

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 439

Alexandria, VA

1 May 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 May 2002 unless otherwise indicated.

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This change includes all material written in CAP Items 79-01(E); 01-02 (E); 02-02(E); and editorial changes C02007 and C02008. Insert the attached pages and remove the corresponding pages. Remove page C7-9. This cover page replaces the Change 439 cover page.

BRIEF OF REVISION

These are the major changes made by Change 439:

C1059; T4025. Reminds agencies that travel arrangements for 90% of civilian employees and members of the uniformed services that are lodged in commercial lodging must be booked in places of public accommodations that meet the fire and life safety requirements of the Hotel and Motel Fire Safety Act of 1990.

C2102-D2; T4030. Clarifies that a claim for damage sustained by a rental car is allowed as a reimbursable miscellaneous expense if the claim is adjudicated as being payable by the Service concerned.

C4709-B3; T4040-E9. Allows reimbursement of the delinquent payment fees for *mission critical personnel* only when paying the Government Travel Charge Card bill.

C7002-G1; C7004-B. Explains that an employee must take RAT for dependents to be authorized RAT.

Appendix R. Updates the RIT Tables.

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Following is a list of sheets in force in Volume 2, Joint Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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438	C2E-5	411	C4A-15	429	C4L-13	427	C6-v	437	C8D-1
416	C2E-7	431	C4B-1	431	C4L-15	417	C6-vii	418	C8E1-1
422	C2E-9	431	C4B-3	438	C4L-16-1	414	C6A-1	436	C8E2-1
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428	C13B-7	431	A-21	435	O-5				
436	C13C-1	438	A-23	434	O-6-1				
436	C13C-3	428	A-25	438	O-7				
428	C13D-1	428	B-1	439	O-9				
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433	C14-i	433	C-3	437	O-12-1				
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433	C14-3	414	E-1	435	O-15				
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(3) not be authorized/approved if an employee takes leave at a stop over.

3. Travel During Regular Hours of Duty. Travel should be scheduled so an employee travels during regular duty hours. To prevent travel during off-duty hours it is not unreasonable for an employee to:

- a. depart from the PDS the afternoon before the day the employee is required at the TDY station, or
- b. depart from the TDY station the morning after completing a TDY assignment, provided the employee is not required to be at the PDS that morning.

4. Travel During Off-Duty Hours. When an employee must travel on off-duty hours, no more than 1 additional travel day should be allowed.

Example 1: An employee completes official TDY duty on Friday afternoon. The employee should leave on Friday when official duty ends (and arrive at the PDS on Friday) and receive 75% M&IE for that travel day. To prevent the employee from traveling after regular duty hours, the order-issuing/authenticating official may delay departure until the next day (in this case, Saturday). The employee receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the employee receives 75% M&IE for Saturday. Any additional days of delayed travel are at the employee's expense.

Example 2: An employee is required to attend a conference that starts at 0800 on Monday morning. If the employee is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one day of travel as though the employee had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Any additional days of early travel are at the employee's expense.

C. Rest Stops When OCONUS Travel is Involved

1. General. A rest stop, of 24 hours or less, may be authorized/approved when:

- a. the origin or destination point is OCONUS,
- b. direct travel between authorized origin and destination points is separated by several time zones,
- c. air travel between the two points is in less than premium-class accommodations, and
- d. the scheduled flight time, including stop-overs, exceeds 14 hours by a direct or usually traveled route. ***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.***

2. Location of Rest Stop. A rest stop:

- a. may be authorized/approved at ***any intermediate*** point, and
- b. should be as near to midway in the journey as authorized carrier scheduling permits.

3. Travel by Indirect Route. A rest stop shall not be authorized/approved when an employee chooses to travel by an indirect route, ***for personal convenience***, causing excess travel time.

4. Per Diem. The rest stop per diem rate is the rest stop location rate.

5. Rest Period Before Reporting For Duty. A reasonable rest period at the TDY point is recommended before the employee reports for duty when:

- a. authorized carrier schedules prevent an intermediate rest stop,

- b. a rest stop is not authorized/approved, or
- c. travel is not authorized for premium-class accommodations.

***C1059 HOTEL AND MOTEL FIRE SAFETY -- APPROVED ACCOMMODATIONS**

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each DoD component must ensure that not less than 90% of their employees who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's internet site at: <http://www.usfa.fema.gov/hotel/index.htm>. Agencies shall be considered to be in compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (*see Appendix A*) whenever possible (*5 U.S.C. §5707a*).

C1060 CONFERENCES/TRAINING AT THE PDS

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances. For authority to pay related training costs at the PDS see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

C1065 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

- 1. is the only official source for worldwide TDY and PDT distance information,
- 2. replaces all other sources used for computing distance (except for airplanes see par. C1065-B below),
- 3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod-mtmc.belvoir.army.mil>.

- 4. provides distances which must be rounded to the nearest mile for each leg of a journey,
- 5. does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal), and
- 6. website is found at <http://dtod-mtmc.belvoir.army.mil>.

B. Privately Owned Airplane

- 1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
- 2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.

3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE

C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursements for transportation expenses incurred in and around duty station (see Part H). Each claim for reimbursement of expenses is identified on the voucher by date, quantity, service, cost and other necessary particulars of the expense.

C2101 USE OF TAXICABS

A. To/From Transportation Terminals. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below:

1. between places of residence, lodging, or place of duty at the PDS or TDY station and transportation terminals;
2. between transportation terminals if free transfer is not provided; or
3. between transportation terminal and lodging when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging, and from the PDS to the residence on the day of return from such TDY.

C2102 SPECIAL CONVEYANCES USE

A. General. Hiring and using a special conveyance is authorized/approved by the order-issuing official only when it is determined the use of other means of transportation is not advantageous to the Government. Personal preference or minor inconvenience shall not be the basis for authorizing/approving the use of a special conveyance instead of a cheaper mode of transportation.

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://public.transcom.mil/j4/j4lt/dtrpart1.pdf>)

- a. *It is mandatory to obtain rental vehicles through the CTO, when available. **NOTE:** It is not mandatory to use a CTO when renting an airplane or bus.*
- b. When selecting commercially rented vehicles, the lowest cost rental service that meets the mission requirements must be selected.
- c. Use of companies and rental car locations participating in the MTMC agreement is encouraged because their government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government.
- d. Travelers disregarding rental car arrangements made by a TO or CTO may be required to provide justification for additional rental car cost before reimbursement is allowed.

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Chapter 106 and DoD component regulations.

2. Military Management Traffic Command (MTMC) Policy (website address: <http://www.mtmc.army.mil>)

a. ***MTMC vehicle rental agreements apply to all DoD components and activities and non-Defense Agencies.***

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from the Commander, MTMC, ATTN: MTPP-AQ, Hoffman Building II, Room 10N35, 200 Stovall Street, Alexandria, VA 22332-5000, or via the MTMC website at <http://dcsop.mtmc.army.mil/travel/car/default.htm>.

3. Reimbursement. When an available CTO is not used, reimbursement is limited to what it would have cost if a CTO had made the rental vehicle arrangements.

C. Reimbursable Expenses For Use of Special Conveyances. When a rental automobile or other special conveyance is authorized/approved, the rental and hiring charge is reimbursable. When the expenses of operation are included in the rental or hiring charge, the receipt shall include a list of these expenses. When the rental or hiring charge does not include the expenses of operation, such expenses incurred on official business are reimbursable. These expenses include items such as:

1. hiring charge;
2. gasoline and oil;
3. parking;
4. garage, hanger, or boathouse rental;
5. subsistence of operator;
6. ferry fares, bridge, road and tunnel tolls; and
7. traveler access fee (when charged).

D. Insurance on a Rented Automobile

1. Cost of Extra Insurance. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable when:

- a. the insurance is required by the rental agency to provide full coverage insurance when renting an automobile outside the U.S., or
- b. a Secretarial Process authorizes/approves reimbursement of non-required insurance for certain classified special operations. See Service regulations. (B-204486, January 19, 1982).

*2. Damage to Rented Motor Vehicle. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated by the Service concerned as being payable. The Government may make direct payments to the car rental companies instead of to the traveler, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

*3. Damage Claims. Requests from an employee, or from a rental company for reimbursement or payment should be documented and submitted in accordance with the DoD Financial Management Regulation, Volume 9, Chapter 4 (*found at website: <http://www.dtic.mil/comptroller/fmr/>*). Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

4. Cost of Personal Accident Insurance. The cost of personal accident insurance is a personal expense and is not reimbursable.

E. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

F. To and From Carrier Terminals. The use of a special conveyance may be authorized/approved for travel to and from local carrier terminals, but reimbursement for the total expenses incurred in the use of the special conveyance for any one trip shall not exceed the usual one-way taxi fare, including tip, unless taxi service between the places concerned does not exist. The use of special conveyance to, from and between carrier terminals, other than local terminals may be authorized/approved by the official directing the travel when it is determined neither public nor Government transportation between such points meets the requirements of the ordered travel.

G. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual means of transportation, or when the use of a special conveyance is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

H. Special Conveyance Use For PDT. Commercially rented vehicles/special conveyances:

1. may be used for PDT when other transportation methods in par. C2001-A are not more advantageous to the Government,
2. must be authorized in the PCS orders,
3. may not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
4. are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

NOTE: Employees are not authorized rental cars at the PDS to travel to/from work, or for personal convenience.

I. Use of Special Conveyance In and Around Permanent or TDY Station. For reimbursement for use of a special conveyance within and around the permanent and TDY duty station see Part H.

C2103 USE OF BUSES, STREETCARS, OR SUBWAYS

A. To and From Carrier Terminals. Reimbursement is authorized for bus, streetcar, or subway fares as follows:

1. between places of residence, lodging, or place of duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or Government transportation used;
2. between carrier terminals when needed due to a change of transportation and free transfer is not provided; or
3. from carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS On Day Travel Performed. Reimbursement is authorized for bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

C2104 USE OF AIRPORT LIMOUSINE SERVICE

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows:

1. between places of residence, lodging, or place of duty at the PDS or TDY duty station, and local transportation terminals, (stations, airports, wharves, etc.) of the commercial or Government transportation mode used;
2. between transportation terminals when changing transportation mode and free transfer is not provided;
3. between transportation terminals and lodging when transportation delays occur en route that are beyond the employee's control; or
4. between an airport and airport limousine terminal.

C2105 USE OF COURTESY TRANSPORTATION PROVIDED BY HOTELS AND MOTELS

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

3. authorizing/order-issuing official authorized/approved expenses for:
 - a. services, including associated equipment, needed for reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental (used for official business) at a hotel/other place;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this **does not include travel expenses** incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. C4706);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs (see par. C4555-F);
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (*see par. C4712*);
 - l. expedited charge card delivery (*effective 1 May 2001*);
 - *m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card for **only mission critical personnel** (see DoDFMR, Volume 9, chapter 3 for definition/criteria of mission critical personnel);
4. costs for personal laundry, dry-cleaning and pressing of clothing while TDY (**not after returning to/arriving at PDS**); only when CONUS TDY/PCS lodging is at least 4 consecutive nights;
5. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
6. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes; and
7. transportation-related tips for handling **Government property at terminals and hotels**.

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

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

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

C4711 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING

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

C4712 REIMBURSEMENT OF NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

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

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

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

CHAPTER 7**DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES****C7000 ENTITLEMENT**

A. General. Dependent travel and transportation allowances may be authorized/approved in connection with PCSs world-wide. They are based on the employee's entitlement and are subject to the conditions and restrictions in this Chapter. Except as provided in Chapter 12, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS. There is no entitlement to any additional travel and transportation allowances for dependents who accompany an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child is defined in Appendix A as including a child under 21 years of age; however, a dependent child's eligibility for travel allowance depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, March 28, 1969 and B-166208, April 1, 1969). Example: a child 20 years and 11 months old when the employee reports at new PDS is eligible for travel even if travel is delayed until the child is age 22 years and 11 months.

C7001 TRANSFERS TO AND WITHIN CONUS

A. When Authorized. Dependent travel and transportation allowances may be authorized in connection with an employee's PCS. For a house-hunting trip for a spouse incident to an employee's transfer, see par. C4107. Dependent transportation allowances may be authorized in connection with an appointee's travel to a first PDS.

B. Origin and Destination. Dependent travel may originate at the employees' old PDS/some other point, or partially at both. The destination may be the new PDS, some other point selected by the employee, or both. The Government's costs, however, shall not exceed the costs over a usually traveled route between the old PDS and the new PDS. When the travel is to a first PDS, the Government's cost shall not exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

C. Transportation Mode and Routing. See Chapter 2 for authorized transportation mode and routing for dependent travel. Dependents may travel with an employee by POC or may travel independently.

D. Expenses Allowable. Commercial transportation costs not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to employees. Those expenses listed in pars. C4709-A and C4709-C may be reimbursed.

E. Travel Orders. The travel order for an employee's transfer must include dependent transportation authorization.

F. Time Limitation. Dependent travel must begin within 2 years after the date an employee reports for duty at the new PDS (see par. C1057 for exception). Travel should begin at the earliest practicable date.

C7002 TRANSFERS TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized in connection with a current employee's PCS, the initial appointment of certain employees, and renewal agreement travel.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee

- a. From a CONUS PDS to an OCONUS PDS. When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both. Except as prescribed in Chapter 12, the travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. Except as provided in Chapter 12, the Government's cost shall not exceed the travel costs from the old PDS to the new PDS by a usually traveled route. Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government quarters at time of transfer to the OCONUS PDS and is required to vacate quarters before dependent travel to an OCONUS PDS is authorized. In this case, if travel to the OCONUS PDS is authorized subsequently, the cost of the two movements is limited as stated in this paragraph.
 - b. Between OCONUS PDSs. When a current employee is reassigned/transferred between OCONUS PDSs, authorized travel for dependents is from the old PDS to the new PDS, unless otherwise authorized in Chapter 12. When an employee is authorized travel to the actual residence, the employee may elect to have the dependents return to the actual residence.
2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS
 - a. Recruited in CONUS. When a person, recruited in CONUS, is initially appointed for assignment to an OCONUS PDS, dependent travel is authorized from the actual residence to the OCONUS PDS, unless otherwise authorized in Chapter 12.
 - b. Recruited OCONUS. When a person, recruited OCONUS, is initially appointed for assignment to an OCONUS PDS in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS, unless otherwise authorized in Chapter 12.
 3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes an Agreement. Upon initial appointment, when a person satisfies the conditions in par. C4002-B2 and executes an agreement, dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependents are not in the OCONUS area at the time employment begins, unless otherwise authorized in Chapter 12.
 4. Execution of a Renewal Agreement to Serve an Additional Tour OCONUS. If an employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area, is transferred/reassigned to an OCONUS area, dependent travel, except as otherwise provided in Chapter 12, is authorized from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour. Although the travel may originate at some other point, travel and transportation allowances shall not exceed the cost by usual mode from the old PDS to the OCONUS PDS by a usually traveled route unless otherwise authorized in Chapter 12. If an employee executing a renewal agreement was a new appointee at the time of original OCONUS employment, dependent travel may be authorized from the actual residence established at the time of initial appointment, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour.
- C. Concurrent Travel. Concurrent dependent travel with the employee from CONUS is authorized automatically to some OCONUS areas. In instances where prior OCONUS command approval is necessary, the responsible CONUS recruiting office/other appropriate office must secure the authority for concurrent travel from the appropriate OCONUS command and, when appropriate, advise the activity responsible for processing the employee. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding passport, visas, immunizations, port calls, and transportation. When dependent

travel is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order shall not provide for dependent travel, but should be amended to provide for dependent travel at the time of dependent travel. The procedures prescribed in AR 55-46 in connection with the priority system must be followed for Army employees.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any mode specified in Chapter 2. The Chapter 2 instructions must be followed.

E. Expenses Authorized. Commercial transportation cost not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations for employees in Chapter 2. The expenses listed in pars. C4709-A and C4709-C may be reimbursed.

F. Travel Orders. Authorization for dependents' travel must be included in the travel order issued for the employee, or may be included when orders are amended or supplemental orders are issued in accordance with par. C7002-C.

G. Time Limit

*1. General. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial appointment to the OCONUS area. If an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years. When employees are assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/administrative embargoes (e.g., the lack of family housing in an OCONUS area which precludes dependent travel is an administrative embargo) make dependent travel impossible. Every possible effort should be made to complete the travel at the earliest practicable date. When an administrative embargo is removed, the overseas command shall notify all affected employees in writing. The 2-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, shall not be authorized unless at least 1 year of the agreed minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area

3. Transfers Without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is primarily for the Government's benefit. If the employee's dependents have not joined the employee in the OCONUS area, travel from the last PDS/actual residence, as applicable, in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C7002-G2.

4. Local Hire Employees. The time limit in par. C7002-G2 applies to travel of dependents of employees hired locally who execute an agreement at the time of original appointment or who enter into a renewal agreement for an additional tour of duty.

C7003 TRAVEL FROM AN OCONUS AREA

A. General. Authority for dependent travel from OCONUS either derives from an employee's eligibility for such movement or from a determination by the appropriate OCONUS command that the Government's best interest is served by the early return of one or more of the dependents. When an employee violates an agreement, or otherwise is not entitled to return travel, dependents are also ineligible. If dependents elect to remain in the OCONUS area after an employee's return, the constructive cost of the unused allowance shall not be authorized. If an employee's dependent becomes 21 years old while the employee is assigned OCONUS, the employee is entitled to return travel for the former dependent to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent. The former dependent's travel is authorized when the employee is assigned to a PDS in the U.S.; travels to the actual residence in the U.S. for separation; or travels to the U.S. pursuant to renewal agreement. See pars. C7003-C, C7003-D1a, C7003-D2, and C7004. In any other situation, the

authority for return to the U.S. is under the provisions applicable to early return of a dependent (other than for compassionate reasons). In any case, return of a former dependent must be not later than when the employee next is eligible for travel or by the end of the tour under the current agreement. Except when travel is authorized under early return provisions, return travel authorization for a former dependent is contingent upon authorized travel of the employee to the U.S. .

B. When Authorized. Dependent travel may be authorized in connection with a PCS, or with the return for separation, of certain employees as indicated in par. C7003-C.

C. Travel Origin and Destination

1. Reassignment or Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS. When a current employee is reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate at the employee's OCONUS PDS, some other place, or partially at both. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer. The Government's cost liability shall not exceed the travel cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

2. Return of an Employee for Separation

a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee returns for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS. Travel costs to an alternate destination anywhere in the world may be allowed. Costs to an alternate destination shall not exceed the constructive cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs must be borne by the employee (63 Comp. Gen. 281 (1984)). Dependent travel costs are not reimbursable if an employee separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed an Agreement and Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee appointed locally OCONUS returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Government, dependent travel is authorized as in par. C7003-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Government. When an employee recruited OCONUS for assignment to an OCONUS PDS separates, under the terms of a transportation agreement, from a PDS outside the geographical locality of actual residence after completing the agreed service period or for other reasons acceptable to the Government, dependent travel is authorized from such PDS to the actual residence. Travel to an alternate destination in the geographical locality of actual residence may be authorized. Any cost in excess of the dependent travel cost by the most economical route from the OCONUS PDS to the actual residence must be borne by the employee.

D. Dependent Early Return

1. Earned or Public Interest Transportation. Under par. C7003-D1a or C7003-D1b, return travel to the U.S. of one or more of an employee's dependents before the employee's return may be authorized to the employee's actual residence/alternate destination. Any cost in excess of the costs by the most economical route from the OCONUS PDS to the actual residence must be borne by the employee. Early return travel may be authorized when:

- a. an employee is eligible for return transportation after satisfactorily completing the minimum service period prescribed in par. C4005; or
 - b. the OCONUS command concerned determines that it is in the Government's best interests to return one or more dependents for compelling personal reasons of a humanitarian/compassionate nature (examples: physical/mental health, death of any member of the immediate family, obligations imposed by authority, and other similar circumstances over which the employee has no control).
2. Reimbursable Expense Transportation. When one or more of an employee's dependents return before the employee is eligible for return travel and for reasons other than those described in par. C7003-D1b, the transportation expense is the employees' financial responsibility. When the employee becomes eligible for return travel, the employee shall be reimbursed for allowable travel expenses up to the cost of dependent travel by the most economical route (including the least expensive unrestricted commercial fare when contract city pair fares are not available) from the OCONUS PDS to the actual residence. The reimbursement amount shall not exceed the amount allowable for the transportation mode available that would have been used at the time that the employee became eligible for return travel. Government transportation shall be used for dependents early return travel, if available. Chapter 2 applies to dependent early return travel. See par. C1310 for receipt requirements.
 3. Limitations. Dependent early return travel under par. C7003-D1 or C7003-D2 shall not be authorized more than once during each agreed period of OCONUS service. Dependent return travel at Government expense to the OCONUS PDS is not authorized except when incident to renewal agreement travel by the employee (see par. C7004). When an employee completes an agreed service period, has received one-way travel for dependents to the actual residence unaccompanied by the employee, and the employee's renewal agreement travel is at a later date, the expense of dependent return travel to the OCONUS PDS at an earlier date is then reimbursable. Reimbursement shall not exceed the Government's cost for travel by the usual transportation mode and route that would have been used had the dependents traveled back to the OCONUS PDS with the employee. See par. C1310 for receipt requirements.
 4. Return of Former Spouse and Dependents. Reimbursement is authorized for return travel to the U.S. for a former spouse and former dependents of an employee who have traveled to the employee's OCONUS PDS as dependents at Government expense, even if, because of divorce/annulment, these individuals are no longer dependents when the employee becomes eligible for return travel. Travel must begin before the end of the employee's current agreed tour of duty.
- E. Movement Because of Evacuation. When dependent travel is incident to an ordered evacuation, see Chapter 2.
- F. Transportation Routing and Mode. Transportation routing and modes for dependents may be authorized as provided in Chapter 12.
- G. Expenses Authorized. Expenses authorized for dependent travel from OCONUS areas are in pars. C4709-A and C4709-C.
- H. Travel Orders. Authorization for dependent travel must be included in the travel order issued for the employee, except where separate orders are required for the dependent early return to the actual residence or for movement because of evacuation.
- I. Time Limitations
1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, dependents should travel with the employee, or as soon after as appropriate transportation is available.

2. Reassignment to a New PDS. In no event may dependent travel begin later than 2 years after the effective date of reassignment to a new PDS, exclusive of any time during which administrative embargoes/shipping restrictions make the travel impossible.
3. Return for Separation. When an employee returns for separation, dependent travel must be completed within a reasonable time after separation or the travel benefit is forfeited. Upon the employee's written request, the appropriate OCONUS activity commanding officer may authorize delayed travel, if proper, under the provisions of par. C4202-B.

C7004 RENEWAL AGREEMENT TRAVEL

A. When Authorized. Transportation of an employee's dependents may be authorized in connection with the employee's renewal agreement travel. Subject to the conditions in Chapter 4, Part D, the dependent transportation costs shall not exceed the Government's cost for transportation to the employee's authorized destination. In these cases, dependent transportation may be as provided in this paragraph.

*B. Eligible Dependents and Authorization Limit. Dependents who:

1. traveled to the OCONUS PDS within the prescribed 2-year limit, or
2. became dependents at the OCONUS area by marriage, birth, or adoption before the employee begins round-trip travel under a renewal agreement,

are authorized round trip transportation in connection with the employee's renewal agreement. The employee's dependents at the OCONUS PDS may accompany the employee, and/or travel before or after the employee travels (but only after the employee has met eligibility requirements for RAT and the renewal agreement is in place). Dependents who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), are authorized one-way transportation to the PDS in connection with the employee's renewal agreement. *These dependents, traveling to the employee's OCONUS PDS for the first time using RAT, may travel to the OCONUS PDS at different times than the employee or with the employee on return to the OCONUS PDS. An employee must perform RAT travel for his dependents to be authorized RAT travel (35 Comp. Gen. 101 (1955)).* Dependents travel, performed after the employee's RAT, must be completed within 6 months of the employee's RAT beginning date.

C. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, dependents who did not accompany the employee on renewal agreement travel but remained at the old OCONUS PDS are authorized travel from the old to the new PDS.

D. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. When an employee and dependents travel to the employee's actual residence for leave before beginning a new OCONUS tour, and the employee performs TDY or attends a training course after the leave and before returning to the OCONUS PDS, the dependents may return to the OCONUS PDS after the leave.

C7005 STUDENT DEPENDENT TRAVEL FOR PURPOSE OF ATTENDING SCHOOL

A. Authority and eligibility requirements for travel and educational allowances of student dependents in foreign areas for the purpose of attending school are in the DSSR. Administration of student travel is in accordance with State Department and DoD regulations and Service implementing regulations.

B. DoDEA statutory charter, (codified at 20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.

C7006 DEPENDENT PER DIEM RATES**A. Travel En Route Between Employee's Old and New Duty Station**

1. General. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred. In computing the per diem, the prohibition on paying per diem for travel of 12 hours or less applies. If the travel origin and/or destination is other than the old/new PDS, the per diem shall not exceed the amount authorized between the old and new PDS. The provisions of par. C4555-B3 also apply when employee or dependents obtain lodgings from friends/relatives. The per diem rates for dependents are as indicated in pars. C7006-A2; C7006-A3; and C7006-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the maximum per diem rate allowable for the spouse is three-fourths of the employee's rate under par. C4553. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently. When an employee and spouse travel independently of each other, the maximum per diem rate allowable for the spouse is the same as the employee's had they traveled together. The employee's actual travel time and per diem rate are not factors in computing the amount of per diem for the spouse's travel. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependents Other Than Spouse. For each dependent other than a spouse, who is 12 years of age or older, the maximum per diem rate allowable is three-fourths of the employees' per diem rate; and for each dependent under 12 years of age, one-half of the employee's per diem rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to Cost of Government-Offered Air Transportation. When a dependent's transportation cost is limited to the cost of Government-offered air transportation, per diem is limited to the amount that would be payable had the dependent used the Government-offered air transportation.

B. Exclusions. Per diem is not authorized for:

1. dependents of a new appointee assigned to a first PDS;
2. dependents of an employee assigned OCONUS in connection with renewal agreement travel (when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS, see par. C7008);
3. dependents of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or
4. dependents authorized transportation to/from an employee's training location when that transportation is authorized in lieu of per diem or AEAs for the employee while at the training location under par. C4500.

C. Round-Trip Travel to Seek Permanent Residence. When the spouse of an employee travels independently pursuant to par. C4107, the per diem rate for the spouse is the same as the employee's would be under par. C4553. When the employee and spouse travel together under par. C4107, the per diem rate for the spouse is three-fourths of the employee's under par. C4553.

D. Evacuation Travel. When dependents are evacuated, per diem is payable in accordance with the provisions of Chapter 12.

E. Student Dependent Travel to Attend School. When student dependents in foreign areas travel to/from school under par. C7005, per diem is authorized for the time required to travel by the authorized transportation mode in accordance with par. C4553. The prohibition in par. C4552-F is applicable.

C7008 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RENEWAL AGREEMENT TRAVEL IS INVOLVED

In cases of renewal agreement travel when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, per diem for dependent travel (which relates to the PCS, not the renewal agreement travel) must be computed on the basis of the constructive travel time between the old and new PDS.

EXAMPLE 1

An employee on permanent duty in Frankfurt, Germany, is authorized renewal agreement travel to the actual residence in CONUS with onward travel to a new PDS in Hawaii. The employee is accompanied by dependents. Travel is by air. The per diem allowance for the dependents while en route is limited to the constructive travel time by air between the old and new PDS.

EXAMPLE 2

An employee at a PDS in Frankfurt, Germany, is authorized renewal agreement travel to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructive travel time from the old PDS to the new PDS. The son is eligible for per diem and mileage while en route.

C7009 HANDICAPPED STUDENT TRANSPORTATION FOR DIAGNOSTIC AND EVALUATION PURPOSES

Transportation and per diem or AEAs, as applicable, to the same extent as prescribed in this Volume for travel by TDY employees, are authorized for space-required and space-available tuition-free DoDEA students who have handicaps, or may be considered as having handicaps, under DoDI 1342.12 when competent medical/educational authorities request a diagnosis/evaluation under the provisions in DoDI 1342.12, and travel is necessary to get the diagnosis/evaluation. If the medical/educational authority(ies) request that one or both of the student's parents/guardian be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem or AEA are similarly authorized for the parents/guardian.

CHAPTER 11

TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)

C11000 GENERAL

POVs (as defined in Appendix A) of an employee transferred in the Government's interest, a new appointee, or a student trainee assigned the first PDS, may be transported at Government expense:

1. when it is determined in advance of authorization that it is in the Government's interest for the employee to have POV use at the OCONUS PDS, or
2. in the case of an employee whose PDS is Johnston Island (Atoll), and Hawaii is the place designated for the immediate family to reside, or
3. when it is determined that transporting POV(s) wholly within CONUS is advantageous and economical to the Government. (see par. C11009.)

NOTE 1: *There is no authority for rental car reimbursement while awaiting POV arrival.*

***NOTE 2:** For other requirements related to shipping a POV, see the MTMC website at: <http://www.mtmc.army.mil/CONTENT/599/Povpam.pdf>.

C11001 DETERMINATION OF ELIGIBILITY (OCONUS)

Commanding officers or designated representatives who assign employees OCONUS are delegated authority to determine the employees' eligibility to transport a POV at Government expense. Compliance with the criteria set forth in this Chapter and consistent treatment of all DoD employees must be assured. Commanding officers or designated representatives in CONUS who assign employees OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

C11002 ELIGIBILITY CRITERIA (OCONUS)

A. General. One POV may be transported at Government expense when it is determined to be in the Government's interest for the employee to have POV use at the PDS. A determination in the Government's interest must be made as circumstances change and when the employee agrees to serve a succeeding tour of duty at the same or another OCONUS PDS. A record of determination must be made in writing and filed in the employee's personnel folder.

B. Conditions. A determination/redetermination that it is "in the interest of the Government" for the employee to have the use of a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. use of the POV is not primarily for the convenience of the employee and immediate family;
2. local conditions make it desirable from the Government's viewpoint for the employee to have use of a POV;
3. use of a POV by the employee contributes to the effectiveness in the employee's job;
4. use of a POV of the type involved is suitable in the local conditions;

5. the cost of transporting the POV to/from the official station is not excessive considering the time the employee has agreed to serve at that official station;

C. Employees Assigned to Johnston Island. An employee, assigned on permanent duty to Johnston Island, may transport one POV at Government expense from the old PDS to Hawaii if Hawaii is designated as the location at which dependents are to reside during the specified tour of duty. When reassigned from Johnston Island to a new PDS, one POV may be transported from Hawaii to the port serving the new PDS, or at the employee's request, to an alternate port subject to the employee reimbursing the Government for all costs in excess of having the POV transported from Hawaii to the port from which the POV was originally shipped to Hawaii.

C11003 CONDITIONS GOVERNING TRANSPORTATION (OCONUS)

A. Transportation Not Authorized. Transportation of a POV is not authorized when:

1. the POV may be driven to the PDS over hard-surfaced all-weather highways, including ferries, and it is determined that the employee, or dependent(s), reasonably should be expected to drive the vehicle (See par. C2156 concerning reimbursement for use of ocean-going car ferries when it is determined that the employee or dependent(s) should drive the vehicle for only part of the distance involved.);

2. the local government prohibits importation of such a vehicle, applies particularly difficult restrictions on such importations, or the pertinent military department's regulations prohibit or advise against the shipment of such vehicles for military personnel (This item does not apply for an employee assigned on Johnston Island who is authorized to ship a POV to Hawaii under par. C11002-C.);

3. a vehicle is purchased in a nonforeign OCONUS area by an employee not permanently assigned there at the time of the purchase, unless it is used by the employee or dependent for personal transportation at the OCONUS PDS as a replacement vehicle. This item prohibits only the shipment at Government expense incident to the employee's PCS following vehicle purchase; or

4. an employee is hired at an OCONUS location for duty at the employee's first PDS located within CONUS (Title 5 U.S.C. §5727 authorizes transportation of POVs to an OCONUS PDS, from that same OCONUS PDS and between OCONUS PDSs only where the POV is to be used at an OCONUS PDS. See 68 Comp. Gen. 258 (1989)). (Example; an employee residing in Hawaii, who was hired locally for duty at a PDS in Hawaii and is later transferred from the Hawaii PDS to a PDS in CONUS, is not authorized transportation for a POV to CONUS. Similarly, an employee residing in Hawaii, hired locally for duty at a PDS in CONUS is not authorized transportation for a POV to CONUS.)

B. Transportation Authorized. Transportation of a POV may be authorized when an employee:

1. is transferred or assigned from a CONUS location to an OCONUS PDS, meets the eligibility criteria in par. C11002, and signs an agreement as provided in par. C4001;

2. is transferred or assigned from an OCONUS location to another OCONUS duty station, meets the eligibility criteria in par. C11002, and signs an agreement as provided in par. C4001;

3. completes a tour(s) of duty at an OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV, or the employee was assigned to Johnston Island and a POV was transported to Hawaii under par. C11002-C, and the employee is returning through transfer, or upon separation from service after completion of a tour of duty, to the U.S.;

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

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

T4010 REIMBURSEMENT RATE

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

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

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

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

***T4025 ARRANGING OFFICIAL TRAVEL**

A. Governmentwide Policy for Travel. (*Also, see JFTR, par. U1051 and JTR, par. C1059.*) Agencies must use a Travel Management System, when available, (see Appendix A, Part I) for travel arrangements (*5 U.S.C. §5707a*). It is DoD (TRANSCOM) policy that CTOs be used, when available, for all transportation including rental car arrangements.

B. Requirements

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

- b. in-house travel offices.
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.
- *C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility. When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (***found at website <http://www.dtic.mil/comptroller/fmr/>***) (or appropriate Service regulations for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.***

D. Government Transportation

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

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

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

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

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

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

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

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

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

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

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

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

c. Civilian Employees -

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

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

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

8. CTO service and processing fees;
9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs; ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;***
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;*** and
 - l. expedited charge card delivery (*effective 1 May 2001*);
 - *m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card for *only mission critical personnel* (see DoDFMR, Volume 9, chapter 3 for definition/criteria of mission critical personnel);
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling *Government property at terminals and hotels*;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling *any baggage* at transportation terminals;
17. **CIVILIAN EMPLOYEES ONLY**:

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

(b) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

(Effective 1 April 2001)

18. UNIFORMED MEMBERS ONLY:

(a) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY travel *within CONUS* requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);

(b) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem authorized for OCONUS travel.; and

19. similar travel related expenses ***NOTE: 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.***

F. Reimbursement for Travel Expenses At the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

APPENDIX R*RELOCATION INCOME TAX (RIT) ALLOWANCE**

**FEDERAL MARGINAL TAX RATES BY EARNED INCOME LEVEL AND FILING STATUS
TAX YEAR 2001
(Effective 1 January 2002)**

***NOTE: Previous tax year information is located in the printed version of
Federal Travel Regulation, 41 CFR § 302, Appendices A-D.***

<u>YEAR 1 COMPUTATION</u>								
The following table is to be used to determine the Federal marginal tax rate for Year 1 for computation of the RIT allowance as prescribed in par. C16008-E1. This table is to be used for employees whose Year 1 occurred during calendar year 2001.								
Marginal Tax Rate	Single Taxpayer		Heads of Household		Married Filing Jointly/Qualifying Widows & Widowers		Married Filing Separately	
	Over	But Not Over	Over	But Not Over	Over	But Not Over	Over	But Not Over
15	\$ 7,582	\$ 35,363	\$ 13,905	\$ 51,016	\$ 18,061	\$ 65,011	\$ 8,742	\$ 32,028
28	\$ 35,363	\$ 77,472	\$ 51,016	\$116,612	\$ 65,011	\$133,818	\$ 32,028	\$ 65,470
31	\$ 77,472	\$154,524	\$116,612	\$180,660	\$133,818	\$193,566	\$ 65,470	\$ 99,363
36	\$ 154,524	\$317,548	\$180,660	\$324,522	\$193,566	\$323,455	\$ 99,363	\$169,100
39.6	\$ 317,548	-----	\$324,522	-----	\$323,455	-----	\$169,100	-----

**FEDERAL MARGINAL TAX RATES BY EARNED INCOME LEVEL AND FILING STATUS
TAX YEAR 2001
(Effective 1 January 2002)**

<u>YEAR 2 COMPUTATION</u>								
The following table is to be used to determine the Federal marginal tax rate for Year 2 for computation of the RIT allowance as prescribed in par. C16008-E1. This table is to be used for employees whose Year 1 occurred during calendar years 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, or 2001.								
Marginal Tax Rate	Single Taxpayer		Heads of Household		Married Filing Jointly/Qualifying Widows & Widowers		Married Filing Separately	
	Over	But Not Over	Over	But Not Over	Over	But Not Over	Over	But Not Over
10	\$ 8,137	\$ 14,130	\$ 14,743	\$ 24,811	\$ 20,219	\$ 31,833	\$ 11,770	\$ 16,693
15	\$ 14,130	\$ 37,040	\$ 24,811	\$ 53,556	\$ 31,833	\$ 67,914	\$ 16,693	\$ 33,839
27	\$ 37,040	\$ 80,140	\$ 53,556	\$118,624	\$ 67,914	\$139,528	\$ 33,839	\$ 69,420
30	\$ 80,140	\$158,281	\$118,624	\$184,826	\$139,528	\$201,236	\$ 69,420	\$105,672
35	\$158,281	\$326,339	\$184,826	\$337,037	\$201,236	\$335,297	\$105,672	\$178,317
38.6	\$326,339	-----	\$337,037	-----	\$335,297	-----	\$178,317	-----

PUERTO RICO MARGINAL TAX RATES BY EARNED INCOME LEVEL

TAX YEAR 2001
(Effective 1 January 2002)

NOTE: Previous tax year information is located in the printed version of
Federal Travel Regulation, 41 CFR § 302, Appendices A-D.

The following table is to be used to determine the Puerto Rico marginal tax rate for computation of the RIT allowance as prescribed in par. C16008-E4a.

Marginal Tax Rate Percent	Single Filing Status		Any Other Filing Status	
	Over	But Not Over	Over	But Not Over
11	----	----	----	\$25,000
16.5	----	\$25,000	----	----
29.5	\$25,000	\$50,000	\$25,000	\$50,000
33	\$50,000	----	\$50,000	----

STATE MARGINAL TAX RATES BY EARNED INCOME LEVEL

TAX YEAR 2001
(Effective 1 January 2002)

NOTE: Previous tax year information is located in the printed version of
Federal Travel Regulation, 41 CFR § 302, Appendices A-D.

The following table is to be used to determine State marginal tax rates for calculation of the RIT allowance as prescribed in par. C16008-E2. This table is to be used for employees who received covered taxable reimbursements during calendar year 2001.

Marginal Tax Rates (stated in percents) for earned income amounts specified in each column. 1/2/				
State (or District)	\$20,000-\$24,999	\$25,000-\$49,999	\$50,000-\$74,999	\$75,000 & Over
Alabama	5	5	5	5
Alaska	0	0	0	0
Arizona	2.87	3.2	3.74	5.04
Arkansas	4.5	7	7	7
If single status 3/	6	7	7	7
California	2	4	8	9.3
If single status 3/	4	8	8	9.3
Colorado	4.63	4.63	4.63	4.63
Connecticut	4.5	4.5	4.5	4.5
Delaware	5.2	5.55	5.95	5.95
District of Columbia	7.5	9.5	9.5	9.5
Florida	0	0	0	0
Georgia	6	6	6	6
Hawaii	6.9	7.9	8.5	8.5
If single status 3/	7.9	8.5	8.5	8.5
Idaho	7.4	7.8	7.8	7.8
Illinois	3	3	3	3
Indiana	3.4	3.4	3.4	3.4
Iowa	6.48	7.92	8.98	8.98

Marginal Tax Rates (stated in percents) for earned income amounts specified in each column. 1/2/				
State (or District)	\$20,000-\$24,999	\$25,000-\$49,999	\$50,000-\$74,999	\$75,000 & Over
If single status 3/	6.8	7.92	8.98	8.98
Kansas	3.5	6.25	6.25	6.45
If single status 3/	6.25	6.45	6.45	6.45
Kentucky	6	6	6	6
Louisiana	2	4	4	6
If single status 3/	4	4	6	6
Maine	4.5	7	8.5	8.5
If single status 3/	7	8.5	8.5	8.5
Maryland	4.8	4.8	4.8	4.8
Massachusetts	5.85	5.85	5.85	5.85
Michigan	4.2	4.2	4.2	4.2
Minnesota	5.35	7.05	7.85	7.85
If single status 3/	7.05	7.05	7.05	7.85
Mississippi	5	5	5	5
Missouri	6	6	6	6
Montana	9	10	11	11
Nebraska	3.49	5.01	6.68	6.68
If single status 3/	5.01	6.68	6.68	6.68
Nevada	0	0	0	0
New Hampshire	0	0	0	0
New Jersey	1.4	1.75	2.45	6.37
If single status 3/	1.4	3.5	5.525	6.37
New Mexico	3.2	6	7.1	8.2
If single status 3/	6	7.1	7.9	8.2
New York	4	5.25	6.85	6.85
If single status 3/	5.25	6.85	6.85	6.85
North Carolina	6	7	7	7.75
North Dakota	6.67	9.33	12	12
If single status 3/	8	10.67	12	12
Ohio	3.715	4.457	5.201	6.9
Oklahoma	5	6.75	6.75	6.75
If single status 3/	6.75	6.75	6.75	6.75
Oregon	9	9	9	9
Pennsylvania	2.8	2.8	2.8	2.8
Rhode Island	25.5	25.5	25.5	25.5
(Rhode Island - See Footnote 4)				
South Carolina	7	7	7	7
South Dakota	0	0	0	0
Tennessee	0	0	0	0
Texas	0	0	0	0
Utah	7	7	7	7
Vermont	24	24	24	24
(Vermont - See Footnote 5)				
Virginia	5	5.75	5.75	5.75
Washington	0	0	0	0

Marginal Tax Rates (stated in percents) for earned income amounts specified in each column. 1/2/				
State (or District)	\$20,000-\$24,999	\$25,000-\$49,999	\$50,000-\$74,999	\$75,000 & Over
West Virginia	4	4.5	6	6.5
Wisconsin	6.5	6.75	6.75	6.75
Wyoming	0	0	0	0

1/ Earned income amounts that fall between the income brackets shown in this table (e.g., \$24,999.45, \$49,999.75) should be rounded to the nearest dollar to determine the marginal tax rate to be used in calculating the RIT allowance.

2/ If the earned income amount is less than the lowest income bracket shown in this table, the employing agency shall establish an appropriate marginal tax rate as provided in par. C16008-E2b.

3/ This rate applies only to those individuals certifying that they will file under a single status within the States where they will pay income taxes. All other taxpayers, regardless of filing status, will use the other rate shown.

4/ The income tax rate for Rhode Island is 25.5 percent of Federal income tax liability for all employees. Rates shown as a percent of Federal income tax liability must be converted to a percent of income as provided in par. C16008-E2c.

5/ The income tax rate for Vermont is 24 percent of Federal income tax liability for all employees. Rates shown as a percent of Federal income tax liability must be converted to a percent of income as provided in par. C16008-E2c.