

VOLUME 2
JOINT TRAVEL REGULATIONS

CHANGE 442

Alexandria, VA

1 August 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 August 2002 unless otherwise indicated.

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This change includes all material written in CAP Items 07-02(E); 011-02(E); 015-02(E); 016-02(E); 018-02(E) and editorial changes C02018; C02020; C02021. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 441 cover page.

BRIEF OF REVISION

These are the major changes made by Change 442:

C1101. Updates the wording so that it is consistent with pertinent provisions in the FTR following changes made by FTR Amendment 98.

C2207; T4025. Clarifies that it is the responsibility of the Service concerned to ensure that guidance is provided to their travelers as to contract requirements for CTO use.

C3000. Permits Army officials who have authority to issue permanent duty travel orders to redelegate that authority.

C4151; C4162-B. Brings to the attention of the reader the requirement that an employee with an actual residence in the U.S. who is performing RAT to an alternate location must spend the majority of the RAT time in the U.S.

C8210. Spells out that when members or employees personally procure HHG transportation preference must be given to VISA (Voluntary Intermodal Sealift Agreement) carriers when available.

C14003-A. Requires that employees provide supporting documentation (such as a deed) necessary to determine title to the residence sold at the old PDS and purchased at the new PDS. This requirement for supporting documentation will help claim-reviewing officials make the necessary title determinations.

Appendix A. Updates the definition of household goods to be consistent with the definition in FTR Amendment 98 (Effective: 19 February 2002).

Appendix E, par. A, item 13. Makes clear that all pertinent conditions in item 13a through e must be met before allowances are authorized/approved.

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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PART C: TRAVEL ADVANCES**C1100 GENERAL****A. Minimizing Cash Requirements****1. Policy.** Employees traveling on official business:

- a. are responsible for their travel expenses, but
- b. should not have to pay official travel expenses entirely from personal funds (unless the employee decides not to use Government resources such as the Government-sponsored contractor-issued travel charge cards or traveler's checks).

2. Responsibilities. DoD components:

- a. may issue travel advances for certain expenses, as authorized in this Part, and
- b. should ensure travelers take all reasonable steps to minimize the cash burden on both the component and the traveler (such as using the Government-sponsored contractor-issued travel charge cards).

B. Use of Government-sponsored Contractor-issued Travel Charge Cards. "It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified", (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card). *The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoDFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*

***C1101 ALLOWABLE ADVANCES**

A. Authorization (FTR §302-2.21). Travel advances described in this paragraph may be paid when authorized on orders.

B. TDY Travel. DoD Components may pay travel advances (as opposed to authorizing Government-sponsored contractor-issued travel card use for ATM advances) when permitted in accordance with the DoDFMR, Volume 9. Advances may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.

C. PCS/TCS Travel (FTR §302-2.22/302-3.513/302-4.600). Travel advances may be paid when a per diem allowance or POC mileage allowance is authorized for PCS/TCS travel. *A travel advance may not be paid for OCONUS Renewal Agreement Travel (RAT), return travel for separation, or advance return of dependents from OCONUS.*

D. HHG Transportation and Temporary Storage Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and temporary storage is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD component concerned; and
3. Anticipated temporary storage period (not to exceed 90 days) at Government expense.

E. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). *An advance is not authorized for non-temporary (extended) storage of HHG.*

F. Movement of Mobile Home (FTR §302-10.300/301). An advance may be paid for the transportation of a mobile home when the employee is responsible for arranging and paying a commercial carrier to transport the mobile home. The advance may not exceed the estimated amount allowable. *No advance is authorized when the Government pays the carrier directly.*

G. Househunting Trip (FTR §302-5.16). An advance may be paid for househunting trip expenses. The advance may not exceed the sum of the anticipated transportation costs and either the maximum per diem allowable under the lodgings-plus method in par. C4107-O1 for the location and duration of the househunting trip, or the fixed amount under par. C4107-O2, whichever applies.

H. Temporary Quarters Subsistence Expenses (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DoD Component may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(F)).

I. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). *An advance is not paid for expenses incurred in connection with residence transactions.*

J. Attendants for Military Dependents. An advance may be paid for the travel and transportation allowances prescribed in par. C6151.

K. Transportation and Emergency Storage of POV (FTR §302-9.11). An advance for transportation and emergency storage of a POV may be paid not to exceed the estimated expenses amount authorized for that purpose.

C. Government and Government-Procured Air Transportation Not Available. When Government and Government-procured air transportation are not available, or Government air transportation is not available, reimbursement for the transportation used shall not exceed the least expensive unrestricted fare available for scheduled commercial air service over the usually traveled direct route between the origin and destination. If travel by aircraft is medically inadvisable, reimbursement is limited to the least expensive unrestricted fare for first-class passenger accommodations on a commercial ship.

D. Use of Non-certificated Air Carriers or Ships of Foreign Registry. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign carrier (or ship) service is used. If U.S. Flag carrier or ship service is available for an entire trip and the traveler uses a foreign carrier or ship for any part or all of the trip, the transportation cost on the foreign carrier or ship *is not payable* (41 CFR §301-10.143).

E. Computation. Except as prohibited in pars. C2206-C and C2206-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the Government would have paid for the authorized transportation mode and route, or the cost actually paid by the traveler, whichever is less. The authorized transportation mode means the transportation mode that would have been furnished in accordance with this Volume. Constructive reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, shall not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructive cost for transportation and the normal scheduled travel time for the carrier shall be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the Cost of Government-Offered Air Transportation. The reimbursement of dependent travel is subject to the limitation on the travel order, if any, under par. C2001-D1.

C2207 ARRANGING OFFICIAL TRAVEL

*A. CTO Use Policy. It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel including transportation and rental cars. See DoD component regulations for CTO use information.

B. Requirements

1. When making travel arrangements, travelers should use the following:

- a. a CTO (see Appendix A),
- b. in-house travel offices, or
- c. General Services Administration (GSA) Travel Management Centers (TMCs).

2. All travel arrangements must be made in accordance with:

- a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
- b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized or approved unless the conditions in par. C2204-B or C2205-F are met.

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
2. CTO Not Available. When the authorizing/order-issuing official certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

C2208 USE OF REDUCED TRAVEL FARES

When to qualify for reduced travel fares, an employee elects to remain at a temporary duty site for a longer period of time than required by the assignment, per diem or actual expenses, as applicable, for this additional period of time may be paid if:

1. the additional cost of per diem or actual expenses is offset by the savings on the transportation, yielding an overall savings to the Government; and
2. the delay does not involve duty time during which the employee is required to be at work at the PDS (B-192364, February 15, 1979).

CHAPTER 3 -TRAVEL ORDERS

PART A: DELEGATION OF AUTHORITY

Effective 6 June 2002

***C3000 WHO MAY ISSUE TRAVEL ORDERS**

Authority to issue travel orders within the Departments of the Army, Navy and Air Force is delegated, and may be re-delegated, as shown in the following tables. Authority to issue travel orders within DoD components other than Departments of the Army, Navy and Air Force is as delegated by the head of each component. One authorizing/order-issuing official may ask another to issue an order. The requesting official must provide the required authorizations and accounting data. Specific order-issuing conditions are indicated in the following tables. Permitted delegations and re-delegations of order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating travel orders. See Chapter 4, Part M and Appendix L for AEA information.

DEPARTMENT OF THE ARMY

(“X” indicates delegation of authority for the issuance of travel orders)

Authorizing and Approving Officials	TDY Travel 1/	Permanent Duty Travel 5/	Invitational Travel 1/, 6/
Secretary of the Army	X	X	X
Administrative Assistant to the Secretary of the Army	X 3/	X 3/	X 3/
Chief of Staff	X 2/	X	X
Commander of Major Army Commands (includes components of Unified and Specified Commands), Heads of Army Staff Agencies, Commanders of Major Subordinate Commands and Regional Commanders	X 2/, 4/	X	X
Commanders or Heads of Installations, Activities, and Field Operating Agencies	X 4/	X	X
National Guard Adjutants General of the Respective States	X 4/	X	X 4/

1/ Issuance is subject to the provisions of AR 1-40, “Official Temporary Duty Travel Outside Continental United States.”

2/ These officials may re-delegate authority to commanders of subordinate installations, activities and field operating agencies for issuance of TDY orders for travel to, from, and between OCONUS areas when AR 1-40 does not require issuance of travel orders by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

3/ For the Office of the Secretary of the Army and elements reporting directly thereto.

4/ For the National Guard Bureau, prior approval of the Chief, National Guard Bureau is required to issue blanket TDY orders. ***NOTE: Blanket travel orders are not used in DTS.***

5/ For PCS between CONUS locations: applies to Commanders to whom authority has been delegated to fill positions. These officials may re-delegate their authority to issue permanent duty travel orders. For PCS to, from or between OCONUS locations: applies to Commanders who are responsible for filling requisitions and processing appointments to OCONUS areas, or for assigning employees to OCONUS permanent duty.

These officials may re-delegate their authority to issue permanent duty travel orders. The gaining activity is responsible for travel order issuance but may request the losing activity to issue the order.

6/ When travel is to enable the interview of prospective appointees to vacant Schedule A attorney positions, prior authorization is required from one of the following, as appropriate: General Counsel or Judge Advocate General, Headquarters, Department of the Army; General Counsel, Headquarters, U. S. Army Materiel Command; or General Counsel, Office, Chief of Engineers.

DEPARTMENT OF THE NAVY

("X" indicates delegation of authority for the issuance of travel orders)

Authorizing and Approving Officials	*TDY Travel 5/	Permanent Duty Travel 3/		Invitational Travel 1/, 2/
	Trip And Blanket 1/, 2/, 4/	OCONUS Involving Employment Agreements	Other Including First Duty Station Travel Within CONUS	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, Marine Corps Staff	X	X	X	X
Chief, Deputy Chiefs, Vice Chiefs, and Assistant Chiefs of Bureaus and Offices and Heads of Offices of the Navy	X	X	X	X
Department Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Directors, Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commanders and Vice Commanders of Naval Systems Command Headquarters	X	X	X	X

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PART D: RENEWAL AGREEMENT TRAVEL (RAT)**C4150 GENERAL**

Employees may be eligible to receive travel/transportation expense allowances for returning home between OCONUS tours of duty to take leave. The provisions of this Part apply to employees serving OCONUS tours of duty. These provisions also apply to employees serving tours of duty in Alaska or Hawaii but only under the conditions specified in pars. C4152 and C4153.

C4151 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for allowances described in par. C4150, prior to departure from the OCONUS PDS, an employee must have:

1. satisfactorily completed an agreed period of service or the prescribed tour of duty;
- *2. entered into a new written agreement for another period of service at the same or another OCONUS post or duty station; (the agreement covers costs incident to travel to the employee's actual residence or alternate location (*See pars. C4162-A and C4162-B*) and return and any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour renewal agreement travel); and
3. qualified for eligibility status under the provisions of pars. C4152 and C4153, if the post of duty involved is located in Alaska or Hawaii.

C4152 EMPLOYEES STATIONED IN ALASKA OR HAWAII ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations listed in par. C4152, items 1, 2, or 3, involving a post of duty in Alaska or Hawaii will continue to be eligible to receive allowances for travel and transportation expenses for tour renewal agreement travel provided that the employee continues to serve consecutive tours of duty within Alaska or Hawaii. Transfers between Alaska and Hawaii will not constitute consecutive tours of duty for purposes of continuing eligibility under the provisions of this paragraph. On 8 September 1982, the employee must have been:

1. serving a tour of duty in Alaska or Hawaii on that date;
2. en route to a post of duty in Alaska or Hawaii under a written agreement to serve a tour of duty; or
3. engaged in tour renewal agreement travel and have entered into a new written agreement to serve another tour of duty in Alaska or Hawaii.

C4153 EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAII AFTER 8 SEPTEMBER 1982

Except for situations described in par. C4152, the travel and transportation expenses allowable for tour renewal agreement travel in this Part may not otherwise be authorized for employees assigned, appointed, or transferred to a post of duty in Alaska or Hawaii after 8 September 1982, unless it is determined under regulations by the DoD component involved that payment of these expenses is necessary for the purpose of recruiting or retaining an employee for a tour of duty at a post of duty in Alaska or Hawaii. This authority must be used sparingly and only when required to fulfill DoD component staffing needs to accomplish the DoD component's mission. These provisions are intended to insure the availability of well qualified employees or those employees with special skills and knowledge who are not available in the local area, and to fill positions in remote areas. DoD component regulations will prescribe criteria and guidelines to determine the need for payment of tour renewal agreement travel expenses. The DoD component determination that it is necessary to pay the expenses of tour renewal agreement travel as a recruiting or retention incentive in order to fill a particular position in Alaska or Hawaii will be reviewed periodically but not less than every five years. The payment of

travel and transportation expenses for tour renewal agreement travel for recruiting or retention purpose is limited to two round trips beginning within 5 years after the date the employee first begins any period of consecutive tours of duty in Alaska or Hawaii. Employees will be advised in writing of this limitation. The provisions of this paragraph do not affect the provisions governing overseas assignments and return for employees transferred or new appointees assigned to post of duty in Alaska or Hawaii.

C4154 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized expenses for travel (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Those expenses also are authorized from the actual residence upon return to the same or another OCONUS PDS; except with respect to Alaska and Hawaii. When Alaska and Hawaii are involved the return must be to a PDS located within the same State (Alaska or Hawaii) as the PDS at which the employee served immediately prior to RAT (see par. C4152).

C4155 RENEWAL AGREEMENT TRAVEL DENIAL/DELAY

A. Renewal Agreement Travel Denial. Except as provided for teachers in par. C4164, RAT travel may be denied under the following circumstances:

1. the employee is being processed for separation,
2. a RIF involving the employee is imminent,
3. a removal action is pending against the employee,
4. the employee's reassignment has been directed to a position in the U.S., or
5. the employee is to be reassigned to a CONUS position in connection with rotation on similar programs which precludes completion of a required period of service under a renewal agreement.

B. Renewal Agreement Travel Delay. ***NOTE: Delay may not be imposed on persons in DODEA teaching positions.*** An employee who has earned RAT may not be denied such travel at Government expense except under the circumstances listed above in par. C4155-A. The time at which leave is granted to perform RAT, however, is subject to approval by the OCONUS command concerned. While RAT ordinarily is performed between OCONUS tours of duty (see par. C4006-C2), travel at a later date within a tour of duty may be authorized or approved by the employee's OCONUS command (B-232179, 6 October 1989).

1. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) for not to exceed 90 days if:
 - a. the employee is engaged on a project which is scheduled to be completed within a reasonable time,
 - b. there is a temporary shortage of personnel, or
 - c. for other good reasons.

Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

2. Delay at Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal or job related reasons acceptable to and approved by the OCONUS command concerned (see par. C4005-C1). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of par. C4155-B2a or par. C4155-B2b below:
 - a. the renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or

b. 12 months.

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

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

Example

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

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

C4156 TRAVEL IN FAMILY UNITS NOT REQUIRED

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

C4157 RENEWAL AGREEMENT TRAVEL NONCUMULATIVE

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

C4158 TRANSPORTATION OF BAGGAGE

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

C4159 TEMPORARY STORAGE OF HHG

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

C4160 PER DIEM ENTITLEMENT

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

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

C4161 LEAVE STATUS DURING ABSENCE FROM DUTY

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

C4162 ALTERNATE DESTINATION

A. Entitlement. Employees/dependents are authorized to perform RAT to a destination (other than the employee's actual residence) in:

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

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

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

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

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

D. Administration. An alternate destination:

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

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

C4163 LIMITATIONS

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

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

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

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

NOTE 2: *Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense and not included as a part of the lodging cost for reimbursement within the AEA authorized/approved for travel in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable and are part of the lodging cost for reimbursement within the AEA authorized/approved for travel outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands.*

B. Expenses Not Allowable. The following expenses are not allowable since they represent costs incurred as a result of the employee's personal preference:

1. the cost for meals and/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government;
2. the cost of meals procured at the employee's PDS, residence, or at, or en route to or from, a nearby terminal where the employee's travel begins or ends (B-189622, March 24, 1978);
3. when meals are included in the price of an airline ticket and are provided during the flight, the cost of a duplicate meal(s) purchased by the employee after leaving the plane, in the absence of a justifiable reason why the employee did not eat the meal(s) served on the flight, or if the employee did so, why the extra meal(s) was required. The fact that a meal furnished on the flight is not the quality and quantity to which the traveler is accustomed is a matter of personal preference and is not a "justifiable reason." (See B-193504, August 9, 1979 and B-192246, January 8, 1979.)

C4602 AEA MAXIMUMS

A. General. The maximum amount of reimbursement for actual expenses that may be authorized/approved for each calendar day or fraction thereof is as provided in pars.C4602-B; C4602-C and C4602-D. When actual expenses incurred during any 1 day are less than the daily maximum authorized, the employee may be reimbursed only the lesser amount. Requests for AEAs authorizations/approvals should include a recommendation for an appropriate daily maximum up to the amount provided in pars.C4602-B or C4602-C. A recommendation of an appropriate daily maximum may be based on the applicable amount allowed for M&IE plus the cost of lodgings when reimbursement for M&IE is on a per diem basis as prescribed in par. C4602-C. When authorized/approved, AEA is in lieu of the per diem allowances prescribed in Part L, or Appendices B or D, and an employee may not elect to be reimbursed on a per diem basis. An AEA up to the applicable locality per diem rate may be authorized/approved for individuals authorized pre-employment interview travel under par. C6200.

B. Daily Maximums

1. Travel in CONUS. Except as provided in par. C4602-B3, the daily maximum is 150 percent of the per diem rate (rounded to the next higher dollar) prescribed in Appendix D for the TDY location. See Appendix L for authorization/approval authority.
2. Travel OCONUS. Except as provided in par. C4602-B3, the daily maximum rate is the amount prescribed in item a or b, whichever is greater:
 - a. 150 percent of the per diem rate (rounded to the next higher dollar) prescribed in Appendix B for the TDY location; or
 - b. \$50 plus the per diem rate prescribed in Appendix B for the TDY location.

See Appendix L for authorization/approval authority.

3. Higher Daily Maximum. Daily maximums in excess of rates prescribed in pars. C4602-B1 and C4602-B2 may be authorized/approved in amounts up to 300 percent of the per diem rates (rounded to the next higher dollar) prescribed in Appendix B or Appendix D, for the TDY location if required to meet the expenses associated with the mission. See Appendix L for Authorization/approval authority.

4. Special Actual Expense Authorization (AEA). The PDTATAC Director may issue an AEA for any DoD civilian employee who travels to Presidentially declared disaster area(s) or in support of the mission stated in the AEA. These authorizations may be issued with or without expiration dates. Copies of existing AEAs may be obtained from the Per Diem, Travel and Transportation Allowance Committee, Hoffman Building #1, Room 836, 2461 Eisenhower Ave., Alexandria, VA 22331-1300.

5. M&IE Reimbursement Limitation. An employee's daily AEA entitlement is the lesser of actual expenses or the maximum amount. Expenses incurred and claimed (including those for fractional days) shall be reviewed and allowed only to the extent determined to be necessary and reasonable by the order-issuing official. Reimbursement for M&IE shall not exceed:

- a. 150 percent of the M&IE rate for the TDY location, or
- b. \$25 plus the M&IE rate for the TDY location when the daily rate authorized is established under par. C4602-B2b, or
- c. 300 percent of the M&IE rate for the TDY location when authorized/approved under par. C4602-B3.

C. M&IE Paid on a Per Diem Basis. M&IEs may be reimbursed under the lodgings plus per diem system under par. C4553-C2, while lodging costs are reimbursed on an actual expense basis. In such cases, the amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality concerned. For example, when an employee is authorized actual expenses not to exceed 150 percent of a specific per diem rate, \$191 (150% x \$127, rounded to next higher dollar), and is reimbursed under the lodging plus per diem system for M&IE (\$34), the amount allowed for lodgings may not exceed \$157 (\$191 - \$34). Itemization of M&IE is not required when payment for those expenses is made under the lodging plus per diem system.

D. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for employees traveling on TDY, and AEA is authorized/approved under this Part, the total daily amount paid by the Government and reimbursed to the employee for the employee's lodging, meals, and incidental expenses may not exceed the daily maximum authorized under par. C4602-B (60 Comp. Gen. 181 (1981) and 62 id. 308 (1983)).

E. Incidental Expense Maximum. When Government quarters are available on a U.S. installation, reimbursement for incidental expenses are limited to:

1. \$2 in CONUS, and
2. \$3.50 OCONUS for all full travel days. The \$3.50 incidental expense rate does not apply for the day travel begins or ends. When the order-issuing official determines the \$3.50 rate is not adequate to meet anticipated expenses, payment of the Appendix B incidental rate must be stated in the travel order.

C4603 REQUEST FOR AEAs

A. General. When AEA appears warranted for a specific travel assignment, a letter or message request furnishing details may be submitted in accordance with this paragraph with a recommended AEA maximum. Every effort must be made to ensure uniformity of allowances for members of the Uniformed Services and civilian employees who travel together or to the same place under similar travel and TDY conditions. Requests for these allowances must be accompanied by a full statement of the facts, the number of employees involved, and the reasons why per diem allowances are not sufficient.

B. Who May Authorize/Approve. AEA, up to the appropriate established ceiling, may be authorized/approved by the officials designated in Appendix L. In instances involving joint Service conferences, symposiums, seminars, or

professional meetings, an AEA issued by the appropriate authority of the sponsoring Uniformed Service/Defense Agency applies to all attendees regardless of Service/Defense Agency affiliation.

C. Exceptions. The officials listed in Appendix L, par. C may authorize/approve AEAs at either the 150 or 300 percent ceiling, as they deem appropriate for the travel involved, for their own personal travel and for any accompanying uniformed service members and DoD civilian employees whenever they consider it necessary and proper under this Part. The provisions of par. C4603 are not applicable to the cases covered by this subparagraph.

D. Manner of Authorization/Approval. AEAs may be authorized before travel begins or approved after travel is completed. When authorized in advance, the AEA for a specific travel assignment is stated in the travel order. AEA may be authorized/approved for the entire period of a trip including travel time or, when appropriate, per diem or AEA may be authorized/approved for different portions of trips (for example, when there is a relatively long period of travel time or travel and assignment in several localities on a single itinerary). The period for which AEA is authorized is indicated in the document issued through the Secretarial Process or by the Director of the Defense Agency, or designated representatives. These authorizations/approvals cover individuals specifically listed in the request and alternate or additional personnel not specifically listed, but who actually performed the duty covered by the request.

E. Channel for Submission of Requests. See Appendix L.

F. Data to Be Included in Requests. Requests should contain any of the following data that is relevant to the trip:

1. specific reason for travel;
2. whether meetings with technical, professional, or scientific organizations are involved;
3. whether international conferences or meetings are involved;
4. identity of the senior member of the party, whether civilian or military, including grade, full name, SSN, and branch of Service;
5. names and titles of foreign governmental contacts, if any;
6. roster of other employees or members of the Uniformed Services also performing the travel or TDY involved, including grade, full name, SSN, and branch of Service;
7. proposed itinerary identifying the places to be visited, the length of duty at each place, and the inclusive dates of travel;
8. information covering special arrangements, such as provisions for use of special Government quarters, messes, open messes, motels, restaurants, etc.;
9. other information indicating expected expenses, amount of allowances necessary, or reasons why normal per diem is inadequate;
10. reasons normal accommodations within the prescribed per diem allowance are inadequate; and
11. name and phone number of individual who may be contacted concerning the request.

When any of the data in items 1 through 11 are not available, the request should so state. Each request for approval of an AEA after travel is completed must be accompanied by a copy of DD Form 1351-3 (Statement of Actual Expenses) or a detailed statement showing dates, items, and amounts paid. Vouchers or receipts should not be submitted with the request for AEA. Those documents must be submitted to the disbursing/finance/travel office.

C4604 ITEMIZATION

For reimbursement on an AEA basis, an employee must submit itemized expenses (see par. C4601-A) that indicate clearly the expenses applicable to each calendar day, excluding items that are claimed separately (such as taxicab fares and registration fees). When reimbursement for M&IE is on a per diem basis (as prescribed in par. C4602-B4), itemization of meals and incidental expenses is not required. See par. C1310 for receipt requirements.

C4605 COMPUTATION RULES

A. General. When the actual expenses incurred during any day are less than the daily amount authorized, the traveler is reimbursed only for the lesser amount. The daily amount authorized shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a travel day may be allowed only to the extent determined to be reasonable by the order-issuing official. The maximum amount of reimbursement for actual expenses for each calendar day, or fraction thereof, is limited as indicated in pars. C4605-B; C4605-C and C4605-D. In no case may the amount reimbursed be more than the amount authorized/approved in an AEA for the area.

B. Meals Available Under Special Arrangements. When an employee participates in a special mission (examples: deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, TDY to remote areas) and meals are made available under a special arrangement between a Uniformed Service and any organization, institution, commercial concern, nonappropriated fund activity, agency of a local, state or foreign government, or U.S. Government agency reimbursement of actual expenses for meals is limited to the amount of the charge for each meal made available under the special arrangements, up to the charges for three meals per day.

C. Averaging Expenses. In determining a daily amount for expense items that do not accrue on a daily basis (examples: laundry, dry cleaning, pressing, hotel maid tips) such expenses may be averaged over the number of days the employee is entitled to AEA during the entire TDY trip. In connection with lodging and lodging-related expenses, an expense pertains to the day it begins. For example, if a lodging charge is computed from 1000 on the first day to 1000 on the second day, the charge applies to the first day even though the lodging was not actually occupied on that day. If expenses for the first day are less than the daily maximum and for another day exceed the daily maximum, the expenses shall not be averaged. Each calendar day must be considered separately. If, however, a traveler pays for more than one day's expense at a time (for example, a hotel bill paid weekly, or at the end of occupancy), the amount applicable to each day should be listed separately.

D. Special Rules for Mixed Travel (Per Diem and Actual Subsistence Expense)

1. General. Mixed travel involves more than one maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the employee's status and location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging as provided in par. C4711.

2. Reimbursement for the Day of Departure. The reimbursement method and daily maximum for the day of departure from the official station is the same as that authorized for the first location where lodging is required.

3. Reimbursement for Day of Return. On the day of return to the official station, the same method and daily maximum applicable to the previous calendar day shall apply.

C4606 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

PART C: HHG SHIPMENT
SECTION 1: METHODS

C8200 GENERAL

- A. The official designated by the Service/Defense Agency must authorize/approve the HHG shipment method.
- B. Cost comparisons must be completed prior to authorizing a shipment method.

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 some HHG by Government-arranged move and some 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. If Service regulations

require, preference also must be given to VISA (Voluntary Intermodal Sealift Agreement) ship carriers when available.

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.

- (4) mortgage and transfer taxes;
 - (5) state revenue stamps;
 - (6) other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C14002-A4b below;
 - (7) charge for prepayment of a mortgage or other security instrument in connection with the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement may not exceed 3 months' interest on the loan balance.);
 - (8) mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;
 - (9) owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the cost of the owner's title insurance policy is inseparable from the cost of other insurance, which is a prerequisite to financing or the transfer of property;
 - (10) expenses in connection with construction of a residence, which are comparable to expenses that are reimbursable in connection with the purchase of an existing residence; and
 - (11) expenses in connection with environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase.
- b. Nonreimbursable Items. Except as otherwise provided in par. C14002-A4a, the following items of expense are not reimbursable:
- (1) owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee in connection with the purchase of a residence for the protection of the employee;
 - (2) interest on loans, points, and mortgage discounts;
 - (3) property taxes;
 - (4) operating or maintenance costs;
 - (5) no fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued in accordance with PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C14002-A4a above;
 - (6) expenses that result from residence construction; and
 - (7) VA funding fee (64 Comp. Gen. 674 (1985)).
5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:
- a. failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;
 - b. failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS;
or
 - c. any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the locality of the residence.

7. Procedure and Claim Requirements. See par. C14003.

Effective for employees whose effective date of transfer is on or after 22 March 1997

B. Reimbursement Limit. Total reimbursements shall not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and
2. 5 percent of the purchase price of a residence at the new PDS.

C14003 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)

*A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C14003-A2 and C14003-A3, showing that the expense was, in fact, incurred and paid by the employee.

2. Residence Sale. The following supporting documents are required:

- a. sales agreement;
- b. property settlement document;
- c. mortgage document (if prepayment fee is claimed, the document must include terms of payment);
- d. title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;
- e. paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and
- f. property settlement document and approved claim application if there has been a prior claim settlement in connection with a residence purchase.

3. Residence Purchase. The following supporting documents are required:

- a. purchase agreement;
- b. property settlement document;
- c. loan closing statement;
- d. title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;
- e. paid invoices or receipts (of \$75 or more) for each additional claimed expense item;
- f. property agreement document and approved claim application if there has been a prior claim settlement in connection with a residence sale; and

g. finance charge disclosure statement when provided by a lending institution in compliance with P. L. 90-321 "The Truth in Lending Act."

B. Claim Submission

1. Claim Voucher. The employee must submit the claim application (Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705) along with supporting documentation. The DD Form 1705 and supporting documents must be included as attachments to a Travel Voucher, or Subvoucher, DD Form 1351-2. Expenses claimed for a residence sale and a residence purchase may be included in the same application.

2. Claim Initiation. When initiating a claim, the employee should retain a copy of the application and all originals of the supporting documents. The employee must submit to the official designated in par. C14003-C1 at the new duty station:

a. an original and one copy of the Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705, which includes one set of all supporting documents (copies should be submitted as the documentation is not returned), and

b. a completed Travel Voucher or Subvoucher, DD Form 1351-2,

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

a. reasonable in amount, and

b. customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (P. L. 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 in accordance with Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. the total claimed is within prescribed limitations,
2. all the conditions and requirements under which claims may be paid have been met, and
3. the expenses claimed are reimbursable.

E. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

C14004 REIMBURSEMENT FOR UNEXPIRED LEASE SETTLEMENT COSTS

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. applicable laws or the lease terms provide for payment of settlement expenses,
2. they cannot be avoided by subleasing or other arrangement,
3. the employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. the broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim in accordance with directions in the DoDFMR, Volume 9 (<http://www.dtic.mil/comptroller/fmr/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost shall not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee which represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total amount of the expenses must be entered on the voucher. The employee must be prepared to provide the following documentation:

1. a copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. a statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. an itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: See DSSR, sections 241.2d and 242.4 for authority to reimbursement an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area.

C14005 RETURN FROM MILITARY DUTY

See par. C4110 for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

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

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

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

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

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

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

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

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

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

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

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

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

A. owned by an agency;

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

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

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

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

Effective 1 October 2001

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

NOTE: Also see *DISCOUNT GOVERNMENT MEAL RATE*.

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

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

GOVERNMENT QUARTERS.

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

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

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

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

E. temporary lodging facilities as defined in this Appendix;

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

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

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

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

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

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

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

(Effective 19 February 2002)

***HOUSEHOLD GOODS (HHG)** (FTR, § 300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in this Appendix) that legally may be accepted and transported by a commercial HHG carrier.

A. HHG include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be

shipped administratively (see par. C8120) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);

2. spare parts for a POV (see the definition in this Appendix) and a pickup tailgate when removed;
3. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
4. consumable goods for employees ordered to locations listed in Appendix F;
5. vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis, and snowmobiles);
6. (*Effective 19 February 2002*) boats that can be transported in a moving van (e.g., canoe, kayak, rowboat, outboard/inboard motorboat (14 or fewer ft)); and
7. (*Effective 19 February 2002*) ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

B. HHG *do not* include:

1. personal baggage when carried free on commercial transportation;
2. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 11 for POV shipment);
3. live animals including birds, fish and reptiles;
4. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
5. HHG for resale, disposal or commercial use;
6. privately owned live ammunition (B-130583, May 8, 1957); and
7. boats (other than those in A6 above); and
8. hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

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

1. liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
3. that are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
 - (a) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,
 - (b) No storage is required, and
 - (c) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. *See TRANSPORTATION, HHG*

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IMMEDIATE FAMILY. *See DEPENDENT/IMMEDIATE FAMILY.*

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

INVITATIONAL TRAVEL. *See TRAVEL, INVITATIONAL.*

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL.

A rate per mile for the authorized use of a privately-owned automobile during official PCS travel. The amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. C2505 for current rates.

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

- A. missing;
- B. missing in action;
- C. interned in a foreign country;
- D. captured, beleaguered, or besieged by a hostile force; or
- E. involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

- A. Personally-procured commercial transportation (see par. C2207),
- B. Government-procured commercial transportation,

C. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

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

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

OCONUS.

A. Outside CONUS.

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

OFFICIAL STATION. *See PERMANENT DUTY STATION.*

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

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

OVERSEAS. *See OCONUS.*

PER DIEM ALLOWANCE.

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

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

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

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

lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

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

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

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

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

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

A. For employees:

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

APPENDIX E**INVITATIONAL TRAVEL ORDERS****PART I: INVITATION TO TRAVEL****A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE**

Invitational travel is the term applied to authorize travel of individuals:

1. not employed by the Government,
2. employed (under 5 U.S.C. §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or
3. serving without pay or at \$1 a year

when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. C4562-D for interview travel and by item 13 of this paragraph for spouse invitational travel. Invitational travel may be authorized by use of an ITO when:

1. it is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;
2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
3. an individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; (ITOs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));
4. an individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);
5. an individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
6. an individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;
7. an individual is authorized pre-employment interview travel under par. C6200;
8. individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;
9. a witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;
10. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832;

11. attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);

12. when an individual is an attendant for:

- a. a disabled employee on official travel (56 Comp. Gen. 661 (1977)); or
- b. an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and the employee is incapable of traveling alone;

*13. travel is for a family member and all pertinent conditions in items a through e are met before allowances are authorized/approved:

a. The authorizing/order-issuing official determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.

b. Travel is allowed on a mission noninterference basis only, and must be supported with ITOs that ordinarily authorize reimbursement of only transportation costs.

c. The authorizing/order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.

d. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.

e. Authorizing/order-issuing officials for all other travel under this item are:

(1) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

(2) The Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(3) The Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***);

(4) The Secretaries of the Military Departments, or their designees, for requests from their staffs;

(5) The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

An ITO issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This order authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem***

or other expense allowances for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this order is canceled”;

14. a determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and unified commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or

15. travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations.

B. RESTRICTIONS

Invitational travel shall not be authorized for:

1. nonappropriated fund officials or employees traveling on nonappropriated fund business;
2. contractor employees (except as provided in par. D);
3. transportation of dependents and/or HHG or other property of individuals for whom ITOs are issued;
4. a. Federal Government employees; or
b. Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY orders unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, September 29, 1986)). An employee/member may be included on an ITO issued to a patient when traveling as a non-medical attendant.

C. ALLOWANCE EXPENSES

1. General. An ITO provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in Chapter 2 as appropriate to mission requirements.
3. Witness at a Military Court-Martial. A person not in the Government employ, when called as a witness before a military court-martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832; see par. A-10), is entitled to travel and transportation allowances under Service administrative regulations.
4. Participants in Annual National Matches Sponsored Under 10 U.S.C. §4312. Title 10, U.S.C. §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITOs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITO issued to each competitor.
5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony,

an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided:

- a. the travel and transportation is authorized by the head of the DoD component concerned or designee; and,
- b. the individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. See JTR par. C7005 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 U.S.C. §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. When a POC is the authorized mode, actual expenses and not a mileage allowance may be paid. Reimbursement for POC actual expenses are limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in par. C4709 may be authorized/approved.

D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES

Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at <http://www.arnet.gov/far/pdf/frame.html>. ITOs may not be used to authorize travel and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city-pair airfares or any travel-related items restricted to Government employees. See par. E below for availability of contract fares and prices to Government contractors. *Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. E-8.*

E. AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS

Individual contracts or agreements between GSA and the vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. *Contract city-pair fares must not be provided to or used by Government contractors.*

1. Contractor(s) means:

- a. Contractors working under a cost reimbursement contract; and

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

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

T4010 REIMBURSEMENT RATE

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

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

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

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

T4025 ARRANGING OFFICIAL TRAVEL

*A. CTO Use Policy. It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel including transportation and rental cars. See DoD component regulations for CTO use information.

B. Requirements

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