free checkable baggage). If the baggage moves as accompanied baggage, the authorized amount will be considered as gross weight. If it is shipped as unaccompanied baggage, the authorized amount will be considered as net weight. Overseas commanders will hold baggage weight authorization to a minimum on an individual basis consistent with the trip requirements. Subject to the total weight limitation, baggage that cannot be transported free on the passenger ticket may be authorized in the travel order for shipment at Government expense to, from, and between ports of embarkation. The shipment of HHG at Government expense as baggage is prohibited in connection with renewal agreement travel. Baggage allowance will be limited to personal clothing and articles necessary for the trip.

**C2306 UNACCOMPANIED BAGGAGE OF STUDENT DEPENDENTS PERFORMING EDUCATIONAL TRAVEL**

A student dependent of a civilian employee in a foreign area who is performing authorized travel at Government expense to/from a school, is authorized shipment of unaccompanied baggage of 350 pounds net weight. Shipment must be made by the least costly transportation mode that fully meets the needs of the student dependent. Items such as automobiles or foodstuffs must not be shipped at Government expense.

**C2307 STOPPAGE OF BAGGAGE IN TRANSIT**

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket, full explanation of the facts should be made to the transportation officer who issued the GTR at the time of transmitting the unused ticket for redemption. Failure to observe this rule will result in any excess cost to the Government being charged to the employee.

**C2308 TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE**

For reimbursement for charges for transferring, storing, checking, and handling of baggage, see pars. C4705-B through C4705-F.

**C2309 UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS**

Unaccompanied baggage may be authorized/approved when justified in connection with a TDY assignment for 30 days or longer. The allowable weight, up to a maximum of 350 pounds, will be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the purpose of the mission and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage will not be authorized in conjunction with or in addition to shipment effected under this paragraph.

**C2310 UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES OF ABSENCE**

A teacher performing renewal agreement travel for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized:

- \*1. shipment of 350 pounds of unaccompanied baggage for each eligible adult, and
2. 175 pounds of unaccompanied baggage for each dependent under the age of 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanying baggage is not authorized in conjunction with/in addition to this shipment. Shipment under this paragraph is in place of unaccompanied baggage the employee may be entitled to ship under the provisions of par. C2305.

***NOTE:*** See JTR, par. C8020 for unaccompanied baggage in connection with permanent duty travel.

**PART I: MILEAGE RATES**

**\*C2500 TDY & LOCAL TRAVEL**

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

POC	Rate Per Mile
Airplane	\$0.975
Automobile	\$0.365
Motorcycle	\$0.280
POC Use Instead of a Gov't-furnished Vehicle	\$0.285
POC Use Not Advantageous to the Government	\$0.105

**NOTE:** Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis, see par. C2153.

**C2505 PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL**

A. General. The mileage amount for the authorized use of a POC during official PCS travel depends on the:

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

B. PCS Rates. PCS mileage rates per authorized POC (see par. C2157) are:

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

**C2510 CONVERTING KILOMETERS TO MILES**

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

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

## CHAPTER 3 TRAVEL ORDERS

### **PART A: DELEGATION OF AUTHORITY**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C3000</b>	<b>Who May Issue Travel Orders</b>

### **PART B: GENERAL CONDITIONS**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C3050</b>	<b>Authorization in Writing</b> <ul style="list-style-type: none"><li>A. Policy</li><li>B. Purpose</li><li>C. Prohibition</li><li>D. Exceptions</li><li>E. Travel Orders for Sea Trial Trips</li></ul>
<b>C3051</b>	<b>Confirmatory Travel Order</b>
<b>C3052</b>	<b>Blanket Travel Order</b>
<b>C3053</b>	<b>Travel Order Amendment</b> <ul style="list-style-type: none"><li>A. Policy</li><li>B. Authorization, Approval and Retroactive Modification</li><li>C. Effective Date of Amendment</li><li>D. How To Amend a Travel Order</li></ul>
<b>C3054</b>	<b>Rescinding a Travel Order</b>
<b>C3055</b>	<b>Numbering Travel Orders</b>
<b>C3056</b>	<b>Authorization (Authentication) of Travel Orders</b>
<b>C3057</b>	<b>Distribution</b>
<b>C3058</b>	<b>Unused Travel Orders</b>

## **PART C: TRAVEL ORDER CONTENT**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C3100</b>	<b>Form of Request</b>
<b>C3101</b>	<b>Specific Information Required</b> <ul style="list-style-type: none"><li>A. General Information</li><li>B. Specific Authorization or Approval</li><li>C. Advance Authorization</li></ul>
<b>C3102</b>	<b>Blanket TDY Travel</b>
<b>C3103</b>	<b>TDY Travel of Consultants and Experts</b>
<b>C3104</b>	<b>PCS Travel</b> <ul style="list-style-type: none"><li>A. General</li><li>B. PCS Travel Within CONUS</li><li>C. First Duty Station for Appointees</li><li>D. OCONUS Permanent Duty Travel</li></ul>
<b>C3105</b>	<b>TCS Travel</b> <ul style="list-style-type: none"><li>A. Events Requiring an Order</li><li>B. Order Content</li></ul>
<b>C3106</b>	<b>Invitational Travel</b>
<b>C3107</b>	<b>Travel at no Expense to the Government</b>

## **PART D: TRAVEL ORDER PREPARATION**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C3150</b>	<b>TDY Travel</b> <ul style="list-style-type: none"><li>A. General</li><li>B. DD Form 1610 Preparation</li><li>C. Distribution</li></ul>
<b>C3151</b>	<b>Permanent Duty Travel</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Preparation of DD Form 1614</li><li>C. Distribution</li><li>D. Privacy Act Statement</li></ul>

12. prohibiting commercial transportation use when travel reservations are made by Government transportation facilities (see par. C2206);
13. of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
14. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
15. whether or not shipment of a POV is authorized; and
16. if property management services are authorized.

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

### **C3106 INVITATIONAL TRAVEL**

An invitational travel order must contain a statement of:

1. the date that travel is requested or approved;
2. the type of travel, i.e., "invitational travel";
3. the traveler's name and position title and employer, if applicable;
4. the traveler's home address;
5. the traveler's business address (if applicable);
6. the date travel begins;
7. the number of days of assignment;
8. the purpose of assignment;
9. the place travel begins;
10. the place of assignment or itinerary;
11. the place travel ends;
12. transportation modes;
13. allowances;
14. conditions, instructions, and limitations; and
15. the name of the approving official and accounting citation.

There is a sample Invitational Travel Order format in Appendix E, Part II. ***NOTE: Contractors are NOT employees for the purpose of the JTR.***

**\*C3107 TRAVEL AT NO EXPENSE TO THE GOVERNMENT**

See par. C6250.

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

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

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

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

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

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

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

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

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

Item 10,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\*(1) Travel at no expense to the Government -- This travel authorization is issued in the DoD’s interest but voluntary (permissive) in nature. *If used, it must result in no cost to the U.S. Government.* All travel and transportation expenses are the employee’s financial responsibility. *No accounting information should be placed on the travel authorization.* Should the employee choose not to use this travel authorization, there is no penalty; however, the authorizing/order-issuing official should be notified without delay that this travel authorization has not been used.

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

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

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

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

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

C. Distribution. See par. C3057.

### C3151 PERMANENT DUTY TRAVEL

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

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

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

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

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

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

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

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

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

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

Effective 1 August 2000

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

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

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

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

(a) When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item.

(b) If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions.

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

(d) List the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

(e) Include the issuing CPO's name, address, and POC with phone number (including area code) and DSN.

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

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

## **PART M: ACTUAL EXPENSE ALLOWANCE (AEA)**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C4600</b>	<b>Conditions Warranting AEA</b> A. General B. Travel with Certain Dignitaries
<b>C4601</b>	<b>Types of Expenses</b> A. Expenses Allowable B. Expenses Not Allowable
<b>C4602</b>	<b>AEA Maximums</b> A. General B. Daily Maximums C. M&IE Paid on Per Diem Basis D. Lodging and/or Meals Obtained Under Contract E. Incidental Expense Maximum
<b>C4603</b>	<b>Request for AEA's</b> A. General B. Who May Authorize/Approve C. Exceptions D. Manner of Authorization/Approval E. Channel for Submission of Requests F. Data to Be Included in Requests
<b>C4604</b>	<b>Itemization</b>
<b>C4605</b>	<b>Computation Rules</b> A. General B. Meals Available Under Special Arrangements C. Averaging Expenses D. Special Rules for Mixed Travel (Per Diem and Actual Subsistence Expense)
<b>C4606</b>	<b>Computation Examples</b>

## **PART N1: POC USE FOR TDY TRAVEL**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C4650</b>	<b>Mileage Allowances for POC Use</b>
<b>C4651</b>	<b>POC Use Factors</b> A. Official Mileage Rates for Local and TDY Travel B. POC Use Advantageous to the Government C. POC Use Not Advantageous to the Government D. Privately Owned Automobile in Lieu of Government-Furnished Automobile
<b>C4652</b>	<b>Parking Fees</b> A. General B. Privately Owned Automobiles C. Government-Furnished Automobile

<b>C4654</b>	<b>Other Allowable Costs</b>
<b>C4656</b>	<b>Employees Traveling Together</b>
<b>C4657</b>	<b>POC Use to and from Transportation Terminals or PDS</b> A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal C. Employee Departs from PDS on TDY D. Two or More Employees Travel in the Same POC
<b>C4658</b>	<b>Not Used</b>
<b>C4659</b>	<b>Per Diem for POC Travel</b> A. POC Use Advantageous to the Government B. POC Use Not Advantageous to the Government
<b>C4660</b>	<b>Travel Time</b>
<b>C4661</b>	<b>Computing Reimbursement for POC Travel</b> A. Advantageous to the Government B. Not Advantageous to the Government C. Mixed Modes
<b>C4662</b>	<b>See Chapter 4, Part N2</b>

## **PART N2: RETURN TO PDS DURING TDY**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C4675</b>	<b>Orders</b>
<b>C4676</b>	<b>Required Return to PDS Directed During Non-workdays</b>
<b>C4677</b>	<b>Voluntary Return to PDS</b> A. General B. Examples
<b>C4678</b>	<b>Return to PDS During Extended TDY</b> A. General B. Cost Analysis C. Authorized Return
<b>C4679</b>	<b>Lodging Retained at TDY Location</b> A. Lodging Retained at TDY Location during Voluntary or Required Return B. Lodging Retained at TDY Location during Authorized Return – Lodgings Plus C. Lodging Retained at TDY during Authorized Return – Fixed Reduced (55%) Per Diem

## **PART O: REIMBURSABLE TRAVEL EXPENSES**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C4700</b>	<b>General</b>

- C4703**                    **Government Conveyance**  
A.    General  
B.    Use of Aero Club Aircraft
- C4704**                    **Commercial Passenger Transportation**  
A.    When Cost of Commercial Transportation Is \$100 or Less  
B.    When Transportation Requests (GTRs) Are Not Available  
C.    When GTRs Are Available But Not Used and Transportation Costs Exceed \$100  
D.    Streetcar and Bus Transportation
- C4705**                    **Baggage Expenses**  
A.    Excess Baggage  
B.    Transfer of Baggage  
C.    Storage of Baggage  
D.    Checking Baggage  
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**PART Q: ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES**

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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 are authorized to perform RAT to a destination (other than the employee's actual residence) in:

1. U.S., or
2. the country of the employee's actual residence.

Either destination listed above is an official travel destination to and from which available contract city pair fares may be used.

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.

## PART K: TRAINING COURSE ATTENDANCE

### C4500 ALLOWANCES

When an employee is attending a TDY training course (5 U.S.C. §4104-4109) away from the PDS one of the following may be authorized:

1. per diem (see par. C4561) or AEA (see par. C4600); or
2. dependent and HHG transportation to and from the training location (see pars. C4510 and C4515).

When the training course is in the area of the PDS, the following may be authorized IAW par. C2401:

3. mileage and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees, and
4. common carrier transportation costs reimbursement .

***NOTE:*** *Per diem or AEA is not payable when an employee is authorized travel reimbursement to and from the training location in item 3 or for common carrier transportation in item 4, except as provided in par. C4505, item 3.*

### C4505 TRANSPORTATION AND PER DIEM OR AEAS

1. Transportation and per diem or AEAs while traveling to a training location at the beginning of the assignment and return to the residence following training completion are the same as for travel to and from all TDY assignments.
- \*2. If an employee is authorized per diem or AEAs but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and round-trip transportation may not exceed the per diem or AEAs allowed if the employee had remained at the training location (see par. C4677).
3. The employee is entitled to **round-trip** mileage or the cost of **round-trip** public conveyance transportation (from the residence to the training location) and per diem or AEAs (pars. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

### C4510 DEPENDENT AND HHG TRANSPORTATION

***NOTE:*** *Dependent and HHG transportation allowances are authorized in Chapters 7 and 8.*

#### A. Allowances Authorized

1. If the estimated total cost of round-trip transportation for dependents (**excluding per diem**) and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the order-issuing/authenticating official may authorize round-trip dependent and HHG transportation instead of per diem or AEA payments.
2. When round-trip dependent and HHG transportation is authorized and the employee and/or dependents travel by privately owned automobile, mileage reimbursement is authorized as in par. C4250-A.
3. Dependent and HHG round-trip transportation may be changed to authorize per diem or AEA payment any time before transportation begins. After transportation begins, the employee entitlement and Government obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).

B. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem or actual expense reimbursement is not a PCS to the training location and the following allowances shall **not** be authorized:

1. per diem payment for dependent travel,
2. a house-hunting trip,
3. TQSE payment,
4. miscellaneous expense reimbursement,
5. reimbursement for real estate transactions and unexpired leases.

C. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity or command that funds the training assignment.
2. The activity or command having jurisdiction over the employee is responsible for travel-order issuance.

**C4515 NO RETURN TO OLD PDS**

A. Dependent and HHG Transportation

***NOTE: Dependent and HHG transportation allowances are authorized in Chapters 7 and 8.***

1. An employee who:
  - a. attends a training program away from the PDS and is transferred to a new PDS after completing the program without returning to the old PDS, or
  - b. attends a training program away from the PDS en route to a new PDS,

may be authorized (instead of per diem or actual expense reimbursement while at the training location) reimbursement for the cost of:

- c. dependent and HHG transportation (but not per diem) from the PDS to the training location up to the total per diem or AEA payments that would have been received at the training location; and
  - d. dependent and HHG transportation and per diem from the training location to the new PDS up to the cost of dependent and HHG transportation and per diem from the old to the new PDS.
2. When dependents and HHG are moved to the training location and then to a new PDS, transportation at Government expense may not exceed the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).

B. Mileage Reimbursement. For mileage reimbursement when an employee and/or dependents travel by privately owned automobile see par. C4250-A.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been notified of a transfer to a new PDS for the purposes of Chapter 14.
2. Before the training begins, selected employees should be issued PCS orders assigning them to the training program and stating that they are being transferred to a new PDS after training is completed. These orders establish the employee's entitlement to real estate transaction allowance reimbursement in Chapter 14.

**Example 2**

- a. An employee on a long-term training assignment is paid a per diem at the rate of \$91 (55% of \$164, the per diem rate applicable to the assignment location, rounded to the next higher dollar. The \$164 rate includes \$118 for lodging and \$46 for M&IE).
- b. The \$91 per diem paid the employee is, for the purpose of this example, to consist of \$25.30 (55% of \$46, the applicable M&IE rate) for meals and incidental expenses and \$65.70 (\$91 minus \$25.30) for lodging.
- c. The employee had to take emergency leave from 16 through 31 January and after returning to the training assignment requested reimbursement for the cost of lodgings retained during that period. The employee was entitled to only 15 days per diem for January (31 days in January less 16 days leave). He is paying \$2,100 per month for an apartment, including utilities.
- d. The 15 days per diem paid the employee during January includes \$985.50 (\$65.70 x 15) for the apartment cost during that month. The remaining apartment cost for January was \$1,114.50 (\$2100 - \$985.50).
- e. Reimbursement for the remaining apartment cost (\$1,114.50) for January may be approved by the authorizing/order-issuing official since it does not exceed the per diem \$2,821 (\$91 x 16 days) the employee would have been paid had leave not been taken.

\*3. Return to PDS during TDY. See Chapter 4, Part N2 for return to the PDS during TDY.

**C4562 PER DIEM FOR CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WORLDWIDE**

A. General. Individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis, and individuals serving without pay or at \$1 a year do not have a PDS within the meaning of that term. They are authorized per diem as prescribed in par. C4562-B, C4562-C, C4562-D or C4562-E while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Payment from a Non-Federal Source for Travel Expenses. To the extent the Government has received payment and except as provided in par. C4906, acceptance of payment for, and reimbursement by the DoD component to, an employee (and/or the employee's accompanying spouse when applicable) under par. C4900 is not subject to the maximum per diem rates prescribed in par. C4553 or C4600 for reimbursable travel expenses.

C. Consultants and Experts Employed on an Intermittent Basis. Individuals serving intermittently in the Government, with or without compensation, while in an official travel and duty assignment status as described in par. C4503, are authorized a per diem or AEA in accordance with pars. C4553 and C4600.

D. Private Individuals Serving Without Compensation. Except for pre-employment interview travel, individuals performing invitational travel under the provisions of Appendix E, are authorized a per diem or AEA in accordance with par. C4553 and par. C4600. Individuals are not entitled to per diem on pre-employment interview travel (see par. C6200), but are entitled to reimbursement on an actual expense basis not to exceed the amount prescribed for such travel in par. C4602 (40 Comp. Gen. 221 (1960)).

E. Reserve Officers Training Corps (ROTC) Cadet Serving Without Compensation. An ROTC cadet who performs recruiting duty under invitational travel orders while attending the educational institution where the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the area of the cadet's residence. A cadet is a person serving without pay. For this paragraph, the area of the place the cadet resides while attending the educational institution where the ROTC unit is located means the metropolitan area surrounding the residence, which is ordinarily serviced by local common carriers of the city or town in which the residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

#### **C4563 EFFECT OF ABSENCE ON PAYMENT OF PER DIEM**

A. Absence Due to Illness or Injury. See par. C6454 for per diem entitlement when an employee becomes incapacitated during travel because of illness or injury.

B. Detained in Quarantine. Employees are entitled to per diem while detained in quarantine on TDY.

C. Leave and Non-workdays

1. General. Employees are entitled to per diem for days they take leave (other than as provided in Chapter 6, Part J) for only part of the workday, but are not entitled to per diem when they take leave for the whole workday. For purposes of this subparagraph, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

2. Non-workdays. Non-workdays are legal Federal Government holidays and weekends or other scheduled non-workdays. Employees are entitled to per diem on non-workdays except when they return to their official stations or places of abode, or if par. C4563-C2a or C4563-C2b applies.

a. Leave Before and After Non-workdays. Employees are not entitled to per diem for a non-workday (s) when they take leave the whole workday before and the whole workday following the non-workday (s).

b. Leave Between Non-workdays. Employees are entitled to per diem for not more than two non-workdays if they take leave for all workdays between the non-workdays.

\*D. Return to PDS on Non-workdays. Employees who voluntarily return home on non-workdays from TDY are reimbursed for the round-trip travel as provided in par. C4677.

E. Travel on Non-workdays to Location Other than PDS. Employees on TDY who travel for personal reasons on non-workdays from a TDY site to locations other than their homes or PDSs are entitled to per diem or AEA for the non-workdays up to the amount payable had they remained at the TDY site. There is no entitlement to reimbursement for transportation costs (B-171266, February 24, 1971).

F. Delay In Returning To PDS. When for personal reasons, including taking leave, employees do not return immediately to their PDSs after TDY, they are entitled to per diem for the time between when they reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructive time of departure is on the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructive date of departure may be the morning of the day following TDY completion. An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600 hours. Travel time should be based upon regular published carrier schedules and properly is authorized upon administrative approval of the voucher.

G. Permanent Duty Travel. Employees are not entitled to per diem while on leave during permanent duty travel.

#### **C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED**

A. Absent From PDS For Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated time of return is not entitled to expenses incurred for such travel.

B. TDY Required at Place of Leave. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is entitled to per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon completion of the TDY assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of TDY (except no per diem while at PDS) and return to the place where leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon completion of TDY is allowed per diem and transportation expenses to return to resume leave at a point more distant from the place of TDY than the point where leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructive travel expense between the employee's PDS and the place of TDY (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled Within 24 Hours, and Leave Temporarily Interrupted Due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is ordered to perform TDY at another place, and the employee wishes to resume leave immediately after completion of the duty at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses not to exceed the per diem and transportation expenses for travel from the place where the leave of absence was interrupted to the place where the duty was performed and return may be authorized. The one way, or round trip, shall not be allowed unless, by an appropriate statement in the travel order, it is indicated clearly that, because of the personal expense incurred by the employee in traveling to the leave location, an administrative determination was made that it is unreasonable to require the employee to assume the additional travel expense to comply with the recall order or TDY order (39 Comp. Gen. 611 (1959)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon completion of the TDY assignment is not allowed to resume the leave status but is directed to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the place where the TDY assignment is completed, per diem and transportation expenses are allowed only to the extent it exceeds the constructive per diem and transportation expenses for return direct from the place of leave to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Termination of Leave Status. An employee on authorized leave away from the PDS who is directed, at the termination of leave, to proceed to a TDY location and upon completion of the TDY assignment to return to the PDS, is entitled to per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the constructive cost of direct route travel from the place of leave to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place where the employee is on leave, the place of TDY is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the place of TDY (24 Comp. Gen. 443 (1944)).

**\*PART N1: POC USE FOR TDY TRAVEL****C4650 MILEAGE ALLOWANCES FOR POC USE**

Employees or others engaged in official business for the Government may be authorized mileage for POC travel. Mileage may be authorized only for the POC operator.

**C4651 POC USE FACTORS**

A. Official Mileage Rates for Local and TDY Travel. Only the mileage rates for local and TDY travel prescribed in par. C2500, and private automobile rates affected by pars. C4651-B, C4651-C and C4651-D may be prescribed in orders.

B. POC Use Advantageous to the Government. POC mileage rates are in par. C2500 for POC travel that is advantageous to the Government.

C. POC Use Not Advantageous to the Government

1. When TDY travel by POC is not advantageous to the Government, mileage reimbursement is subject to the limitation in par. C2152. See par. C4651-D for exceptions.

2. When privately owned automobile use is authorized/approved as a matter of personal preference for official (TDY and local) travel (i.e., not advantageous), the mileage reimbursement amount is determined using the official distance (see par. C1065), and the mileage rate for 'POC Use Instead of a Gov't-furnished vehicle' in par. C2500.

D. Privately Owned Automobile in Lieu of Government-Furnished Automobile

1. Advantageous to the Government

a. GSA prescribes the mileage rate for authorized use of a privately owned automobile when use of a Government-furnished automobile would be advantageous to the Government (see par. C2500 for current rates).

b. Exceptions to this GSA-prescribed rate may be authorized if the DoD component concerned determines that, because of the unusual circumstances, the cost of providing a Government-furnished automobile would be higher than the GSA-prescribed rate. In such instances, the DoD component may allow reimbursement at a higher rate (but not higher than the stated rate in par. C2500) for advantageous use that most nearly equals the cost of providing a Government-furnished automobile in those circumstances.

c. In addition to mileage reimbursement for the official distance, the employee may be reimbursed for expenses authorized under par. C4654 that would have been incurred if a Government-furnished vehicle had been used.

2. Not Advantageous to the Government. When a Government-furnished vehicle is available but an employee asks to use a privately owned automobile for TDY travel under the provisions of par. C2158-C, mileage reimbursement is at the rate listed in par. C2500 for POC Use Not Advantageous to the Government. This rate applies if the employee:

a. is committed to using a Government-furnished automobile in accordance with par. C2158-C, but occasionally uses a POC; or

b. asks to use a POC, but the DoD component has a Government-furnished automobile available. In this situation, the employee should not be authorized POC use.

3. Reimbursement When Transportation in a Government-Furnished Automobile as Passenger/Driver Is Available

a. *When an employee is authorized transportation in a Government-furnished automobile as a passenger, or as a driver with one or more other employees, but uses a POC instead, the employee is not entitled to any reimbursement if the Government-furnished automobile made the trip without the employee (21 Comp. Gen. 116 (1941)).*

b. If the Government-furnished automobile did not make the trip, the employee is entitled to reimbursement under par. C2158-A.

#### **C4652 PARKING FEES**

A. General. Reimbursement is authorized/approved for official transportation-related parking fees when using a privately owned automobile or a Government-furnished automobile.

B. Privately Owned Automobiles

1. When use of a privately owned automobile is advantageous to the Government, parking costs are reimbursed unless prohibited by the travel order.

2. When official travel is by verbal order, parking fees are reimbursable when the travel-approving/directing official approves the claim.

3. Reimbursement is allowed only for parking fees related to official business.

4. Parking fees are not allowed for PDT.

C. Government-Furnished Automobile. Parking fees incurred while driving a Government-furnished automobile on official business are reimbursable (i.e., private facility, street parking, meter parking, etc.)

#### **C4654 OTHER ALLOWABLE COSTS**

In addition to a mileage allowance, the following costs are allowable when incurred on official business:

1. ferry fares, bridge, road and tunnel tolls;

2. automobile parking fees; (related to the performance of official business only (except those incident to PDT)); and

3. aircraft landing, parking, and tie-down fees.

#### **C4656 EMPLOYEES TRAVELING TOGETHER**

1. POC mileage reimbursement is paid only to the employee incurring the operating expenses.

2. No deduction is made from the mileage payable to the entitled employee because other passengers (Government or non-Government employees) travel with the employee and contribute to paying operating expenses.

#### **C4657 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS**

A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round-trip to drop-off or pick-up an employee at a transportation terminal, the employee paying POC operating expenses is paid mileage for the round-trip distance and reimbursed for ferry fares, road, bridge and/or tunnel tolls, and parking fees for the most direct route.

**B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal**

1. When a POC is used for one-way travel from a residence or PDS to a transportation terminal and then from the transportation terminal to a residence or PDS when the TDY is completed, the employee incurring the POC operating expenses is paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.
2. Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips.

C. Employee Departs From PDS on TDY. There are occurrences when a POC is driven from an employee's residence to the PDS on the day the employee departs from the PDS on TDY (requiring at least one night's lodging) and from the PDS to the residence on the day the employee returns. The employee who pays the POC operating expenses is paid mileage, and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route from and to the residence.

**D. Two or More Employees Travel in the Same POC**

1. When an employee transports other travelers to or from the same transportation terminal, mileage is authorized for the additional distance involved.
2. Only one traveler is paid mileage for a trip.
3. Terminal parking fees may be reimbursed (to the employee who pays the fee) not to exceed the cost of two one-way taxicab fares, including allowable tips.

**C4658 NOT USED****C4659 PER DIEM FOR POC TRAVEL**

A. POC Use Advantageous to the Government. When POC use is advantageous to the Government, per diem is computed under par. C4300-A in the same manner as for travel by POC on PDT.

**B. POC Use Not Advantageous to the Government**

1. When POC use is not advantageous to the Government, per diem reimbursement is limited under par. C4661-B except for travel when a POC is used instead of a Government-furnished automobile (see par. C2158).
2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C4661.

**C4660 TRAVEL TIME**

When travel is by POC, travel time is allowed for the necessary travel time when POC use is advantageous to the Government (see par. C4659-A). Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not advantageous to the Government (except for travel under par. C2158).

**C4661 COMPUTING REIMBURSEMENT FOR POC TRAVEL**

A. Advantageous to the Government. When POC travel is advantageous to the Government, reimbursement for the official distance is computed at the authorized mileage rate, and per diem is computed for the travel time under par. C4659 (see par. C4654 for other allowable costs).

***NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses. Repairs to POCs used for official travel may be allowed separately but claims must be submitted using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).***

**B. Not Advantageous to the Government**

**1. Limitation**

- a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the mileage rate in par. C4651 plus per diem.
- b. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
- c. This paragraph does not apply to travel performed under par. C2158 (B-183480, September 4, 1975).

**2. Mileage and Per Diem Computation**

- a. Mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C4661-b2a.
- c. The per diem rate authorized in the travel order is used for computing per diem.

**3. Computation of Constructed Transportation Cost and Per Diem**

- a. The Government's constructed transportation cost is computed on the basis of fares or charges for the least expensive, most direct, unrestricted common carrier transportation fare (ordinarily contract city-pair air fare; see par. C2152) between authorized points.
- b. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.
- c. Taxi fares and excess baggage costs that would have been allowed are included.
- d. The constructed POC transportation cost includes transportation expenses for:
  - (1) the traveler claiming mileage, and
  - (2) persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

**4. Comparison**

- a. Computed POC mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
- b. See par. C2152 for determining common carrier constructed cost.

**5. Passengers**

- a. Passengers, accompanying the employee claiming mileage, are not entitled to mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

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

**EXAMPLE**

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

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

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

Effective 21 January 2002		
*Per Diem for Travel from Jacksonville, FL, to Boston		
<b>Day of Departure from Jacksonville, FL (1st Day).</b> M&IE rate for lodging location on 1st day plus lodging cost. \$30 + \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	\$69.00	
<u>Second Day.</u> <b>M&amp;IE rate for lodging location on 2nd day plus lodging cost.</b> <b>\$30 + \$35 lodging cost.</b> <b>Total NTE the maximum per diem rate for location of lodging \$85.</b>	65.00	
<b>Third Day (Day of return to PDS).</b> 75% of M&IE (Same as rate for en route stopover point on 2nd day. \$22.50 (75% X \$30)	<u>22.50</u>	
<b>Per Diem Cost for travel from Jacksonville, FL to Boston</b>	<b>\$156.50</b>	<b><u>\$156.50</u></b>
<b>Total Cost of Actual Travel by Automobile</b>		<b>\$1167.30</b>

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

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

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

### C. Mixed Modes

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

#### 1. Advantageous to the Government

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

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

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

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

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

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

- b. the cost of transportation purchased through a CTO, *and*
- c. per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem (see par. C4661-B3) for the ordered travel.

**C4662 SEE CHAPTER 4, PART N2**

## PART N2: RETURN TO PDS DURING TDY

### C4675 ORDERS

The authorizing/order-issuing official must have it stated in the travel order if an employee is:

1. required to return to the PDS on non-workdays at Government expense, or
2. authorized to return to the PDS at Government expense during extended TDY.

Specific authorization is not required in the travel order to allow an employee to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

### C4676 REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS

When the TDY assignment does not require an employee to remain at the TDY site on non-workdays (including holidays), the authorizing/order-issuing official may require an employee to return to the PDS for non-workdays, as long as:

1. the expense for round-trip transportation and per diem allowance or AEA en route is less than the per diem allowance or AEA that would have been paid if the employee remained at the TDY point,
2. availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected, and
3. the travel order states the employee must return to the PDS.

### C4677 VOLUNTARY RETURN TO PDS

A. General. When a TDY employee voluntarily returns on:

1. non-workdays, or
2. workdays after the close of business

to the:

3. PDS, or
4. place of abode from which the employee commutes daily to the PDS,

the maximum reimbursement allowable, for the round-trip transportation (by any mode) and per diem or AEA en route, is the per diem or AEA and travel expenses allowed had the employee remained at the TDY location. The employee must perform voluntary return travel during non-duty hours or authorized leave periods.

B. Examples. The following examples show per diem and AEA computations involving voluntary return to the PDS:

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

## EXAMPLE 1

Lodging-Plus Per Diem Computation		
Wed	10/20	depart PDS
Wed	10/20	arrive TDY
Fri	10/22	depart TDY
Fri	10/22	arrive PDS
Sun	10/24	depart PDS
Sun	10/24	arrive TDY
Wed	10/27	depart TDY
Wed	10/27	arrive PDS

Employee's daily TDY lodging cost was \$61, which, when added to the applicable meal and incidental expense rate of \$34 equals \$95 (does not exceed the TDY location \$105 maximum per diem rate).

**Actual Cost**

Wed 10/20	Per diem for day of travel to TDY location (75% of \$34) + \$61 =	\$86.50
Thurs 10/21	\$34 + \$61 =	\$95.00
Fri 10/22	Per diem for day of return to the PDS 75% of \$34 =	\$25.50
Sat 10/23	At PDS	0
	<b>Round-trip Transportation Cost</b>	\$100.00
Sun 10/24	Per diem for day of travel to TDY location (75% of \$34) + \$61 =	\$86.50
Mon 10/25	\$34 + \$61 =	\$95.00
Tue 10/26	\$34 + \$61 =	\$95.00
Wed 10/27	Per diem for day of return to the PDS 75% of \$34 =	\$25.50
	<b>Total Actual Cost</b>	<b>\$609.00</b>

**Constructed Cost**

Wed 10/20	Per diem for day of travel to TDY location (75% of \$34) + \$61 =	\$86.50
Thurs 10/21	\$34 + \$61 =	\$95.00
Fri 10/22	\$34 + \$61 =	\$95.00
Sat 10/23	\$34 + \$61 =	\$95.00
Sun 10/24	\$34 + \$61 =	\$95.00
Mon 10/25	\$34 + \$61 =	\$95.00
Tue 10/26	\$34 + \$61 =	\$95.00
Wed 10/27	Per diem for day of return to the PDS 75% of \$34 =	\$25.50
	<b>Total Constructed Cost</b>	<b>\$682.00</b>

In this example the employee is due \$609.00 (actual cost) since it is less than the constructed cost (\$682.00).

## EXAMPLE 2

Lodging-Plus Per Diem Computation		
Mon	3/5	depart PDS
Mon	3/5	arrive TDY
Fri	3/9	depart TDY
Fri	3/9	arrive PDS
Sun	3/11	depart PDS
Sun	3/11	arrive TDY
Fri	3/16	depart TDY
Fri	3/16	arrive PDS

1. Employee's daily TDY lodging cost was \$45, which, when added to the applicable meal and incidental expense rate of \$30 equals \$75 (does not exceed the TDY location \$90 maximum per diem rate).

2. **Constructed Cost:** Applying the \$75 per diem, which would have been allowable had the employee remained at the TDY location, the employee would be authorized a total per diem of \$225 for Friday, Saturday and Sunday (\$75 per day x 3 days = \$225).

3. **Actual Cost:**

Per diem for day of return to the PDS on Friday 75% of \$30	\$ 22.50
Cost of round-trip transportation	\$140.00
Per diem for day of travel to TDY location (75% of \$30) + \$45	\$ 67.50
<b>Total</b>	<b>\$230.00</b>

4. Since the actual cost of per diem and the transportation (\$230.00) for travel to the PDS and return exceeds the constructed cost of per diem (\$225) the employee would have been authorized if the employee remained at the TDY location, the employee is reimbursed \$225.

5. Using the same example, in a situation in which an employee accompanies another employee who is driving a POC, and assuming the same conditions apply, the employee driving the POC may be paid the round-trip mileage and per diem in the amount of \$230.00. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying passenger employee if the employee remained at the TDY location. **NOTE: Mileage is not paid to the passenger. See par. C4661-B5.**

6. If each employee's per diem is taken into account, the maximum per diem payable would be \$450 (\$75 x 3 days = \$225 x 2 employees).

7. If the round-trip transportation cost for the two employees is \$140, the complete travel cost (i.e., per diem and round-trip mileage for the driver employee and per diem for the passenger employee equal to \$320) (\$22.50 per diem for Friday + \$67.50 per diem for Sunday = \$90 x 2 people = \$180 per diem + \$140 transportation = \$320) is payable. The driver receives \$230 and the passenger receives \$90. There also is a \$130 savings to the Government (\$450 - \$130).

**EXAMPLE 3**

1. An employee is assigned to a TDY location. The travel order does not require the employee's daily return to headquarters. The employee voluntarily travels to the place of abode each workday. No lodging costs are incurred at the TDY location. The one-way distance between the PDS and TDY location is 75 miles. The employee travels by POC.

2. If the employee had remained at the TDY location, the employee could have incurred lodging costs of \$40 per day and would have been authorized per diem of \$70 (\$30 + \$40), which is within the TDY location \$90 maximum per diem rate.

3. The \$70 is used as the maximum constructed amount that can be reimbursed for the round-trip travel between the TDY location and the PDS. To determine the per diem payable, a cost comparison may be made as follows:

ITINERARY			
Mon	10/15	Depart PDS	0600
Mon	10/15	return PDS	1830
Tues	10/16	depart PDS	0600
Tues	10/16	return PDS	1830

Wed	10/17	depart PDS	0600
Wed	10/17	return PDS	1830
Thurs	10/18	depart PDS	0600
Thurs	10/18	return PDS	1830

PER DIEM AND MILEAGE FOR ACTUAL TRAVEL PERFORMED			
Mon	10/15	75% of \$30 (M&IE Rate) (par. C4553-D)	\$22.50
Tue	10/16	75% of \$30 (M&IE Rate)	22.50
Wed	10/17	75% of \$30 (M&IE Rate)	22.50
Thurs	10/18	75% of \$30 (M&IE Rate)	22.50
Four round trips of 150 miles each @ \$0.365 per mile			\$219.00
<b>Total Per Diem &amp; Mileage for Actual Travel</b>			<b>\$309.00</b>

CONSTRUCTED COST TO THE GOVERNMENT			
Mon	10/15	75% of \$30 (M&IE Rate) plus \$40 (Lodging cost)	\$62.50
Tue	10/16	\$30 (M&IE Rate) plus \$40 (Lodging cost)	70.00
Wed	10/17	\$30 (M&IE Rate) plus \$40 (Lodging cost)	70.00
Thurs	10/18	75% of \$30 (M&IE Rate)	22.50
One round trip of 150 miles @ \$0.365 per mile			\$54.75
<b>Total Constructed Cost</b>			<b>\$279.75</b>
<b>The employee is authorized \$279.75 since it is the lesser amount.</b>			

**EXAMPLE 4**

AEA Comparison		
Sun	10/7	Arrive TDY AEA Authorized NTE \$90
Fri	10/12	Depart TDY (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY (same TDY location)
Fri	10/19	Depart TDY (TDY completed)
Fri	10/19	Arrive PDS

1. The maximum AEA payable at the employee's TDY location is \$90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the employee remained at the TDY location.
2. If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the employee would have received by staying at the TDY location, reimbursement is limited to \$270.00, i.e., what the employee would have been paid for remaining at the TDY location.
3. If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.

**C4678 RETURN TO PDS DURING EXTENDED TDY****A. General**

1. For this paragraph, "extended TDY" means directed travel of 3 or more weeks.
2. An employee on extended TDY may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the employee commutes daily to the PDS, on weekends or other non-workdays.
3. ***Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the employee remained at the TDY location.***

**B. Cost Analysis**

1. Prior to authorizing return travel, the authorizing/order-issuing official must determine that the savings (i.e., increased employee efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.
2. The TDY assignment length and purpose and the return travel distance must be considered.
3. An analysis must be conducted at least every other year.

**C. Authorized Return**

1. Authorized return travel is intended for an employee whose employment ***requires frequent extended TDY*** assignments away from the PDS.
2. An employee on extended TDY (as defined in par. C4678-C1) may be authorized to return to the PDS (or place of abode from which the employee commutes daily to the PDS) as frequently as every other weekend provided the return is:
  - a. justified by the cost analysis required in par. C4678-B, and
  - b. the authorizing/order-issuing official determines the round-trip travel and transportation cost does not substantially exceed the cost of remaining at the TDY location.
3. An employee, who travels to a location (other than the PDS or place of abode from which the employee commutes daily to the PDS) ***for personal reasons***, is authorized only to the per diem and any transportation expenses that would have been allowable had the employee remained at the TDY location (B-200856, August 3, 1981; and B-214886, July 3, 1984).
4. A statement that return travel is authorized must be included in the travel order, or on the travel voucher if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.
5. In the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling required travel to minimize payment of overtime, including scheduling travel during regular duty hours where necessary (55 Comp. Gen. 1291 (1976)).

**C4679 LODGING RETAINED AT TDY LOCATION**

**A. Lodging Retained at TDY Location during Voluntary or Required Return.** If the employee retains lodging at the TDY location during a voluntary (per par. C4677) or required (per par. C4676) return, the employee is financially

responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return - Lodgings Plus. When an employee is authorized lodgings plus per diem, the authorizing/order-issuing official may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

1. the reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;
2. the traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and
3. when the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the capability of the establishment to store those belongings, and the traveler's ability to secure a room upon return.

If authorized/approved, the cost of lodging retained at the TDY site are paid as a reimbursable expense (up to the maximum lodging rate).

C. Lodging Retained at TDY during Authorized Return - Fixed Reduced (55%) Per Diem. When an employee is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the authorizing/order issuing official may authorize/approve reimbursement of the amount the employee is out-of-pocket. However, the amount allowed for lodging cost as a reimbursable expense may not be more than the amount the employee would have received if the return trip to the PDS was not taken.

#### EXAMPLE

1. The employee is on long term TDY renting an apartment at a cost of \$1,000 per month.
2. The authorized per diem rate is \$55 (i.e., 55% of the locality rate of \$100).  
55% of \$34 (M&IE) = \$18.70  
55% of \$66 (Lodging) = \$36.30  
Total = \$55 or 55% of \$100 = \$55
3. The employee is reimbursed  $\$36.30 \times 30 = \$1,089$  per 30-day month for lodging.
4. The travel order authorized the employee a return trip home every 3 weeks.

#### SCENARIO 1

1. The employee returned to the PDS once during the first month. The employee is not paid for the 2 nights lodging spent at the PDS.
2. The employee is authorized \$1,016.40 (28 x \$36.30) for lodging for the first month.
3. Since the employee is authorized \$16.40 more than actual lodging cost (\$1,016.40 vs. \$1,000), the employee is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.

#### SCENARIO 2

1. The employee returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the employee is not paid lodging for 5 nights spent at the PDS.
2. The employee is authorized  $25 \times \$36.30 = \$907.50$  for lodging for the third month.
3. The employee is out-of-pocket \$92.50 for lodging costs (\$1,000 vs. \$907.50).

4. The employee would have been reimbursed \$181.50 (5 x \$36.50) for those 5 nights had the employee not returned to the PDS.
5. The \$92.50 out-of-pocket cost is less than the amount the employee would have been paid had the employee not returned to the PDS (\$181.50).
6. At the authorizing/order-issuing official's option, the employee may be authorized \$92.50 as a reimbursable expense to cover the out-of-pocket lodging costs.

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

#### **C4707 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA FEES**

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

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

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

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

#### **C4708 PRIVATELY OWNED MOTOR VEHICLE TAXES AND LICENSE FEES**

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

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

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

**C4709 MISCELLANEOUS EXPENSES**

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

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

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

6. fees for:

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

7. CTO service and processing fees;

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

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

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

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

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

## 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. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

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,

## **PART D: CIVILIAN ESCORTS AND ATTENDANTS**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
C6150	<b>Escorts for Military Dependents</b>
C6151	<b>Attendants for Military Dependents</b>
C6152	<b>Attendants for Uniformed Service Members on the TDRL Required to Submit to Periodic Physical Examination</b>
C6153	<b>Attendants for Active Duty Uniformed Service Members (Patients)</b> <ul style="list-style-type: none"><li>A. DoD Civilian Employees</li><li>B. Non-DoD Government Employees</li><li>C. All Other Civilians</li></ul>

## **PART E: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
C6200	<b>Applicability</b> <ul style="list-style-type: none"><li>A. Individuals Covered</li><li>B. Policy</li></ul>
C6201	<b>Authorization of Travel</b> <ul style="list-style-type: none"><li>A. Payment Authority</li><li>B. Eligibility Determination</li></ul>
C6202	<b>Pre-Employment Travel Responsibilities</b> <ul style="list-style-type: none"><li>A. DoD Component Responsibilities</li><li>B. Interviewee Responsibilities</li></ul>
C6203	<b>Allowable Reimbursements</b> <ul style="list-style-type: none"><li>A. Allowable Expenses</li><li>B. Unallowable Expenses</li></ul>
C6204	<b>Funds Sources</b> <ul style="list-style-type: none"><li>A. Travel Expense Payment</li><li>B. Unallowable Sources</li></ul>
C6205	<b>Reimbursement Claims</b> <ul style="list-style-type: none"><li>A. Fraudulent Claims</li><li>B. Receipts and Records Maintenance</li><li>C. Travel Vouchers Preparation and Submission</li></ul>

## **PART F: TRAVEL AT NO EXPENSE TO THE GOVERNMENT**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
C6250	<b>General</b> <ul style="list-style-type: none"><li>A. Policy</li><li>B. Employee Status</li><li>C. Travel Order</li></ul>

## **PART G: REPATRIATION TRANSPORTATION**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C6300</b>	<b>For Other Than Army Civilian Marine Personnel</b> A. Conditions Under Which Furnished B. Reimbursement Requirement
<b>C6301</b>	<b>For Army Civilian Marine Personnel</b> A. Coverage B. Classes I and II Repatriations C. Assistance Furnished

## **PART H: AUXILIARY CHAPLAINS**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C6350</b>	<b>General</b>

## **PART I: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C6400</b>	<b>General</b>
<b>C6401</b>	<b>Eligible Individuals</b>
<b>C6402</b>	<b>Policy</b>
<b>C6403</b>	<b>Delegation of Authority</b>
<b>C6404</b>	<b>Procedures for Evaluating Risk to Threatened Individuals</b>
<b>C6405</b>	<b>Eligibility Conditions and Limitations</b> A. Limits on Duration of Temporary Living Accommodations B. Temporary Living Accommodations Location
<b>C6406</b>	<b>Allowable Subsistence Payments</b> A. Expenses Covered B. Allowable Lodging Costs C. Allowable Meal Expenses D. Maximum Allowable Amount E. Itemization and Receipts
<b>C6407</b>	<b>Transportation to and from a Location Away from the Employee's Designated Post of Duty</b>
<b>C6408</b>	<b>Authorizations and Claims Payment</b>
<b>C6409</b>	<b>Funds Advances</b>

**PART F: TRAVEL AT NO EXPENSE TO THE GOVERNMENT****\*C6250 GENERAL**

A. Policy. When travel at Government expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C1050-B for policy on travel at Government expense.

B. Employee Status. An administrative determination must be made in accordance with civilian personnel policy to determine if the employee is in a duty or leave status. *If the employee is in a duty status, a TDY travel order must be issued.*

C. Travel Order. The travel order must indicate that:

1. Attendance is in the DoD's interest, but travel is at no expense to the Government and no per diem or other reimbursement is authorized;
2. Travel is at the employee's request and no accounting information is placed on the travel authorization, and
3. The employee may choose not to perform the travel without penalty.

**AUTOMATED TELLER MACHINE (ATM) SERVICES.** Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

**BAGGAGE.** Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE: Baggage may accompany a traveler or be transported separately.***

**BAGGAGE, ACCOMPANIED.** Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

**BAGGAGE, HOLD.** Unaccompanied baggage that is transported in the hold of a ship.

**BAGGAGE, UNACCOMPANIED.** The part of a member's/employee's prescribed weight allowance of HHG that:

- A. is not carried free on a ticket used for personal travel,
- B. ordinarily is transported separately from the major bulk of HHG, and
- C. usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

***NOTE 1:*** *Unaccompanied baggage in connection with permanent duty and RAT may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.*

***NOTE 2:*** *In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

**BLANKET TRAVEL ORDER.** (Also called *Repeat Travel Order, Unlimited Open Travel Order, or Limited Open Travel Order.*) An order issued to a traveler who regularly and frequently makes trips away from the PDS within certain geographical limits for a specific time period in performance of regularly assigned duties. (Also see *Travel Orders.*) ***NOTE: Blanket travel orders are not used in DTS.***

**CALENDAR DAY.** The 24 hour period from one midnight to the next midnight. ***NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).***

**CERTIFICATED AIR CARRIER.** See U.S. Flag Air Carrier.

**CIRCUITOUS TRAVEL.** Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved.

**COMMAND, UNIFIED.** A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, and established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

**COMMERCIAL TRANSPORTER.** A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

**COMMON CARRIER.** Private-sector supplier of air, rail, bus, or ship transportation.

**COMMUTED RATE.** A price rate used for HHG transportation and temporary storage. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of temporary storage within the applicable weight limit for storage including in-and-out charges and necessary drayage. The commuted rates for storage are found in the GSA publication, Commuted Rate Schedule for Household Goods constructive rate allowance.

**\*CONFERENCE.** A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

**CONTINENTAL UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia.

**CONTINGENCY OPERATION.** A military operation that:

A. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or

B. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

**CONTRACT CARRIERS.** U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

**\*(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

**DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DoD standard source for worldwide distance information based on city to city distance (*not* zip code to zip code) replacing *all* other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://dtod-mtmc.belvoir.army.mil>

**DEPARTMENT OF DEFENSE (DOD) COMPONENTS.** The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

**DEPENDENT/IMMEDIATE FAMILY.** Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

A. employee's spouse;

**\*APPENDIX A****DEFINITIONS****PART II: ACRONYMS**

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (formerly BAQ and VHA)
BAS	Basic Allowance for Subsistence
CFR	Code of Federal Regulations
CMTR	Combined Marginal Tax Rate
COLA	Cost-of-Living Allowance
CONUS	Continental United States
COSTEP	Commissioned Officer Student and Extern Program
CSRS	Civil Service Retirement System
CTD	Civilian Travel Determination
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DODEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DOJ	Department of Justice
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulations
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System
FHA	Federal Housing Administration
FTA	Foreign Transfer Allowance
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
FUTA	Federal Unemployment Tax Allowance
FWTR	Federal Withholding Tax Rate
GAO	General Accounting Office
GBL	Government Bill of Lading
GMR	Government Meal Rate
GOCO	Government-Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHT	House-hunting Trip
HOR	Home of Record
IRC	Internal Revenue Code
IRS	Internal Revenue Service
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance

JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem (PDT Travel)
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance
MIA	Missing in Action
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
MTR	Marginal Tax Rate
NIST	National Institute of Standards and Technology
NOAA	National Oceanic and Atmospheric Administration (Same as USNOAA)
NTS	Nontemporary Storage
O&M	Operations and Management
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PHS	Public Health Service (Same as USPHS)
PIN	Personal Identification Number
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
PTA	Prepaid Ticket Advice
RAT	Renewal Agreement Travel
RIT	Relocation Income Tax
SES	Senior Executive Service
SIT	Storage in Transit
SR&R	Special Rest and Recuperative Absence
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STS	Specialized Treatment Services
TCS	Temporary Change of Station
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading

## APPENDIX E

## INVITATIONAL TRAVEL ORDERS

## PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

The sample format below may be used as a guide (for all Services) to prepare an ITO. *Use of the sample format is not mandatory.*

## INVITATIONAL TRAVEL ORDER

Name \_\_\_\_\_ TRAVEL ORDER NUMBER \_\_\_\_\_

Address \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

You are invited to proceed from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_  
(Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus  
See below for travel by Privately-Owned Conveyance

The order-issuing agent has arranged Transportation.

- Transportation tickets are included with this order.  
 Transportation tickets shall be provided at a later date

***NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, NTE the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.***

To arrange transportation call: (\_\_\_\_) \_\_\_\_\_

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and
- (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

**\*Effective 21 January 2002**

You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.365 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

You are authorized to travel by privately owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

**Receipts:** Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Order, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned. Even if your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

***NOTE:*** *The cost you incur during travel (not after returning) 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 lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.*

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order to: \_\_\_\_\_

The travel authorized herein has been determined to be in the public interest, and is chargeable to: \_\_\_\_\_

- 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, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

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.

**JOINT TASK FORCE OPERATIONS TDY OPTIONS**

**SUBSIST ASHORE**

<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals <b>(In AOR only)</b>	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

**SUBSIST ABOARD GOVERNMENT VESSEL 3/**

	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

***NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.***

Table 1. Deployment - Joint Operations TDY Options

#### D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

E. Miscellaneous Expenses. Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

***NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;***

6. fees for:
  - a. currency conversion; ***NOTE: Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***
  - b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does *not* include cashing checks/drafts *for salary*); and
  - c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));
  - \*d. energy surcharge and/or resort fee (when the fee is not optional);
7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

