

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 440

Alexandria, VA

1 June 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 June 2002 unless otherwise indicated.

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This change includes all material written in CAP Items 80-01; 03-02(E); 04-02(E); and editorial changes C02009; C02010 and C02012. Insert the attached pages and remove the corresponding pages. Remove pages C2D-1 through C2D-5 and I-A-29. This cover page replaces the Change 440 cover page.

BRIEF OF REVISION

These are the major changes made by Change 440:

C2200. Allows a traveler to use a more expensive carrier when the traveler must change airlines to get to a destination and the first airline does not interline baggage.

Chapter 2, Part D. Proposes new wording and reorganization intended to simplify and update the JTR.

C4470. Corrects paragraph reference from par. C4462 to C4465.

C4510-B; C13115-B. Clarifies there is no authority to pay TQSE for an employee to occupy permanent quarters with rental furniture while HHG are en route.

C8220. Indicates the cost comparison (between commuted rate and actual expense method) must be made before the method of transporting HHG is selected. If the cost comparison is not made, and orders do not explicitly say that the actual expense method is authorized, the commuted rate method applies.

Appendix I, Part A. Prescribes increased subsistence allowance payments incident to an ordered authorized departure from foreign locations. The change also prescribes a new evacuation payments worksheet.

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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**CHAPTER 2 - TRANSPORTATION MODES, ACCOMMODATIONS,
TRANSPORTATION REQUESTS, AND BAGGAGE**

***PART D: POC TRAVEL**

SECTION 1: GENERAL

C2150 AUTHORIZATION/APPROVAL

1. POC use may be authorized/approved for travelers performing official business.
2. *POC travel may not be directed*; but is permitted when requested by the employee.
3. POC use is encouraged when advantageous to the Government.
4. Necessary POC travel is authorized in the travel order with the appropriate mileage rate (if other than the rate for 'automobile' in par. C2500).
5. POC travel not authorized in advance of travel may be approved by order amendment after travel by the authorizing/order-approving official. See Chapter 3 for travel order policy.
6. POC use may be authorized/approved to begin or end at the employee's residence (from which the employee commutes daily to the PDS) or the place where the POC is garaged/stored, if advantageous to the Government.

C2153 GOVERNMENT ADVANTAGE DETERMINATION

A. General

1. POC use is authorized only when advantageous to the Government.
2. A determination that POC use is advantageous to the Government is made when common carrier, Government contract rental automobile, or Government-furnished transportation is not available or is not advantageous to the Government.
3. POC use authorization is made in advance of travel.

B. Considerations. The following elements must be considered when determining if POC use is more advantageous to the Government than other available transportation modes:

1. Assignment requirements including transportation of baggage, tools, or equipment;
2. Availability of other transportation and the effect on productive time;
3. Duty locality in relation to traffic conditions, routing, and weather;
4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;
5. Overall cost advantage when there are accompanying passengers under official travel orders in the same POC; and
6. The salary cost represented by the additional travel time and the physical/mental strain on the employee when any substantial distances are involved with TDY travel.

C2156 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE

A. General

1. Limitations. *If it is determined that POC travel is incompatible with mission performance, no reimbursement for POC travel is made. This must be documented on the travel order.* See Chapter 3 for travel order policy.
2. Mileage Rate. Mileage rates in par. C2500 or C2505 are used.
3. Per Diem. Constructed per diem is based on use of the authorized transportation mode.
4. Other Costs. The following costs are allowable in determining constructed costs:
 - a. Tolls, ferry fares, parking fees and other allowable costs in par. C4654;
 - b. Usual transportation costs to and from common carrier terminals;
 - c. Excess baggage costs that would have been allowed if the traveler used the authorized transportation mode. The traveler must certify the baggage weight or present other acceptable evidence of its weight.
5. Boarding and Leaving Carrier. Carrier schedules that require departure/arrival between 2400 hours and 0600 hours are not used if there are more reasonable departure/arrival times that do not significantly increase the constructed per diem (see par. C1059-A1c).
6. Dependent Constructed Cost Comparison. The dependent constructed cost comparison is included with the employee-constructed cost when RAT is involved.
7. Reimbursement
 - a. Reimbursement is based on the actual distance traveled (see par. C1065).
 - b. The total payment may not exceed the total constructed cost of the authorized transportation mode including constructed per diem for travel by that mode.
 - c. The lesser of actual POC costs, or the constructed costs, is reimbursed (see par. C4661-B4).

B. Constructed Cost Comparison by Airplane

1. Accommodations. Coach-class accommodations (see par. C2204) on a commercial air carrier are used as the basis for constructed cost.
2. Contract Air Fare. If air carrier fares provided under GSA contract are:
 - a. Available between origin and destination, the constructed cost is limited by the contract air fare.
 - b. Not available between origin and destination, the constructed cost is limited by the lowest unrestricted coach-class fare between origin and destination.
3. Accommodations. Coach-class accommodations are presumed available from a carrier when coach-class is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited by the constructed cost of coach-class train accommodations for the travel performed.
2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.
3. The constructed cost comparison may be limited by the cost of extra fare service (see par. C2203-D) only when extra fare service has been authorized as Government advantageous.

D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited to the constructed cost of bus transportation.

SECTION 2: PERMANENT DUTY TRAVEL

NOTE: In addition to the provisions of Section 1, the following regulations apply.

C2159 AUTOMOBILE

A. General

1. Automobile use is advantageous to the Government for:
 - a. First duty station travel by a newly recruited employee or appointee,
 - b. PCS travel, or
 - c. Separation travel.
2. Mileage reimbursement for automobile travel is at the appropriate PCS mileage rate in par. C2505.
3. RAT by automobile is advantageous to the Government when travel costs at the applicable PCS mileage rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C4300 for travel time and par. C4661 for RAT reimbursement by automobile.***

B. Automobile Use Between CONUS and Alaska, Newfoundland, Mexico, or Central America

1. General. Travel between points in CONUS and Alaska (via Alaska Marine Highway System), Newfoundland, Mexico, or Central America (via Pan American Highway) by automobile may be authorized subject to the conditions in pars. C2162-B and C2162-C.
2. Permanent Duty Travel (PDT) Other than Renewal Agreement Travel (RAT). For PDT other than RAT to and from Alaska, Newfoundland, Mexico, or Central America:
 - a. The authorized PCS mileage rates in par. C2505 for the official distance between authorized origin and destination points, and
 - b. The applicable per diem in par. C4300 is payable.
3. Renewal Agreement Travel (RAT) and TDY Travel
 - a. General. Reimbursement for RAT and all TDY travel (including per diem) to and from Alaska, Newfoundland, Mexico, or Central America, is limited to the transportation modes in pars. C2159-B3b and C2159-B3c that would have been used had travel not been authorized by automobile. Reimbursement limitation is determined at the time of travel order issuance. See Chapter 3 for travel order policy.
 - b. Transportation Modes to and from Newfoundland. For travel to and from Newfoundland, the transportation mode that would have been used had travel not been authorized by automobile is common carrier in CONUS.
 - c. Transportation Modes to and from Alaska (via Alaska Marine Highway System), Mexico, or Central America (via Pan American Highway). The transportation modes that would have been used had travel not been authorized by automobile are common carrier in CONUS and:

- (1) commercial aircraft from the appropriate aerial POE to the aerial POD, or

- (2) Government aircraft from the appropriate aerial POE to the appropriate aerial POD.

The transportation modes in par. C2159-B3c(2) are the basis for reimbursement in the absence of a travel order limitation statement.

4. Reimbursement Limitation. When reimbursement is limited under par. C2159-B3, see par. C4661-B.
5. Statements. Orders must include appropriate authorizations and limitation statements. See Chapter 3 for travel order policy.

C. Using More Than One Automobile

1. General. The use of more than one automobile, within the same household for PDT, may be authorized if:
 - a. There are more members in the immediate family than reasonably can be transported, together with luggage, in one vehicle;
 - b. Because of age or physical condition, special accommodations are necessary to transport a family member in one vehicle and a second automobile is required for travel of the other family members;
 - c. An employee must report to a new PDS before the family members for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or adequate housing is not immediately available at the new PDS);
 - d. A family member performs unaccompanied travel between authorized points other than those for the employee's travel; or
 - e. In advance of the employee's reporting date, the family members must travel to the new PDS for acceptable reasons (e.g., to enroll children in school at the beginning of the term).

2. Mileage Allowance

- a. When the use of more than one automobile is authorized, the mileage allowance and car ferry fees apply for each automobile.
- b. If the same automobile is authorized for more than one trip, the mileage allowance and car ferry fees apply except the mileage rate must be determined on the basis of the number of members of the immediate family who did not accompany the employee on the first trip.

3. Documentation. The applicable conditions in par. C2159-C1 for authorizing the use of more than one automobile or the same automobile for a second trip must be shown in the travel order or indicated by specific approval on the reimbursement voucher. See Chapter 3 for travel order policy.

C2162 AIRCRAFT

A. Privately-Owned Airplane

1. The use of a privately-owned airplane for:
 - a. First duty station travel by a newly recruited employee or appointee,

- b. PCS travel,
- c. Separation travel, or
- d. Renewal agreement travel

is advantageous to the Government when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

- 2. Mileage reimbursement for travel by privately-owned airplane that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.
- 3. Travel time is as provided in par. C4300.
- 4. Reimbursement computation for travel by privately-owned airplane is in par. C4661.

Effective 1 April 1999

B. Privately-Owned Aircraft Other Than Airplane (e.g., Helicopter)

- 1. Operation Cost. The actual operation cost, rather than mileage, is paid.
- 2. Expenses
 - a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
 - b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C2164 PRIVATELY-OWNED MOTORCYCLE

A. The use of a privately-owned motorcycle is advantageous to the Government for:

- 1. First duty station travel by a newly recruited employee or appointee,
- 2. PCS travel,
- 3. Separation travel, or
- 4. Renewal agreement travel

when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation.

- B. Mileage reimbursement for travel by motorcycle that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.
- C. Travel time is as provided in par. C4300.

D. Reimbursement computation for travel by privately-owned motorcycle is in par. C4661.

C2166 OCEAN-GOING CAR FERRIES

Employees authorized to travel by POC over a route that requires use of one or more car ferries are entitled to:

1. Mileage (see par. C2505) from the old PDS to the car ferry POE and from the car ferry POD to the new PDS. ***NOTE: If more than one car ferry is used, mileage is payable for overland travel between ferries.***;
2. Government-procured transportation or reimbursement for the transportation cost of personal travel for the employee/dependents on the car ferry (including the cost of required staterooms but not the cost of meals);
3. Per diem for the employee as in par. C4553 (see par. C4300 concerning per diem computation for POC travel);
4. Per diem for dependents unless prohibited in par. C7006; and
5. Reimbursement for ferry fees.

NOTE: See par. C2204-B3 for required documentation if U.S. registered ferries are not available.

SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

A. General. Mileage reimbursement for POC use is based on the cost incurred if a Government-furnished automobile (see Appendix A) were used. The reimbursement rate depends on whether a Government-furnished automobile is obtained by:

1. Purchase,
2. Rental basis from a GSA interagency motor pool, or
3. Lease for 60 days or longer from a commercial firm

and the Government-furnished automobile is available for employee's use, or is not available and would have to be obtained for the employee's use.

B. Mileage Reimbursement Rates. The mileage reimbursement rate for a POC (except an airplane) is always determined using the distance from DTOD (see par. C1065), and the factors in par. C4651-C.

C. Commitments to Use Government-Furnished Automobile or POC

1. The authorizing/order-issuing official must obtain the employee's written commitment that extensive official travel will be performed by automobile.
2. The written commitment must indicate whether the employee intends to use a Government-furnished automobile or whether the employee elects to use a POC.
3. The commitment must be for sufficient lengths of time to warrant making arrangements for a Government-furnished automobile if appropriate.
4. Commitment changes are permitted but must be accomplished far enough in advance of their effective dates to permit arrangements to be made for the acquisition or disposal of Government-furnished automobiles.
5. Generally, an employee who commits to using a Government-furnished automobile must not be authorized mileage reimbursement for POC use instead of using the Government-furnished automobile; however, if an employee occasionally uses the POC when a Government-furnished automobile is available, mileage reimbursement may be authorized/approved in accordance with par. C4651-D2a.

D. Per Diem. Per diem reimbursement is allowed for the actual time en route for travel under this paragraph. Unless explained, travel time in excess of that necessary for travel by the most direct usually traveled route is disallowed.

E. Traveler Statement. When claiming reimbursement for POC mileage instead of the reimbursement prescribed in par. C4651-C1 for a Government-furnished automobile, the employee must state on the voucher that a commitment to use a Government-furnished automobile was not made, and that reimbursement for POC use was not limited under par. C4651-D2. See Chapter 3 for travel order policy.

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

A. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. C2203, C2204-A, and C2205 for exceptions.

B. Travel Prudence. Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.

C. GSA City-Pair Air Fares. GSA city-pair air fares contracted through the Contract City Pair Program are to be used for Government travelers whenever available. See par. C2002 for Contract City-Pair Policy and Exceptions. GSA city-pair air fares must not be used for travel to/from non-official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as RAT).

D. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. The authorizing/order-issuing official must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

F. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.

G. Accommodations. Common carrier accommodations are addressed specifically in pars. C2203, C2204, and C2205, and apply to all official travel. Authorizing/order-issuing officials should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DoD component's needs require use of these accommodations.

H. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. C2204-B or C2205-F.

I. Dependents' Seating. Each dependent is allowed a seat.

*J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations shall not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler shall report the facts to the transportation office of the DoD component concerned. All adjustments in connection with official passenger transportation must be promptly

processed to prevent loss to the Government. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, notices of fare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local travel/transportation office, or (Contracted) Commercial Travel Office. Failure of travelers to follow these procedures may subject them to liability for any resulting losses.

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Government and not to the traveler. Travelers, on receipt of such a payment, are required to turn the payment into the transportation office for proper disposition. In contrast, employees who voluntarily give up their seats on overbooked planes may retain the payments (as distinguished from the penalty payment for failure of the carrier to furnish the Government traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's responsibility. If it impinges on the performance of official duties, an employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee shall be charged annual leave for the additional working hours (59 Comp. Gen. 203) (1980)).

C2202 RECORDING USE OF COMMERCIAL TRANSPORTATION FOR OVERSEAS PERMANENT DUTY AND RENEWAL AGREEMENT TRAVEL

When commercial facilities are authorized for any portion of the journey to, from, or between overseas stations, in connection with initial appointment, reassignment, or transfer, or renewal agreement travel, the office processing the appointment or transfer or authorizing the renewal agreement travel requests the transportation officer to place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, date of issue, points between which transportation is furnished at Government expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

C2203 ACCOMMODATIONS ON TRAINS

A. Policy. It is the policy of the Government that employees who travel by train shall use coach-class accommodations. When adequate reserved coach accommodations are available, officials authorizing travel shall require those accommodations be used to the maximum extent possible. For overnight travel, employees shall use slumber coach sleeping accommodations, or the lowest level of sleeping accommodations available on a train that does not offer slumber coach accommodations. First-class train accommodations may be used only as permitted in par. C2203-C.

B. Authorization/Approval of Use of First-Class Train Accommodations

1. Authorization/Approval. The transportation officer may authorize/approve the use of first-class train accommodations under criteria specified in par. C2203-C.
2. Requirements. Authorization for the use of first-class train 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 transportation officer at the earliest possible time.

C. Use of First-Class Train Accommodations. Circumstances justifying the use of first-class train accommodations are limited to those listed in pars. C2203-C1 through C2203-C4.

1. No Reasonably Available Coach-Class Train Accommodations. When travel by train has been authorized as advantageous to the Government, the use of first-class train accommodations may be authorized/approved only when no coach-class train accommodations are reasonably available. For the purpose of this paragraph, "reasonably available" means coach-class train accommodations that are available and 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. In the case of a direct route that requires overnight travel, "reasonably available" shall be based on the availability of slumber coach sleeping accommodations. "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 scheduled departure time earlier than the time the employee is scheduled to complete the duty.

2. Travel By Employee/Dependent With a Disability. The use of first-class train accommodations may be authorized/approved when 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 first-class train accommodations also may be authorized/approved for an attendant authorized under par. C6552, item 1, to accompany the employee/dependent, when the employee is authorized use of first-class accommodations and requires the attendant's service en route.

3. Security Reasons. The use of first-class train accommodations may be authorized/approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to travel by:

- a. an employee whose use of coach-class train accommodations 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 train accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).

l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if noncertificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a noncertificated carrier is available which does not require travel at those hours (the traveler may travel by noncertificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp.Gen. 629 (1977)).

3. Nonavailability Documentation. When the order-issuing/authenticating official determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a noncertificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel orders and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and enroute points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines:

(1) when U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;

(2) when U.S. flag air carrier service is not available at origin or an interchange point, noncertificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

(3) when schedule selection leaves the traveler at a location from which there is no choice but to use noncertificated air between the U.S. and another continent, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in subpar. a. when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (*schedules are for illustrative purposes only and do not reflect actual airline schedules*):

	Schedule I		
	Monday/Tuesday/Thursday/Saturday/Sunday		
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	

Leave: Frankfurt 1325 Foreign
 Arrive: Stuttgart 1410

Schedule II

Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III

Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Schedule IV

Daily (except Saturday)

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Under the guidelines in subpar. a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

5. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part or all of the trip, the transportation cost on the foreign air carrier *is not payable* (41 CFR §301-10.143).

C. Carrying Dangerous Weapons Aboard Commercial Aircraft. When compatible with the mission, any person in DoD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier will be advised confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person will present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon will conform to the regulations of the separate departments.

C2205 COMMERCIAL SHIP TRANSPORTATION

*A. General. Commercial ship transportation for transoceanic travel may be authorized/approved only as prescribed in par. C2205-B. An employee and/or dependents may have travel by car ferry authorized/approved as specified in par. C2166. Without authorization/approval, reimbursement is based on constructed air transportation costs.

B. Authorization To Use Commercial Ship. Commercial ships use may be authorized/approved by the order-issuing/authenticating official when:

1. the travel can be completed only by ship;
2. the travel can be performed more economically or efficiently by ship; or
3. competent medical authority certifies that the traveler is medically unable to use air transportation and ship transportation is the only reasonable alternative.

C. Accommodations on Ships. Employees who travel by ship shall use least costly first-class ship accommodations. More costly first-class ship accommodations may be used only as permitted in par. C2205-D.

D. Authorization/Approval for More Costly First-Class Ship Accommodations Use

1. Authorization/Approval. Use of more costly first-class accommodations under the circumstances specified in par. C2205-E may be authorized/approved by the order-issuing/authenticating official.
2. Requirements. Authorization for more costly first-class ship accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the employee must request written approval from the appropriate authority as soon as possible after the travel.

E. More Costly First-Class Ship Accommodations Use. More costly first-class accommodations may be authorized/approved only when:

1. least costly first-class accommodations are not available;
2. necessary to accommodate an employee's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. More costly first-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. C6552, item 1, to accompany an attended traveler when the attended traveler is authorized more costly first-class accommodations use and requires the attendant's service en route;
3. there are exceptional security requirements. Examples are:
 - a. an employee whose use of least costly first-class accommodations would entail danger to the employee's life or Government property;
 - b. agents of protective details accompanying individuals authorized to use more costly first-class accommodations; and
 - c. couriers and control officers accompanying controlled pouches or packages.

F. U.S. Ship Registry Use

1. General. U.S. flag ships shall be used except as provided in subpars. 2 and 3 (46 U.S.C. §1241(a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. flag ship cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, May 1, 1978).
2. U.S. Flag Ship Use Impracticable. When U.S. flag ships use would seriously interfere with/prevent the performance of official business, the order-issuing official may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 explaining why U.S. flag ship use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
3. U.S. Flag Ship Unavailable. When U.S. flag ships are not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 is used explaining why U.S. flag ships are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
4. Determination Required. The authorizations/approvals referred to in subpars. 2 and 3 must not be based on inconvenience in securing transportation on U.S. flag ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

***C2206 REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE**

A. General. This paragraph applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructive cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this paragraph.

B. Government and Government-Procured Air Transportation Available. When Government air transportation use is required under par. C2001-D3 through 6, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost shall not exceed the amount that would have been paid for the available Government air transportation.

NOTE: Government air transportation is not available when:

1. an authorizing/order-issuing official determines that Government air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;
2. Government air transportation use would involve circuitous travel or undue inconvenience; or
3. travel via aircraft is inadvisable medically.

If appropriate Government transportation and Government-procured transportation are both available, but an employee or dependent elects to travel at personal expense, the lowest priced transportation mode is the reimbursement limit. If only Government-procured transportation is available, its cost is the reimbursement limit.

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. C2162-B.

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. C2159-C) are:

Number of Authorized Travelers	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.

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

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

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

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

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

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

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

D. OCONUS Permanent Duty Travel

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

- a. that the travel type is "permanent duty travel," and the purpose is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip renewal agreement travel, separation, or advance return travel (see par. C4000);
- b. of the actual residence, as appropriate;
- c. of the date the required transportation agreement is signed in connection with assignment at an OCONUS PDS;
- d. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
- e. of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);
- *f. for POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation in accordance with par. C2159;
- g. prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
- h. of the maximum HHG weight the employee may transport or store; and
 - (1) any weight limitation imposed by the OCONUS command;
 - (2) the weight allowance for consumables if authorized (par. C8420 and Appendix F);

- (3) the employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Government-arranged move; and
 - (4) if assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;
 - i. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
 - j. of an alternate point of travel origin or destination, allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's cost for travel and transportation is limited to that by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;
 - k. whether or not shipment of a POV is authorized;
 - *l. if ocean-going car ferries are authorized (see par. C2166);
 - m. if applicable, authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE, and number of days authorized;
 - n. if property management services are authorized; and
 - o. if TQSA and/or FTASE are authorized.
2. Conditions Related to RAT. For OCONUS RAT, the travel order also must include a statement:
- a. authorizing round trip travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;
 - b. of the number of days of leave granted;
 - c. except for Navy employees, that "This employee has completed the minimum period of service for this command and has signed a new transportation eligibility agreement on (date)";
 - d. of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires citation of different accounting classifications;
 - e. of the reporting date for duty at the OCONUS PDS following authorized absence;
 - f. of weight limits for baggage;
 - g. authorizing up to 90 days of temporary HHG storage if allowed in Chapter 8, Part D;
 - h. of specific instructions about where, when, and how to submit passports and requests for revalidation, renewal, or visas; and
 - i. of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving port call.

C3105 TCS TRAVEL

A. Events Requiring an Order. A separate order is required to:

- 1. assign the employee from the PDS to the TCS;

2. return the employee from the TCS to the PDS; or

if the TCS becomes the employee's new PDS:

3. assign the TCS point as the new PDS; and
4. authorize the employee to return to the former PDS (par. C4111-E1).

B. Order Content. Each order must reference any prior TCS orders to which it is related. A TCS travel order must contain the same basic information prescribed in par. C3151, plus a statement:

1. that the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS point, return from the TCS point, changing the TCS to a new PDS, or return to the former PDS when the TCS becomes a PDS;
 2. of the PDS(s) and TCS involved and locations;
 3. of the reporting date at the TCS/PDS; and if applicable;
 4. of the names and relationships of eligible dependents who are authorized travel (including children's dates of birth);
 5. that dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
 6. that "_____piece(s) or _____pounds of excess baggage are authorized for each dependent," and whether the excess baggage service is the financial responsibility of the traveler, subject to reimbursement, or is otherwise authorized (see par. C2302);
 7. of the maximum HHG weight the employee may transport;
 - a. of temporary storage authority;
 - b. of HHG origin or destination points (when different from the employee's),
 - c. of the transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
 - d. how the employee intends to fulfill financial responsibility for charges not allowed on a Government-arranged move (e.g., borne by, or collected from, the employee);
 8. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;
 9. if TQSE is authorized for the employee and/or dependents incident to temporary quarters occupancy, TQSE type (actual expense or fixed), and the number of days authorized; and
- For OCONUS travel only:
10. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
 11. of transportation modes (see par. C3151);

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

*A. Travel by Privately Owned Automobile. Except for renewal agreement travel, the mileage allowance rates for PDT by privately owned automobile, when authorized or approved depends on the number of authorized travelers in the automobile. An authorized traveler is any employee or dependent traveling due to the PDT order. See par. C2505 for PCS mileage rates. These rates are for the use of only one privately owned automobile per household. Unless authorization is granted under the provisions of par. C2159-C for an employee and dependents to use more than one privately owned automobile, reimbursement is authorized as though the employee and dependents used only one automobile. Reimbursement for all privately owned airplane or motorcycle PDT and renewal agreement travel by privately owned automobile, including per diem, is determined under par. C2159 and shall not exceed the common carrier travel cost.

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

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

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

***C4251 USE OF MORE THAN ONE AUTOMOBILE**

Authorization for the use of more than one POA is limited to PDT that is advantageous to the Government. The conditions for authorizing reimbursement are prescribed in par. C2159-C.

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

*The following examples illustrate the method of computing the PCS mileage rate and per diem incident to travel by POC for PDT.

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

EXAMPLE 1

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

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

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

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

EXAMPLE 2

*If the employee in Example 1 travels alone in one POA and spouse and child travel in a second POA, the reimbursement is the same as in Example 1, if there is no justification under par. C2159-C for authorizing the use of more than one vehicle.

EXAMPLE 3

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

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

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

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

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

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

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

*B. POC (Except Airplane) Use Not Advantageous to the Government. When a POC (except an airplane) is used for PDT and that use is not advantageous to the Government, the per diem allowance is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. This paragraph does not apply to travel under par. C2180.

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

C4435 TDY PRIOR TO REPORTING TO FIRST PDS

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

C4440 ORDERED TO TDY WHILE ON LEAVE

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

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

C. TDY at Other Than Leave Point

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

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

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

TDY allowances are payable at the TDY location.

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

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

TDY allowances are payable at the TDY location.

C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION

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

C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS

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

C4455 NOT USED**C4460 TDY ASSIGNMENTS ON SUBMARINES**

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

C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS

See Chapter 6, Part J.

***C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED**

Except as in Chapter 6, Part J, if an employee abandons travel for acceptable personal reasons (e.g., illness in the family or similar circumstances) before reporting to or completing a TDY assignment, only travel and transportation allowances to the abandonment point are allowable. Costs relating to the employee's return to the PDS are the employee's financial responsibility unless the employee completed the TDY mission.

C4475 TDY DEPARTURE FROM DEPENDENTS' RESIDENCE

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

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 (par. 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 (*See par. C13115-B.*)
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.

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. C2156. 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. C2180-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. C2180-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. C2180-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. C2180).
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. C2180).

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. C2180 (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. C2156) 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. C2156 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.

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. C2153.
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 C: HHG SHIPMENT

SECTION 1: METHODS

C8200 GENERAL

1. The official designated by the authorizing/order-issuing command must authorize/approve the HHG shipment method.
2. Cost comparisons must be completed prior to determining the method to be authorized.

C8205 COMMUTED RATE

- A. **Applicability.** *The commuted rate system is used only for HHG shipments between CONUS PDSs.*
- B. **Arrangements.** When authorized/approved by the official designated by the authorizing/order-issuing command, the **employee** makes arrangements for HHG shipment (other than by shipping the HHG within a mobile home).
- C. **Reimbursement Services.** The employee is entitled to reimbursement under the GSA Commuted Rate Schedule (Internet address: <http://policyworks.gov/transportation>) for carrier services provided, including:
 1. transportation,
 2. packing,
 3. unpacking,
 4. crating,
 5. drayage, and
 6. SIT.

NOTE: *The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG or, if other than common carrier is used, the date HHG begin movement.*

C8210 ACTUAL EXPENSE

- A. **Government-Arranged Move.** The **Government** contracts, negotiates, audits and pays transportation vouchers directly to the carriers. Travel orders must state:
 1. the transportation authorization,
 2. that the HHG are shipped by a Government-arranged move, and
 3. that unauthorized charges are the employee's financial responsibility.
- B. **Employee-Arranged Move.** The employee makes arrangements for HHG shipment by any means (other than by shipping the HHG within a mobile home). Reimbursement is limited to **actual** expenses incurred by the employee, not to exceed the cost of a Government-arranged move.
- C. **Split Shipment.** The employee ships part of the HHG by Government-arranged move and part by employee-arranged move.

NOTE: Employees who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc.

C8215 LIMITATIONS

1. All HHG shipments for which the Government pays shall:
 - a. be only for HHG within the employee's authorized HHG weight allowance;
 - b. not exceed the Government-arranged move shipment cost of transporting the HHG combined weight in one lot between authorized places, when Government-arranged move is available; and
 - c. be made on U.S. flag carriers, when reasonably available.
2. HHG may **not** be moved at Government expense when:
 - a. there is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
 - b. the employee violates the agreement under which the HHG originally were transported,
 - c. the employee has no entitlement to transportation at Government expense, or
 - d. authorized transportation does not begin within the prescribed time limits.
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructive (cubic foot measurement) HHG shipment weight. When the actual or constructive weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

***C8220 COST COMPARISON (FTR § 302-7.301)**

A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation. If the estimated cost under one method exceeds the estimated cost under the other method by more than \$100, the more economical method must be authorized on the order. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges. ***If the cost comparison is not made, and orders do not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, 20 December 2001).*** The chart below details considerations when determining a shipping method to authorize on an order.

CONSIDERATIONS		
Method	Advantages	Disadvantages
Commuted Rate	1. The Government is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. Authorized packing and accessorial charges are paid by the employee from the amount allowed for those charges.	1. The Government cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy.
Actual Expense	1. The Government may take advantage of special discounts offered.	1. The Government is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims, and other incidentals. 2. The Government's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by carrier.

C8225 MULTIPLE TRANSFERS

When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See Defense Transportation Regulation (DTR), DoD 4500.9-R, Part IV.

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. C2166 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.;

CHAPTER 13

SUBSISTENCE EXPENSES WHILE
OCCUPYING TEMPORARY QUARTERS

PART A: GENERAL

C13105 PURPOSE

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

C13110 GENERAL

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

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

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

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

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

C13115 ELIGIBILITY

Effective 19 February 2002

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

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

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

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

*B. Exclusions. TQSE is not authorized for: (*Also, see par. C4510-B3.*)

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

3. an employee performing RAT, except when return is to a different OCONUS PDS in Alaska, Hawaii, U.S. territories and possessions, Commonwealths of Puerto Rico and the Northern Mariana Islands, or the Former Canal Zone Area;
4. an employee assigned to an OCONUS PDS returning to actual residence for separation;
5. an employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500; or
6. an employee to occupy permanent quarters (with rental furniture) while HHG are en route (*GSBCA 15569-RELO, 12 July 2001*).

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

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

C13120 DUPLICATION OF ALLOWANCES

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

A. TQSE Payment

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

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

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

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

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

APPENDIX I

PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE

*PART A

(Evacuations from Foreign Locations)

(See Chapter 12 for additional information)

State Department Standardized Regulations

(Government Civilian, Foreign Areas)

Chapter 600

Payments During Ordered/Authorized Departure

DEPARTMENTAL REGULATIONS

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CHAPTER 600
PAYMENTS DURING AN
ORDERED/AUTHORIZED DEPARTURE
DEPARTMENTAL REGULATIONS

(These regulations are prescribed by the Secretary of State for adoption by departments in the Executive Branch of the Federal Government. See Section 640.)

600 GENERAL**610 Definitions**

As used in these regulations, the following terms are defined as follows:

- a. "**Adult dependent**" for the purposes of this chapter includes the employee's spouse and any of the relatives defined in Sections 040m as family members who are 21 years of age or older.
- b. "**Advance payment**" means the monetary amount payable to an employee ordered/authorized to depart or his/her designated representative in advance of the date on which the employee would otherwise be entitled to be paid.
- c. "**Day**" means calendar day except when otherwise specified.
- d. "**Department**" means any department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation in the executive branch wholly owned or controlled by the Government.
- e. "**Dependent**" means a member of the employee's family as defined in Section 040m of the Standardized Regulations (Government Civilians, Foreign Areas) (See page IA-19). Special factors include:
 - (1) neither member of an assigned career or probationary career married working (tandem) couple should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;
 - (2) locally hired dependent employees should be evacuated or authorized to depart as dependents unless the Chief of Mission decides the position is essential, and the Department of State concurs in the decision.
- f. "**Designated representative**" means a person 18 years of age or over who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of a dependent.
- g. "**Evacuation**" means the authorized or ordered departure of an employee or dependent(s), or any of the circumstances outlined in Section 610j herein. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably in these regulations.
- h. "**Evacuation order**" means either an oral or written communication which authorizes or orders the departure from the post of assignment.
- i. "**Evacuation payment**" or "evacuation/departure payment" means a monetary amount payable to an employee, his/her dependents, or designated representative during a period of ordered evacuation or authorized departure.
- j. "**Evacuee**" means an employee or dependent who, because of military or other reasons in the national interest which create imminent danger to the life of the employee or dependents:

- (1) has departed post of assignment under authorized or ordered departure status; or
- (2) is ordered or authorized to depart post but cannot leave the post because of reasons beyond the control of the employee; and, in the case of an employee, is prevented by circumstances beyond the control of the employee and beyond the control of the Government from performing position duties; or
- (3) is prevented from returning to the post while temporarily absent from post but otherwise intended to do so.

k. "**Monetary amount**" is the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

l. "**Safe haven**" as used in this chapter means: (1) a location or place officially designated by the Secretary of State to which an employee and/or dependents will be ordered or authorized to depart; or (2) an alternate safe haven is a safe haven approved by the head of agency under individual circumstances when in the interests of the U.S. Government.

Evacuees at a safe haven are not entitled to diplomatic courtesies, immunities, services and privileges accorded to the official American diplomatic community assigned to the safe haven. (Also see Section 631a(1).)

m. "**Subsistence expense allowance (SEA)**" means the daily monetary amount payable to assist in offsetting direct added subsistence expenses of evacuees.

n. "**Special allowance**" means an additional allowance to offset the direct added expenses incident to an ordered/authorized departure.

611 Description

611.1 Purpose

These regulations govern the authority and procedures for paying employees who are evacuated from assigned posts of duty, and for paying their dependents who are evacuated, for military or other reasons which create imminent danger to the life of the employees or their dependents or which otherwise are in the national interest.

611.2 Authority

These regulations are issued under the authority contained in 5 U.S.C. 5521-5527 (The Act of September 26, 1961 (P.L. 87-304, 75 Stat. 662)) as amended by the Foreign Service Act of 1980 (P.L. 96-495) and Executive Order 10982 issued December 25, 1961.

611.3 Scope

These regulations cover the authority for an advance of pay following an ordered/authorized departure, continuation of salary and allowance payments during the period of ordered/authorized departure, and special allowances to partially offset certain direct added expenses incurred as a result.

612 Coverage

612.1 Employees Covered

These regulations apply to:

- (1) civilian employees of the United States Government who are United States citizens or are United States nationals, except as provided in Section 612.3, and

(2) when and to the extent determined by the Secretary of State, third country nationals, i.e., civilian employees who are not citizens or nationals of the United States and who are not citizens or nationals of the country in which the evacuated post is located.

Third country national employees and/or dependents may be considered for evacuation travel to their country of origin, point of hire, or designated foreign or U.S. safe haven if this is in the interest of the U.S. Government.

612.2 Locations

These regulations apply to evacuations from, or within, any area situated outside:

- (1) the United States;
- (2) the Commonwealths of Puerto Rico and the Northern Mariana Islands, and
- (3) any territory or possession of the United States.

612.3 Locally Employed American Citizens Not Covered

These regulations do not apply to:

- (1) local United States citizens who do not have official U.S. Government employment, including but not limited to Americans with private business or organizations, teachers recruited by local American-supported schools, Fulbright grantees, and individuals with contracts to work for the foreign host government; or
- (2) locally hired American citizens who work for the U.S. Government but who do not have an agreement for return transportation to the United States at Government expense.

613 Entitlement

- a. Employees and their dependents shall be entitled to be paid only if they meet the requirements of these regulations. Entitlement to payment shall cease on the date when the employee is determined to be covered by the Missing Persons Act (50 App U.S.C. 1001 et seq.), unless payment is earlier terminated under these regulations or unless determined otherwise by the Secretary of State.
- b. Benefits for uniformed military personnel and dependents are covered in the DOD Joint Travel Regulations.

614 Designation of Authorized Safe Haven

- a. An official safe haven will be designated by the Secretary of State as far in advance of any actual or possible evacuation as practicable. Employees and their dependents are expected to travel to this safe haven if an evacuation is ordered. (See Sections 631-633 for commencement and payment of special allowances.)
- b. When there is insufficient time for a written evacuation order due to the nature of the danger, the Secretary of State must be notified as soon as possible of the conditions that warrant the order so that an appropriate safe haven may be authorized and payment of special allowances approved.
- c. An alternate safe haven may be approved by the head of agency under individual circumstances when in the interests of the U.S. Government and shall be effective no earlier than the date of request for an alternate safe haven. **(Within DoD, ASD (FMP) approves alternate safe havens. Phone (703) 697-2086 or DSN 227-2086.)**

615 ADVANCE PAYMENTS

616 Eligibility

An employee may be paid in advance of the normal pay day when, in the opinion of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation of an employee and/or dependents.

617 Amount of Advance Payment

The advance payment shall be based on the rate of compensation including any allowances or post differential to which an employee was entitled immediately prior to the issuance of the evacuation order. The amount of the advance payment is the monetary amount covering a period not to exceed 30 days or a lesser number of days as determined appropriate by the authorizing officer.

617.1 Computation of Advance Payment

(a) For full time and regular part time employees, the amount of advance payment shall be computed on the basis of the number of regularly scheduled workdays that will occur during the period as determined under Section 617.

(b) For intermittent employees, the amount of advance payment shall be computed on the basis of the number of days on which the employee would be expected to work during the period as determined under Section 617. The number of days shall be determined whenever possible by approximating the number of days per week normally worked by the employee during an average six-week period.

617.2 Payment

(a) The advance payment may be paid to the employee or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safe haven post, or appropriate management office, of an allotment or assignment of pay form, immediately following departure of dependents. If the employee is evacuated or authorized to depart, submission will be upon arrival at the safe haven post.

(b) The advance payment may be made at any time after the evacuation order is given, but not later than the expiration of 30 days after the evacuation has been effected.

617.3 Payment Procedures

Payment of an advance payment and any required adjustment thereof will be made in accordance with procedures approved by the head of agency.

618 Recovery

618.1 General Requirements

After an employee's account is reviewed as required by Section 638 of these regulations, and if it is found that the employee is indebted for any part of an advance payment made, recovery of the indebtedness will be effected by the payroll office having jurisdiction over the employee's account unless a waiver of recovery has been approved. Repayment of the indebtedness shall be made either in full or in partial payments as agreed upon by the payroll officer and the employee.

618.2 Waiver of Recovery

Recovery of indebtedness for an advance payment shall not be required when it is determined by the head of agency that the recovery would be against equity and good conscience or against the public interest in accordance with agency procedures.

619 Not currently used**620 CONTINUATION OF SALARY AND ALLOWANCE PAYMENTS****621 Computation****621.1 Family Ordered/authorized to Depart – Employee Remains at Post**

- (a) Post Allowance. After departure of all members of an employee's family from the post, pursuant to an evacuation order, the post allowance shall be reduced to the "employee without family" rate.
- (b) Temporary Quarters Subsistence Allowance. If early return of the employee's family to the post is anticipated, the temporary quarters subsistence allowance may be continued at the rate prescribed in Sections 120 and 925 of the Standardized Regulations (Government Civilians, Foreign Areas).
- (c) Living Quarters Allowance. The living quarters allowance may be continued at the "with family" rate for a period not to exceed six months.
- (d) Education Allowance
 - (1) "School at post" education allowances shall be terminated without financial penalty to the employee in accordance with appropriate provisions governing education allowances in the Standardized Regulations (Government Civilians, Foreign Areas).
 - (2) "School away from Post" education allowance may continue until the end of the school year for children attending "school away from post" outside the U.S.
 - (3) "School at safe haven", see Section 633 for special education allowance.
- (e) Educational Travel. When a dependent is at a school in the United States utilizing educational travel benefits under Section 280, the official safe haven location displaces the post as the travel destination. (See Section 633.4.)

621.2 Employee and Family Ordered/Authorized To Depart

- (a) Post Allowance. The post allowance shall be terminated as of the close of business of the day of departure from the post.
- (b) Temporary Quarters Subsistence Allowance. The temporary quarters subsistence allowance shall be terminated as of the close of business of the day of departure from the post.
- (c) Living Quarters Allowance. Payment of the living quarters allowance shall be terminated as of the close of business of the day of the employee's departure from the post, unless the employee is required to maintain and pay for quarters at the post or unless lease termination is impossible or impracticable.
- (d) Education Allowance

(1) "School at post" education allowances shall terminate without financial penalty to the employee in accordance with appropriate provisions governing education allowances in the Standardized Regulations (Government Civilians, Foreign Areas). (See Section 274.22.)

(2) "School away from post" education allowances. (See Section 633.)

(e) Educational. Travel When a dependent is at a school in the United States utilizing educational travel benefits under Section 280, the official safe haven location displaces the post as the travel destination. (See Section 633.4.)

(f) Post Differential and Danger Pay. When the employee departs post pursuant to ordered or authorized departure, payment of post differential and danger pay shall terminate in accordance with applicable provisions of the Standardized Regulations (Government Civilians, Foreign Areas) (see Section 532 and Section 654.2 respectively). Subsequent eligibility for these benefits to an evacuated employee at the safe haven post or other temporary duty stations shall be governed by the provisions of the Standardized Regulations (Government Civilians, Foreign Areas) dealing with payment of these benefits on detail. (See Sections 540 and 655.)

622 Payment

Insofar as practicable, payments shall be paid on the employee's regular pay days computed as follows:

- a. For full time and regular part time employees, the amount of the payment shall be computed on the basis of the employee's regularly scheduled workweek.
- b. For intermittent employees, the amount of the payment shall be computed, whenever possible, by approximating the number of days per week normally worked by the employee during an average six-week period.
- c. Payment and any required adjustment will be made in accordance with procedures approved by the head of agency. Payments may be paid to the employee, an adult dependent, or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safe haven post of an allotment or assignment of pay form, immediately following departure of dependents or, if the employee is also evacuated, upon arrival at the safe haven post.
- d. When an advance payment has been made under Section 615, no part of the advance will be offset against salary and allowance payments (Section 620) so long as the evacuation order remains in effect. (See Sections 618 and 638 for reconciling employee accounts.)

623 Termination

The authority for allowance payments under Section 620 shall cease as of the earliest of the following dates:

- a. the date the evacuated/departed employee commences travel under an assignment order to another duty station outside the evacuation area;
- b. the effective date of transfer when the employee is already at the post to which transferred;
- c. the date of separation;
- d. the date specified by the head of agency;
- e. the date specified by the Secretary of State;
- f. 180 days after the evacuation order is issued; or

- g. the date the evacuee commences return travel to post.

624 Agency Report Requirements

When an evacuation is ordered or authorized, a report will immediately be submitted to the head of agency who will forward a copy to the Department of State. The report will contain the following information:

- a. names of evacuated employees;
- b. names of evacuated dependents (indicating, where appropriate, designated representatives);
- c. feasibility of officially reassigning evacuated employees to other positions;
- d. number and kinds of evacuated employees needed to reactivate the post; and
- e. any other facts or circumstances which may aid in determining whether evacuation payments are necessary beyond the first 60 days of the period of evacuation.

A similar report will be made after the expiration of 45 days of evacuation. Upon receipt of this report, a determination will be made as to the number of evacuated employees who will be required to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the period of evacuation. As soon as this determination is made, the post will be instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments will continue. When the extension thus granted is less than 120 additional days, and the evacuation lasts beyond the approved period for continuation of the evacuation payments, approval for continuation of evacuation payments up to the full 120 additional days must be secured from the head of agency.

625 Work Assignments for Evacuated Employees

625.1 Evacuated employees at safe haven posts may be assigned to perform any work considered as necessary or required to be performed during the period of the evacuation without regard to the grades or titles of the employees.

625.2 Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and/or taking disciplinary action.

625.3 When part time employees, either regular or intermittent, are given assigned work at the safe haven post, records of the number of hours worked will be maintained so that payment may be made for any hours of work which are greater than the number of hours on which payments under Section 620 are made.

630 SPECIAL ALLOWANCES

To help offset direct added expenses which are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, subsistence, and special education expenses. The employee continues to be responsible for normal family living expenses. Only one departure is permitted an evacuee during any one evacuation period. In determining the direct added expenses which may be payable as special allowances under these regulations, an agency determination shall be made for the evacuation considering the following items as the maximum amounts payable:

631 Travel Expense Allowances

The travel reimbursement for evacuees shall be determined in accordance with the rates of per diem for travel in foreign areas contained in the Standardized Regulations (Government Civilians, Foreign Areas), the Federal Travel Regulations or other pertinent agency travel regulations. Travel per diem is authorized for dependents of an employee ordered/authorized to depart at a rate which is equal to the rate payable to the employee (except that the rate for dependents under 12 years of age shall be one half this rate).

Travel per diem for the employee and dependents will be payable from the date of departure from the evacuated post through the date of arrival at the safe haven, including any periods of delay en route beyond the evacuee's control which may result from travel arrangements.

a. Special Safe Haven Travel Considerations:

(1) From Post to Family Safe Haven Locations. When the U.S. is the officially designated safe haven, ordered/authorized departure travel of all dependents may be permitted to the approved home leave point or to any other place in the continental U.S. even though the employee is authorized travel only to Washington, D.C. or other U.S. duty station. Families earlier order or authorized to depart to the U.S. or to an authorized foreign safe haven (see Sections 610.1 and 614) at Government expense, may be permitted to rejoin an employee subsequently ordered or authorized to depart to a duty station in the U.S. However, to and from an alternate safe haven outside the U.S., travel expenses may be reimbursed only on a cost constructive basis calculated from the evacuated post to the U.S. duty station.

(2) From Outside Point to Safe Haven. When an evacuee is away from a post on official travel (home leave orders, R&R, family visitation travel, emergency visitation travel, temporary duty) at the time of an evacuation order, travel expenses may be paid to the safe haven location from the employee/dependent's location. When an employee and/or dependents are away from a post on personal travel when an evacuation order is issued, travel to the safe haven location is on a cost constructive basis, not to exceed cost of travel from the evacuated post to the safe haven location. Upon arrival at the safe haven location, SEA payments under Section 632 are applicable.

(3) Air Freight Allowance and Air Freight Replacement Allowance. An air freight allowance for unaccompanied air baggage (UAB) may be authorized for both ordered/authorized departure from and return to post trips (in accordance with JTR, par. C8020). If the air freight allowance is not used to ship unaccompanied baggage because of circumstances beyond the evacuee's control, an air freight replacement allowance (in lieu of an air freight allowance from post) may be granted to help defray costs of items normally part of the authorized air freight shipment which must be purchased. The flat amounts are as follows: First evacuee without family: \$250; First evacuee with one family member: \$450; or First evacuee with two or more family members: \$600. No receipts are required for this allowance. (Note: Even when the air freight replacement allowance is granted from post, evacuees will still be eligible for an air freight allowance when/if they return to post.)

(4) Third Country Nationals. On a case by case basis, as determined by the head of agency, third country national employees and/or their dependents may be considered for evacuation travel to their country of origin or point of hire rather than to other designated foreign or U.S. safe havens, if this is in the interest of the U.S. Government and approved by the Secretary of State.

b. Household Effects, Privately Owned Vehicle (POV) and Transportation Allowance

Access to, delivery and return to storage of household effects for evacuees is at personal expense, not Government expense. Shipment of POV is not authorized at U.S. Government expense. In the absence of a POV at the safe haven location, a transportation allowance to assist with unexpected local transportation costs may be paid as follows: for first evacuee without family, \$10 per day; for first evacuee with one family member, \$15 per day; for first evacuee with two or more family members, \$20 per day. The transportation allowance may be paid from the first day following arrival at the safe haven location. Receipts are not required.

***NOTE: CHANGED EFFECTIVE 10-23-01
632 Subsistence Expense Allowance (SEA)**

Unless otherwise directed by the Secretary of State, a subsistence expense allowance for an evacuee shall be determined and paid in accordance with the provisions herein. Payment shall commence as of the date following arrival of the evacuee at an authorized safe haven location and may continue for not more than 180 days or when terminated under these regulations, whichever occurs first. Authorization to make payments ceases on the 181st day after the evacuation order is issued. Any subsequent order issued after the 180th day will constitute a separate order, will start a separate 180 day period, and will apply only to evacuees departing

under that order. (See Section 631 for Air Freight Replacement Allowance and Transportation Allowance. See page 27 for the Evacuation Payments Worksheet.)

NOTE: CHANGED EFFECTIVE 10-23-01

632.1 Daily Amounts Authorized

(a) From the day following arrival at the safe haven location the first evacuee and additional family members will be reimbursed according to either a commercial or non-commercial rate. The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment. The non-commercial rate will apply for days when a receipt for a commercial establishment is not received. On the 31st day at the safe haven location the rate of reimbursement will be reduced to the 31st through 180th day calculation listed for the rate (commercial or non-commercial) the family chooses for each of the remaining days in evacuation status. The employee may always be treated as the “first evacuee” if evacuated, even if evacuated subsequently to the other family member(s). There can only be one “first evacuee” at any given time, except as provided under Section 632.4(b) (“Tandem Couples”).

Per diem rates may be accessed on the internet at the following locations:

For the Conterminous/Continental U.S. (CONUS): 48 contiguous states and the District of Columbia): <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html>.

For non-foreign areas (Alaska, Hawaii, Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands and territories and possessions of the United States):
<http://www.dtic.mil/perdiem/pdrates.html>

For foreign areas: <http://www.state.gov/m/a/als/prdm/>

(b) **Commercial rate**

(1) **The per day amounts allowed for days 1 through 30 following arrival at the safe haven location are:**

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed below) of the lodging portion of the safe haven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 100 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in the continental U.S. or non-foreign area (see listings at 632.1a), he/she may be reimbursed for the tax in addition to the amount allowed for the lodging portion.

Special Family Compositions

- (a) First Evacuee plus one (non-spouse eligible family member, age 18 and older);
- (b) First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over);
- (c) First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and over);
- (d) First Evacuee plus three (one non-spouse eligible family member, age 12 and over);
- (e) First Evacuee plus four or more family members.

Note: For special family compositions not addressed by (a) through (e) above, submit requests for consideration through appropriate agency channels to the Director, Office of Allowances (A/OPR/ALS), U. S. Department of State, Washington, D.C. 20522-0104.

For each additional evacuee age 18 and over:

A flat amount equal to 100 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

Example 1: Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival at safe haven.

Safe haven Per Diem = \$ 196 (Lodging Portion \$150; M&IE \$46). Family consists of Employee, Spouse, Children ages 6, 12 and 18. Note: Special Family Composition (e) applies.

First Evacuee: Lodging up to \$225; M&IE \$46

Spouse: \$46

Children 6 & 12: \$23; \$23

Child 18: \$46

Lodging reimbursed for actual expenses up to maximum of \$225. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes may be reimbursed in addition to these amounts.

(2) The per day amounts allowed from the 31st day following arrival at the safe haven location through the end of the evacuation are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed above) of the lodging portion of the safe haven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 80 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in the continental U.S. or non-foreign area (see listings at 632.1a), he/she may be reimbursed for the tax in addition to the amount allowed for the lodging portion.

For each additional evacuee age 18 and over:

A flat amount equal to 80 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

Example 2: Commercial Rate

Per day amounts for days 31 through end of evacuation – not to exceed a total of 180 days.

Safe Haven Per Diem = \$ 196 (Lodging Portion \$150; M&IE \$46). Family consists of Employee, Spouse, Children ages 6, 12 and 18. Note: Special Family Composition (e) applies.

First Evacuee: Lodging up to \$225; M&IE \$36.80

Spouse: \$36.80

Children 6 & 12: \$18.40; \$18.40

Child 18: \$36.80

Lodging reimbursed for actual expenses up to maximum of \$225 per day. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes may be reimbursed in addition to these amounts.

(3) For lease coverage see Section 632.4(c).

(c) **Non-Commercial Rate**

(1) The per day amounts allowed for days 1 through 30 commencing from the day following arrival at the safe haven location are:

For the first evacuee:

A flat amount of 10 percent of the lodging portion of the safe haven per diem rate (no receipts required) plus a flat amount (no receipts required) equal to 100 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee age 18 and over:

A flat amount equal to 100 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

Example 1: Non-Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival at safe haven.

Safe Haven Per Diem = \$196 (Lodging Portion \$150; M&IE \$46). Family consists of a tandem couple (both employees eligible for “first evacuee” rates) with two children ages 3 and 13.

First Evacuee: Flat amount \$19.60; M&IE \$46

First Evacuee: Flat amount \$19.60; M&IE \$46

Children 3 and 13: \$23; \$23

Receipts are not required for any of these amounts.

(2) The per day amounts allowed from the 31st day following arrival at the safe haven location through the end of the evacuation are:

For the first evacuee:

A flat amount (no receipts required) equal to 80 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee age 18 and over:

A flat amount equal to 80 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the meal and incidental expense (M&IE) portion of the safe haven per diem rate.

Example 2: Non-Commercial Rate

Per day amounts for days 31 through end of evacuation - not to exceed a total of 180 days.

Safe Haven Per Diem = \$196 (Lodging Portion \$150; M&IE \$46). Family consists of a tandem couple (both employees eligible for “first evacuee” rates) with two children ages 3 and 13

First evacuee: M&IE \$36.80
First evacuee: M&IE \$36.80
Children 3 and 13: \$18.40; \$18.40
Receipts are not required for any of these amounts.

632.2 Foreign Area Safe Haven

- (a) When a foreign area is the officially designated safe haven, the subsistence expense allowance will be based on the per diem rate of the designated foreign area under the same payment guidelines of Section 632.1.
- (b) When an evacuee goes to an approved alternate safe haven the subsistence expense allowance will be based on the lower of the following per diem rates using the same payment guidelines in Section 632.1: (1) the locality to which evacuated, (2) the rate applicable to the official safe haven (whether U.S. or foreign) or (3) the standard CONUS rate.

632.3 Actual Payment

The daily rate of the subsistence expense allowance actually paid shall be either the maximum rate as determined above, or a lower rate if, in the judgment of the authorizing officer, such lower rate would be more in keeping with necessary living expenses.

632.4 Special Rules for Subsistence Expense Allowance

(a) During Annual Leave, Sick Leave, Home Leave, Leave Without Pay

Upon completion of authorized leave, an employee who is away from post on annual leave (including R&R) or home leave when an evacuation is approved should immediately notify post of an intention to return to work status in order to become eligible for the SEA at the designated safe haven. The employee then returns to post immediately or receives authorization to report to the official safe haven or to a temporary duty station. Dependents become eligible for SEA upon their arrival at the authorized safe haven following the employee's commencement of official travel to the duty station. SEA is not paid to any evacuee authorized travel per diem (see Section 634).

Neither an employee nor dependent in R&R or home leave status is eligible for SEA. SEA payments continue for dependents previously ordered/authorized to depart who are joined by an employee on R&R or home leave, but no additional travel for the dependents is authorized at U.S. Government expense.

SEA shall continue to evacuees otherwise eligible while an employee in ordered/authorized departure status takes annual or sick leave.

An employee in leave without pay (LWOP) status is not eligible for SEA unless evacuated as a dependent.

(b) Tandem Couples

Tandem couple employees should each receive up to the first evacuee rate of subsistence expense. (See Section 610e(1).)

(c) Lease Coverage

If an employee or designee signs a lease for lodging at the safe haven and is ordered to return to post, a waiver of the refund due the Government on an advance or reimbursement of expenses incurred should be authorized for the unexpired period of the lease up to 30 days at not to exceed the lodging portion of the safe haven per diem rate (plus applicable tax if an exemption cannot be obtained on commercial lodging in the continental U.S. or non-foreign area).

633 Special Education Allowance

Unless otherwise directed by the Secretary of State, a special education allowance may be paid on behalf of children evacuated to the official safe haven as follows:

633.1 Official Safe Haven in Foreign Area

- (a) at the annual rate of the "school at post" education allowance indicated for the safe haven post; or
- (b) at the "school away from post" rate either of the evacuated post or of the safe haven post, at the discretion of the authorizing officer, where children are sent away from the safe haven post to schools necessitating boarding. In this case the subsistence expense allowance ceases for that child. The official safe haven location displaces the evacuated post as the travel destination.

633.2 Official Safe Haven in U.S.

Normally education allowances are not payable on behalf of children evacuated from a post in a foreign area to safe haven in the United States if accompanied by a parent, as public schools are available to all residents in the United States. However, if prior to evacuation, a child was attending school in the United States utilizing the "away from post" education allowance, the rate authorized for the evacuated post may continue for the remainder of the school year. There is no entitlement to subsistence expense allowance for children on "away from post" education allowance.

633.3 Alternate Approved Foreign Safe Haven

No special education allowance is authorized at an alternate safe haven.

633.4 Child Eligible for Educational Travel at the Time of Evacuation

Educational travel eligibility rules continue to be applied as provided in Section 280, except that the official safe haven displaces the post as the travel destination from school. While the child is temporarily at the safe haven location, SEA payments may be made consistent with Section 632. While the child is at the school there are no SEA payments.

634 Suspension of SEA Payments

Payment of the subsistence expense allowance provided under Section 632 shall be suspended in the applicable per-person amount for any period during which the employee or dependents are authorized the travel expense allowance under Section 631, travel per diem, or educational travel under Section 280. If SEA payments are temporarily suspended for the first evacuee, one family member also receiving SEA becomes the first evacuee and thus receives the higher SEA payment.

635 Termination

Entitlement to special allowance payments during an evacuation shall cease as of the earliest of the following dates (an appropriate grace period necessary to arrange return to post may be authorized, normally not to exceed ten days, provided it is justified on the employee's travel voucher and provided the 180 day limit is not exceeded):

- (a) the date the evacuated employee commences travel under an assignment order to another duty station outside the evacuation area;
- (b) the effective date of transfer when the employee is already at the post to which transferred;
- (c) the date of separation;

- (d) the date specified by the head of agency;
- (e) the date specified by the Secretary of State;
- (f) 180 days after the evacuation order is issued; or
- (g) the date the evacuee commences return travel to post.

636 Return to Assignment

Not later than 180 days after the evacuation order is issued, an employee must be returned to the regular post of assignment, or appropriate action must be taken to reassign the employee to another post. This action must be taken in accordance with prescribed agency regulations.

638 Review – Employee Accounts (See also Section 618.)

638.1 The payroll office having jurisdiction over the employee's accounts shall review his/her account at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to his/her assigned post of duty, or when the employee is officially reassigned to another post.

638.2 For the period or periods covered by any payments under these regulations, the employee shall be considered as though active Federal service had been rendered in a regular position without a break in service. Compensation shall be adjusted on the basis of the rates of compensation including any allowances or post differentials to which the employee would otherwise be entitled under all applicable statutes other than this act (P.L. 87-304, 75 Stat. 662), as codified in 5 U.S.C. 5521-5527, as reflected in Sections 621.1 and 621.2. Any adjustments shall also reflect payments made to the employee as authorized by Sections 617 through 618 of these regulations.

639 Employees/Dependents Assigned but Not Arrived at Post

Employees/dependents who have not yet arrived at the post at the time of the evacuation/departure order are not covered by Chapter 600. However, under the limited circumstances outlined in Section 245, employees and dependents precluded from proceeding to post may be eligible for payments equivalent to those provided under Chapter 600 of the Standardized Regulations. Otherwise, when the criteria of Section 245 are not met, dependents who normally would accompany an employee to post will be eligible for involuntary separate maintenance allowance (Section 260) effective the date the employee begins official travel under assignment orders.

640 APPROVAL OF AGENCY REGULATIONS

641 Prior Approval

Executive Order 10982 requires prior approval by the Secretary of State of an agency's regulations which implement Chapter 600 of the Standardized Regulations(GC,FA). No agency shall make any payment under 5 U.S.C. 5521-5527 until approval has been received.

642 Approval Procedures

The head of an agency may adopt these regulations without change, but the Secretary of State must be so notified before the requirement for prior approval is satisfied. When an agency proposes to implement regulations that deviate from those provided in this Chapter, prior approval must be obtained from the Secretary of State before implementation.

643 Supplements to Agency Regulations.

An agency may issue supplemental instructions so long as they are not inconsistent with approved regulations and prior approval of the Secretary of State has been obtained before implementation.

644 Reimbursement to Other Agencies

If a payment is made to an employee or designated representative by an agency other than his/her own, the amount and date of payment will be immediately reported to the employee's agency and prompt reimbursement will be made.

645 Agencies with Approved Regulations

Agencies which have regulations approved by the Secretary of State:

Agency for International Development
Agriculture, Department of
American Battle Monuments Commission
Commerce, Department of
Defense, Department of
Education, Department of
Energy, Department of
General Accounting Office
General Services Administration
Health and Human Services, Department of
Interior, Department of the
Justice, Department of
Labor, Department of
National Aeronautics and Space Administration
National Science Foundation
Peace Corps
State, Department of
Transportation, Department of
Treasury, Department of the
United States Information Agency
Veterans Affairs, Department of

The following definition of "Family" from Section 040 of the Standardized Regulations (Government Civilians, Foreign Areas) is included here to complete the definition of "Adult dependent" in Section 610a and "Dependent" in Section 610e.

040 DEFINITIONS

m. "Family" means one or more of the following relatives of an employee residing at his/her post, or who would normally reside with him/her at the post except for the existence of circumstances cited in Section 262 warranting the grant of a separate maintenance allowance, but who does not receive from the Government an allowance similar to that granted to the employee and who is not deemed to be dependent **or** a member of the family of another employee for the purpose of determining the amount of a similar allowance:

(1) spouse, excluding a spouse entitled to and receiving a similar allowance;

(2) children who are unmarried and under 21 years of age or, regardless of age, are incapable of self support. The term shall include, in addition to natural offspring, step and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon normally residing with the guardian. (See Sections 270 and 280 on education allowances and educational travel.);

(3) parents (including step and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support;

(4) sisters and brothers (including step or adoptive sisters, or step or adoptive brothers) of the employee or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age or, regardless of age, are incapable of self support. (See also Sections 270 and 280 on education.);

(5) when determined by the head of the agency to be in the interest of the Government, a father, mother, brother, sister, son or daughter, regardless of age or dependency, who acts as the official hostess or equivalent for an employee who has no spouse residing with him or her at the post.

EVACUATION FAQs

Frequently Asked Questions on Evacuation

Interpretation of Evacuation Payment Regulations (DSSR 600)

1. Q: What is the difference between an authorized departure and an ordered departure?

A: Authorized departure merely allows the chief of mission (U.S. State Department) greater flexibility in determining which employees or groups of employees may depart, and avoids any negative connotation that might be attached to the use of the term “evacuation.” Since the law uses the terms synonymously, there is no difference in benefits now in application of the regulations. The Department’s Emergency Planning Handbook [Volume 12 Foreign Affairs Handbook – 1 (12 FAH-1)] discusses Departmental policy on procedural differences in Chapter 1412 of the Handbook (H-1400). Note: Once M approves evacuation status for post – either authorized or ordered – the 180-day clock “begins ticking”.

2. Q: Do all USG agencies subscribe, follow or adhere to the DSSR on evacuations?

A: In accordance with DSSR 645 all agencies (including DoD) have agreed to implement the regulations. In order to ensure fair and consistent treatment of all evacuees, any agency that proposes to deviate from DSSR Chapter 600 must seek Secretary of State approval.

SAFEHAVEN

3. Q: How does an eligible family member (EFM) select an official safehaven and what is the subsistence expense allowance (SEA) based on?

A: An EFM evacuee should select an official safehaven based on where he/she will spend the longest time – such as where children may go to school. Although an evacuee is not required to remain at the official safehaven, any SEA payments will be based on the per diem rate of the official safehaven location. An official safehaven location for EFMs may be changed once during an evacuation. The important point is to notify the appropriate evacuee locator and accounting offices of any change in address.

4. Q: What benefits are available for those going to an alternate foreign safehaven?

A: Benefits are only available if the alternate foreign safe haven is approved as in the best interest of the U.S. Government by the head of agency or designee (**Within DoD, ASD (FMP) approves alternate safe havens. Phone (703) 697-2086 or DSN 227-2086**). The only benefits are cost constructive travel and SEA. No education allowance of any type can be authorized, nor are any diplomatic immunities, privileges, or services available.

5. Q: May previously evacuated EFMs join the employee at his/her official safehaven?

A: EFMs evacuated to a U.S. or authorized foreign safehaven may be permitted to rejoin the employee subsequently evacuated to a duty station in the U.S. In this case, transportation costs would be at U.S. Government expense. Note: EFM travel from an alternate foreign safehaven to the employee’s official safehaven will be on a cost constructive basis calculated from the evacuated post to the U.S. duty station [DSSR 631a.(1).]

6. Q: Can an evacuated employee accompany EFMs to their official safehaven who are unable to travel alone due to special needs or minor age?

A: In accordance with the necessary expense rule, employees may accompany EFMs unable to travel alone to their official safehaven and be reimbursed for travel expenses. When an employee elects to accompany EFMs to their official safehaven, his/her travel will be on a cost constructive based calculated from the evacuated post to the U.S. duty station.

7. Q: Can an EFM on educational travel and “away from post” education allowance travel to the safehaven following evacuation of a post?

A: Yes. The safehaven location displaces the foreign post of assignment for travel purposes under education allowance and educational travel as provided in DSSR 633.2 and DSSR 633.4, respectively. Note: Payment of SEA is not allowed for children on “away from post” education allowance (DSSR 633.2). Payment of SEA is allowed for children under educational travel only when they are at the safehaven and only for children unmarried and under 21 [see definition of “child” at DSSR 040m.(2)].

EVACUATION PAYMENTS: SUBSISTENCE EXPENSE ALLOWANCE (SEA) AND ADVANCE PAYMENTS

8. Q: When do SEA benefits commence for evacuees?

A: (1) CONUS Safehaven: SEA benefits will commence from the day following arrival at the official safehaven location. No SEA will be paid for travel en route to official safehaven location.

(2) Alternate Foreign Safehaven: If an alternate foreign safehaven is approved after evacuees have arrived at that location, SEA will commence no earlier than the date the Department (Within DoD, ASD (FMP) received the request for the alternate foreign safehaven. If the request for an alternate foreign safehaven is denied, no SEA is authorized until the evacuee arrives at the authorized safehaven.

9. Q: When an employee is evacuated after EFMs have been evacuated at an earlier date, is the employee entitled to SEA under DSSR Section 632.1, at the full amount for the first evacuee or at the amount for an additional family member?

A: When the employee is evacuated later than EFMs, the employee may be treated as the first evacuee or simply as an additional family member. The DSSR allows for eligible family member(s) and the employee to be at different safehaven locations, however, there can be only one “first evacuee” under the formula (whether commercial or non-commercial) at any given point in time. Note: For reimbursement for larger quarters, only family members residing with the first evacuee at his/her safehaven are counted for this special consideration (see FAQ 13).

NOTE: Home leave is renewal agreement travel within DoD. Rest and recuperation (R&R) allowances are not available within DoD.

10. Q: Can employees and EFMs on home leave or on rest and recuperation (R&R) (R&R not authorized within DoD) receive SEA payments?

A: Employees and EFMs cannot receive SEA while on home leave or in R&R status per DSSR 632.4. If away from post at the time of the evacuation order, the employee either must return to post or declare his/her intention to do so before any EFM can qualify for evacuation benefits. Transportation may be authorized to the official safehaven location. SEA may not commence for evacuees until each arrives at the authorized safehaven and providing the employee has commenced official travel to the duty station (either to safehaven or return to post). Determination of the exact date may also in some circumstances depend on the date the employee or EFMs were officially due to return to post.

11. Q: What if EFMs have been evacuated and the employee later joins the evacuated family on a different type of travel order such as R&R (R&R not authorized within DoD) or home leave?

A: The employee cannot receive SEA. However, SEA continues for EFMs previously evacuated per DSSR 632.4.

12. Q: How is it determined whether the commercial or non-commercial rate for SEA applies, and can an employee draw SEA at the commercial rate and EFMs draw SEA at the non-commercial rate at the same time?

A: Commercial or non-commercial applies to the type of lodging the first evacuee occupies. Per DSSR 632.1, "There can only be one 'first evacuee' at any given time, except as provided under Section 632.4(b) ('Tandem Couples')". Only the first evacuee (this may be the employee or eligible family member) is reimbursed for a percentage of the lodging portion of the per diem rate for his/her safehaven location. All other eligible family members get only a percentage of the meal and incidental expense portion of the per diem rate of the first evacuee's safehaven location.

If the first evacuee submits a commercial lodging receipt, then the commercial rate formula applies. If a commercial lodging receipt is not submitted, then the non-commercial rate formula applies. Both formulae are shown in a separate document entitled Evacuation Payments Worksheet. Note: If evacuees stay in commercial lodging that does not include furniture and/or cost of utilities, these additional costs may be reimbursed as part of lodging (receipts must be submitted with lodging receipt).

13. Q: If the family composition requires more than one hotel room or larger quarters is there flexibility to allow reimbursement above the commercial rate maximum of 100% of the lodging portion of the safehaven?

A: The first evacuee may be reimbursed up to 50% above the lodging maximum when using the commercial rate. Special consideration is given to the following family compositions:

- (1) First Evacuee plus one (non-spouse family member, age 18 and older);
- (2) First Evacuee plus one (non-spouse family member of opposite gender, age 12 and over);
- (3) First Evacuee plus two (one non-spouse family member, age 18 and older; or one non-spouse family member, opposite gender, age 12 and older);
- (4) First Evacuee plus three (one non-spouse family member, age 12 and over); and
- (5) First Evacuee plus four or more family members.

14. Q: What if I have a special family composition not included as one of the five in FAQ 13?

A: Requests for other special family considerations should be submitted through your agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, D.C. 20522-0104.

15. Q: Is my nanny or caregiver eligible for SEA?

A: Unless the nanny or caregiver is an EFM, the answer is "no". However, he/she may be the designated representative (DSSR 610.f) who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of an EFM.

16. Q: Upon termination of an evacuation order, is there a grace period for continuation of SEA until the day an evacuee returns to post?

A: Upon termination of an evacuation order, an employee or EFM may continue to receive SEA for an automatic grace period of three (3) days commencing from the day following termination of an evacuation order. An additional discretionary period of up to seven (7) days may be authorized due to transportation delays. Evacuees must provide a statement on their travel voucher justifying the additional seven (7) days required to arrange for return travel to post, such as airline reservations and air freight pick up. Other reasons of a personal nature do not qualify the evacuee for SEA for the additional days. Under no circumstances may SEA payments be made to exceed the 180 day "clock".

17. Q: Is there any other provision under the Evacuation Payments if I need further help with the unexpected expenses related to evacuation?

A: Yes. Under DSSR 615 Advance Payments, an employee may be paid in advance of the normal payday when, in the opinion of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation. The advance payment shall be for a maximum of 30 days based on the rate of compensation including any allowances or post differential the employee was entitled to immediately prior to the evacuation order. The advance payment may be made at any time after the evacuation order is given, but not later than the expiration of 30 days after the evacuation has been effected.

OTHER ALLOWANCES

18. Q: What happens to the "away from post" education allowance when an evacuation takes place?

A: The education allowance continues until the end of the current school year and the safehaven location replaces the foreign post of assignment as the destination for travel within the education allowance. No payment of SEA is authorized for any period of time covered by the "away from post" education allowance (DSSR 633.2).

19. Q: Do newly assigned employees/EFMs not yet arrived at the post qualify for evacuation benefits under DSSR Chapter 600?

A: Under the evacuation benefits law, only employees and dependents who are temporarily away from their foreign post of assignment at the time of the evacuation order are eligible for evacuation benefits if prohibited from returning. However, under the transfer allowance authority, DSSR Section 245 does allow equivalent benefits to certain newly assigned personnel who are prohibited from proceeding to post.

On the date of the ordered/authorized departure, the following three criteria must be met:

(1) the employee's transfer orders have been issued;

(2) the employee must be within 60 days of scheduled departure directly to the new post, and either 3(a), (b) or (c).

(3)(a) HHE have been packed and residence quarters have been vacated; (b) the employee transferring from a post in the U.S. has an irrevocable contractual agreement for lease or sale of residence quarters; or (c) employee transferring from a foreign post with direct transfer orders (i.e., no home leave, or equivalent, prior to reporting to the new foreign post) is required by post to vacate residence quarters.

If all three criteria are not met, EFMs are eligible for only Involuntary Separate Maintenance Allowance under DSSR 262.1.

20. Q: Can you explain the use of voluntary Separate Maintenance Allowance (SMA) if, for personal reasons, an evacuee wants to return to post later?

A: Following termination of an authorized/ordered departure an employee may elect voluntary SMA at the official safehaven for EFMs previously eligible for SEA payments and for whom round-trip travel expenses have already been authorized. The employee may be permitted to then terminate this voluntary SMA and EFMs may be permitted to return to post provided return travel to post does not occur during the employee's last 90 days at a post of assignment. This SMA is not to be considered the "one change of option" during a tour of duty. [DSSR 264.2(2)].

DEPARTURE FROM/RETURN TO POST

21. Q: If Permanent Change of Station (PCS) travel orders have been issued prior to an employee/EFM's departure from post, which orders take precedence?

A: PCS travel orders always take precedence over any other type of travel orders, including evacuation orders. An evacuee's travel should therefore be charged to his/her PCS orders. An evacuee may, however, be eligible to receive SEA benefits if the evacuation occurs prior to his/her originally scheduled PCS travel. When EFMs depart post under evacuation orders and the employee subsequently departs post under PCS orders, all evacuation benefits will cease for EFMs when the employee's PCS travel begins.

22. Q: How long are evacuation orders valid for return travel to post?

A: Under normal circumstances, evacuation orders are valid for up to one year from date of issuance. However, return to post within 30 days of reassignment travel is not allowed.

TANDEM COUPLES

23. Q: In the case of a tandem couple with dependent children and only one parent is being evacuated, on whose orders should the evacuated children be placed?

A: Children of tandem couples should be placed on only one employee's travel orders. In this case, the children should be on the evacuating employee/parent's orders.

24. Q: How does a tandem couple evacuated to the same official safehaven submit their receipts under the commercial rate formula for lodging?

A: Provided the evacuated couple is residing in the same commercial quarters, they should submit their vouchers together. Reimbursement procedure would then split the hotel bill in half for each employee to claim in his/her own right along with each getting the first evacuee meal and incidental expense (M&IE) amount allowed in DSSR 632.1(b). See FAQ 13 for special family composition consideration if there are additional family members.

SHIPMENT OF HOUSEHOLD EFFECTS (HHE), UNACCOMPANIED AIR BAGGAGE (UAB), AND PRIVATELY OWNED VEHICLE (POV)

25. Q: Will I have access to stored HHE while evacuated?

A: Access to, delivery and return to storage of household effects for evacuees is at personal expense, not Government expense (DSSR 631b).

26. Q: If I do not have UAB shipped from post during an evacuation and I receive the air freight replacement allowance, can I get UAB shipped back to post after the evacuation?

A: Yes. The air freight replacement allowance is only in place of the UAB **from** post.

27. Q: What is the amount of the air freight replacement allowance?

A: It is a flat amount, no receipts required, as follows: First evacuee without family \$250; First evacuee with one family member \$450; and First evacuee with two or more family members: \$600. It is intended to enable evacuees to purchase those necessary items not able to be brought out of post as UAB.

28. Q: Can a POV be shipped from the post to the safehaven point?

A: Shipment of POV is not authorized at government expense. However, per DSSR 631b, in place of a POV at the safehaven, a transportation allowance is authorized as follows

- first evacuee \$10 per day;
- first evacuee and one family member \$15 per day;
- first evacuee and two or more family members \$20 per day.

No receipts are required. Note: Regardless of safehaven location, employee/EFMs are counted when calculating the transportation allowance.

***NOTE: CHANGED EFFECTIVE 10-23-01**

EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)(Eff: 10-23-01)

(See reverse on this page for additional details)

Safe Haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safe haven location.

City _____ County (U.S. only) _____ U.S. State or Country _____

Safe Haven Lodging (“L”) _____ Meals & Incidental Expenses (“M&IE”) _____

Safe Haven Advance Received \$ _____

The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	Commercial Rate* Days 1 through 30	Commercial Rate* Days 31 through 180
First Evacuee	100% x L = _____ * 100% x M&IE = _____	100% x L = _____ * 80% x M&IE = _____
Each other Eligible Family Member 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under 18	50% x M&IE = _____	40% x M&IE = _____
SPECIAL FAMILY COMPOSITION CONSIDERATION (Check Only One)		
<p>_____ First Evacuee plus one (non-spouse eligible family member, age 18 and older).</p> <p>_____ First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over).</p> <p>_____ First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older)</p> <p>_____ First Evacuee plus three (one non-spouse eligible family member, age 12 and over).</p> <p>_____ First Evacuee plus four or more family members.</p> <p>_____ NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, D.C. 20522-0104.</p>		
*See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.		

The “non-commercial” rate will apply for days when a receipt for a commercial establishment is not received.

	Non-Commercial Days 1 through 30	Non-Commercial Days 31 through 180
First Evacuee	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
Each other eligible family member 18 and over	100% x M&IE = _____	80% x M&IE = _____
Each other eligible family member under 18	50% x M&IE = _____	40% x M&IE = _____

EPW - EVACUATION PAYMENTS WORKSHEET (DSSR 600)

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ADDITIONAL EVACUATION PAYMENTS

In addition to SEA payments, a transportation allowance may be paid as follows: \$10 per day for first evacuee; \$15 per day for first evacuee and one eligible family member; \$20 per day for first evacuee and two or more eligible family members.

An air freight replacement allowance may be paid if air freight was not shipped FROM post. Employees and eligible family members will still be eligible to ship air freight BACK TO post. Amounts are: \$250 for first evacuee only; \$450 for first evacuee and one eligible family member; \$600 for first evacuee and two or more eligible family members.

Internet Sources for All Per Diem Rates

--48 states and DC (continental US) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, per diem rate used to calculate SEA should be CONUS)

<http://policyworks.gov/org/main/mt/homepage/mt/perdiem/perd02d.html>

--Non-Foreign, outside continental US = DOD <http://www.dtic.mil/perdiem/pdrates.html>

--All Foreign Locations = STATE <http://www.state.gov/m/a/als/prdm/>

Basic rules for determining SEA payments:

If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following: (a) official safe haven; (b) approved alternate safe haven; or (c) Continental US (CONUS) [as of 1-1-02, that is \$85 (\$55 for lodging; \$30 for M&IE)]

Commercial Rate

Commercial Rate is based on first evacuee's safe haven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room taxes for CONUS or non-foreign, outside CONUS safe haven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safe haven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount, no itemization, no receipts required and is based on the first evacuee's safe haven location.

First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safe haven lodging rate and special consideration counts only eligible family members residing at first evacuee's safe haven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safe haven lodging rate is \$150, maximum reimbursement for family lodging will be \$225 per day. (2) If first evacuee's safe haven lodging rate is \$100, maximum reimbursement for family lodging will be \$150 per day

Non-Commercial Rate

Non-commercial rate is based on first evacuee's safe haven location. Lodging and M&IE components are flat amounts. Receipts are not required.