

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 445

Alexandria, VA

1 November 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 November 2002 unless otherwise indicated.

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This change includes all material written in CAP Items 12-02(E); 34-02(E); and 44-02(E) and editorial changes C02030, C02031 and C02034. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 444 cover page.

BRIEF OF REVISION

These are the major changes made by Change 445:

C2102; C4709; T4030; T4040. Changes MTMC's rental car agreements, requiring a \$5 per day administrative fee for members and employees renting cars under a Government agreement.

C3150-A; C4012-B; C4012-D; C14003-E. Revises the website address for the Washington Headquarters Service DoD Forms Program.

C4162-A. Clarifies that a traveler is not allowed contract city pair fares to and from higher cost alternate (or other) locations (e.g., FEML, R&R, RAT).

C6203. Corrects the reference in par. C6203-B2.

C6455; C6456. Inserts wording to the JTR stating that a DoD component may pay for emergency leave travel taken in connection with TDY travel to an alternate location and return to the TDY assignment; and that contract city-pair fares may be used only if emergency leave travel is Government-funded.

Appendix L. Adds activities under the Special Operations Commands that now have the authority to approve Actual Expense Allowance either not to exceed the 150 or 300 percent ceiling of the applicable per diem rate.

VOLUME 2

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

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PART B: TRAVEL BY GOVERNMENT CONVEYANCE

C2050 GOVERNMENT AUTOMOBILE

A. Requirements

1. When common carrier transportation is not advantageous to the Government and an automobile is required for official travel, a Government furnished automobile must be used, when available.
2. Per diem for travel by Government automobile is computed like PCS POC travel (see par. C4300-A).
3. Employees are required to have a valid state, District of Columbia, or territorial motor vehicle operator's license and have travel orders authorizing the temporary use of a Government-owned or contract rental vehicle.

B. Exceptions

1. Privately owned/special conveyances may be used when a Government-furnished automobile is unavailable or its use would interfere with official business.
2. If a Government-furnished vehicle is not available, a Government contract rental or other commercially rented vehicle may be used IAW par. C2001-A3.

C. Limitations

1. Personal preference/minor inconvenience is not a basis for authorizing/approving private/special conveyance use instead of a Government-furnished automobile.
2. Use of a Government automobile is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.

C2051 GOVERNMENT AIRCRAFT

- A. Air Mobility Command (AMC). Travel may be authorized by AMC aircraft in accordance with the regulations of the separate departments. When travel is performed by scheduled AMC aircraft, the applicable Customer Identification Code (CIC) and Air Movement Designation (AMD) shall be included in the travel order.

B. Military Aircraft Other Than AMC. Travel may be authorized by military aircraft other than AMC in accordance with the regulations of the separate departments.

C2053 USE OF AERO CLUB AIRCRAFT

The use of Aero Club-owned or Government loaned aircraft shall not take precedence over normal Government conveyance. Authorization for travel by Aero Club aircraft shall be in accordance with administrative regulations of the Service concerned. Reimbursement for expenses incurred is limited as provided in par. C4703-B.

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

C2100 GENERAL

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

C2101 USE OF TAXICABS

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

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

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

C2102 SPECIAL CONVEYANCES USE

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

B. Selecting a Rental Vehicle

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

a. *It is mandatory to obtain rental vehicles through the CTO, when available. **NOTE:** It is not mandatory to use a CTO when renting an airplane or bus.*

b. When selecting commercially rented vehicles, the lowest cost rental service that meets the mission requirements must be selected.

c. Use of companies and rental car locations participating in the MTMC agreement is encouraged because their government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government.

d. Travelers disregarding rental car arrangements made by a TO or CTO may be required to provide justification for additional rental car cost before reimbursement is allowed.

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

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

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

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

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

*C. Reimbursement for Special Conveyance Use. When a rental automobile or other special conveyance is authorized/approved, the rental and hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. These expenses include items such as:

1. hiring charge;
2. gasoline and oil;
3. parking;
4. garage, hanger, or boathouse rental;
5. subsistence of operator;
6. ferry fares, bridge, road and tunnel tolls;
7. traveler access fee (when charged); and
- *8. any per-day administrative fee called for in the MTMC rental car agreements.

D. Insurance on a Rented Automobile

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

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

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

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

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

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

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

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

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

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

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

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

Item 10,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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B. Use of Aero Club Aircraft
- C4704** **Commercial Passenger Transportation**
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B. When Transportation Requests (GTRs) Are Not Available
C. When GTRs Are Available But Not Used and Transportation Costs Exceed \$100
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C. Storage of Baggage
D. Checking Baggage
E. Redcap and Skycap Charges
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B. Passport and Visa for Emergency Technical Support Personnel
- C4708** **Privately Owned Motor Vehicle Taxes and License Fees**
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B. Reimbursement for Charges Paid by an Employee
- C4709** **Miscellaneous Expenses**
A. General
B. TDY Expenses
C. PCS Travelers
- C4710** **Reimbursement of Preparatory Travel Expenses When Orders Are Canceled,
Modified or Revoked**
- C4711** **Reimbursement for Occasional Meals and/or Lodging**
- C4712** **Reimbursement of Nonrefundable Room Deposit or Prepaid Rent**
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C4801	Eligibility Criteria
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C4803	Allowable Expenses
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C4805	Origin and Destination <ul style="list-style-type: none">A. GeneralB. Alternate or More Than One OriginC. Same General or Metropolitan Area
C4806	Time Limits for Beginning Travel and Transportation <ul style="list-style-type: none">A. GeneralB. Employee Died Between 1 January 1994 and 13 May 1997
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C4901	Definitions <ul style="list-style-type: none">A. EmployeeB. FunctionC. Non-Federal SourceD. PaymentE. Payment in KindF. Travel, Subsistence, and Related Expenses
C4902	Policy <ul style="list-style-type: none">A. Acceptance of Payment for EmployeeB. Acceptance of Payment for an Accompanying SpouseC. Administration and Delegation of Authority

<p>6. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD component) (par. C4005-C3).</p>	<p>6. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the period of service at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>7. Employee of a DoD component at an OCONUS PDS who is serving under an agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD component) (see par. C4005-C4).</p>	<p>7. The current agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain to be completed under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for entitlement to PCS allowances to the new PDS. A release from the period of service requirement for the convenience of the Government without penalty provisions (par. C4009) applies to any incomplete service under the 12 months agreement (y) when allowing entitlement upon completion of tour of duty under the agreement (x) in effect at the time of reassignment or transfer. Unless released from the period of service requirement failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.</p>
<p>8. Employee of a DoD component at an OCONUS PDS who completes a prescribed tour of duty, does not perform renewal agreement travel (par. C4105), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD component.</p>	<p>8. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances only. Entitlement under the completed tour of duty agreement remains unchanged.</p>

<p>9. Employee of a DoD component at an OCONUS PDS who completes a prescribed tour of duty, does not perform renewal agreement travel (par. C4105), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD component (par. C4005-C5).</p>	<p>9. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the period of service at the old PDS and the prescribed renewal tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>10. Employee of a DoD component at an OCONUS PDS who completes the prescribed tour of duty, performs renewal agreement travel (Part D), and returns to the same or a different OCONUS PDS (within the same or to a different DoD component).</p>	<p>10. Renewal agreement required. The tour of duty under the new agreement must be that applicable for the area in which the PDS is located upon return, except that the new tour of duty must be 24 months where the tours of duty for the old and the new duty stations are 36 months (par. C4005-C1).</p>

C4012 PREPARATION AND DISPOSITION OF TRANSPORTATION AGREEMENTS

A. General. To establish an employee's eligibility for certain travel benefits incident to permanent duty travel, applicable statutory authority requires that a transportation agreement be executed. This paragraph covers the various transportation agreements that are negotiated with DoD civilian employees.

*B. Preparation and Disposition. The signed original transportation agreement or a faxed copy of the signed transportation agreement is placed in the employee's personnel folder, or as otherwise directed in appropriate personnel directives, and the employee is furnished a copy of the signed original. In determining the actual residence, the provisions of par. C4004 apply. Transportation agreement forms, DD Form 1617 (Transfer of Civilian Employees Outside CONUS (OCONUS)) and DD Form 1618 (Transfer of Civilian Employees To and Within Continental United States (CONUS)), are available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>.

C. Transportation Agreement for OCONUS Employees Other Than School Teachers. Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees Outside CONUS (OCONUS), (DD Form 1617), is prescribed for use in connection with:

1. employees transferred or assigned to an OCONUS PDS,
2. new appointees appointed to OCONUS positions (see par. C4051-C concerning appointments and assignments to the first PDS),
3. renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and
4. return transportation of eligible OCONUS local hires.

*D. Department of Defense (DoD) Transportation Agreement-Transfer of Professional School Personnel Outside CONUS (OCONUS). Department of Defense (DoD) Transportation Agreement-Transfer of Professional School Personnel Outside CONUS (OCONUS), DD Form 1616, is used in connection with travel of educators in the DoD Education Activity. DD Form 1616 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website:
<http://www.dior.whs.mil/>.

E. Department of Defense (DoD) Transportation Agreement-Transfer of Civilian Employees To and Within Continental United States (CONUS). The Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees To and Within Continental United States (CONUS), (DD Form 1618), is prescribed for use in connection with civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

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. If the employee travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.

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.

C4164 TEACHERS IN THE DoD OVERSEAS DEPENDENTS SCHOOL SYSTEM

A. Completion of Period of Service RAT Entitlement. Under RAT authority, a teacher who satisfactorily completes the period of service, as specified in the transportation agreement, is authorized travel to the actual residence in the U.S. during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General. The following exceptions to the provisions of par. C4164-A may be approved during a period of continuous service as provided in pars. C4164-B2 and C4164-B3.

2. Reassignment at Management's Request. Under RAT authority, after completing 1 school year of service on a current agreement, any teacher who is reassigned at management's request from one 2-year area to another, may return to the place of U.S. residence during the summer vacation. The normal routing between the two PDSs must be through the U.S. and the teacher must sign a new renewal agreement for the new area of assignment. Other reassignments at management's request must be limited to travel by direct routing as a PCS movement between the two PDSs. The first school year of service at the new location completes the second consecutive school year of required service under the initial transportation agreement.

3. Attendance at an Accredited College/University. When the teacher wants to return to the U.S. for the summer at the end of the first school year of service, a teacher may be authorized round trip renewal agreement transportation if the teacher is:

- a. under an agreement to attend an accredited college/university,
- b. pursuing courses for professional preparation/advancement that are related to the present/planned DoD Education Activity assignment, or
- c. pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
- d. attending courses that are required for continued certification in the teacher's home state.

The renewal agreement is signed before leaving the OCONUS area. The teacher is required to present satisfactory evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than 6 semester hours. If the teacher fails to present evidence of satisfactory completion of the courses, for reasons unacceptable to the employing activity, the teacher must refund the Government the cost of the return travel to the U.S. which was for the purpose of attending the courses of study. Those who return to the U.S. under the exception contained in this subparagraph begin a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College or University Incident to Authorized Extended Leave of Absence. Round trip renewal agreement transportation may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized leave of absence to attend an accredited college/university located in the U.S., provided:

- a. the teacher has satisfactorily completed 2 school years in the DoD Education Activity and meets the eligibility conditions for renewal agreement travel;
- b. the teacher executes a renewal agreement before departure in connection with the authorized leave of absence;

- c. the teacher presents to the appropriate official responsible for authorizing the extended leave of absence and renewal agreement travel satisfactory evidence of bona fide intent to attend an accredited college or university for the purpose of pursuing a course of study leading to a higher degree or for graduate work in his/her chosen field, and such course of study is not feasible through other means, together with proof or acceptance for such course of study and information regarding successful completion of the course.

Teachers are authorized to travel to the United States on the first portion of renewal agreement travel authority in order to attend an accredited college or university. Travel to the overseas area may be accomplished under the return portion of renewal agreement travel authority upon completion of the period of study. Paragraph C4156 will be exclusive of any time the teacher is actively enrolled at the college or university in the United States.

5. Reassignment to 1-Year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized renewal agreement travel to the place of residence in the U.S. to take leave without pay during the summer recess. Renewal agreement travel also is authorized from that place of residence in the U.S. to the new OCONUS PDS indicated in the renewal agreement.

C. Storage of HHG Between School Years

1. Entitlement Conditions. The general entitlement conditions are covered in Chapter 8, Part E, Section 3.
2. In Addition to Storage in Transit. Authority for storage between school years is in addition to authority for temporary storage in connection with the shipment of property. Storage under these two authorities may overlap in time.
3. Not Applicable to Substitute or Part-Time Teachers. Substitute and part-time teachers are not eligible for storage of property between school years.
4. Administrative Arrangements. The industrial relations or civilian personnel officer concerned (administrative responsibility) will furnish to the appropriate transportation officer notification about storage between school years. The transportation officer is responsible for storage arrangements. The notification will specify the beginning and ending dates for the period of storage. The transportation officer will maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.
5. Notification of Indebtedness. The industrial relations or civilian personnel officer concerned will be responsible for immediately notifying the transportation officer who is handling the storage account in the event the teacher becomes indebted for the cost of storage through loss of eligibility so that collection action can be taken.
6. Consecutive School Terms in Different Locations. If a teacher is at different locations for consecutive school terms, storage costs will be paid from funds of the losing command or activity until the property is removed from storage for shipment to the new duty station. Funds of the gaining command or activity will be used for any storage costs after the date the goods arrive at the new duty station. The place of storage may be at either the old or new duty station as determined most practical under the circumstances in individual instances.

3. authorizing/order-issuing official authorized/approved expenses for:
 - a. services, including associated equipment, needed for reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental (used for official business) at a hotel/other place;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this **does not include travel expenses** incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. C4706);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs (see par. C4555-F);
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (*see par. C4712*);
 - l. expedited charge card delivery (*effective 1 May 2001*);
 - m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card **only** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
 - n. late check-out fees for lodging;
4. costs for personal laundry, dry-cleaning and pressing of clothing while TDY (**not after returning to/arriving at PDS**); only when CONUS TDY/PCS lodging is at least 4 consecutive nights;
5. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
6. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
7. transportation-related tips for handling **Government property at terminals and hotels**; and
- *8. any per-day administrative fee called for by the MTMC rental car agreements.

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

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

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

C4711 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING

Although lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours, an employee may incur expenses for occasional meals and/or lodgings. The travel approving official may authorize/approve the actual amount paid up to the PMR (no incidental expenses) in par. C4554-A1a(3) for meals and/or payment for lodging up to the maximums (see <http://www.dtic.mil/perdiem/>) when the traveler is required to purchase these items when not entitled to per diem. See Chapter 4, Part M if the lodging/meal costs exceed the maximum rates.

C4712 REIMBURSEMENT OF NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

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

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

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

- C6204** **Funds Sources**
A. Travel Expense Payment
B. Unallowable Sources

- C6205** **Reimbursement Claims**
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C. Travel Vouchers Preparation and Submission

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

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 - A. Limits on Duration of Temporary Living Accommodations
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- C6406** **Allowable Subsistence Payments**
 - A. Expenses Covered
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 - C. Allowable Meal Expenses
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 - E. Itemization and Receipts
- C6407** **Transportation to and from a Location Away from the Employee's Designated Post of Duty**
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PART J: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION ANYWHERE IN THE WORLD (FTR §301-30)

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C6452	Employee Responsibility and Documentation
C6453	Definitions <ul style="list-style-type: none"> A. Official Station/PDS B. Alternate Location C. Employees Incapacitating Illness or Injury D. Family E. Personal Emergency Situation F. Serious Illness or Injury of Family Member G. Fire, Flood, or Act of God
C6454	Employee's Incapacitating Illness or Injury <ul style="list-style-type: none"> A. Per Diem Continuation at the Interruption Point B. Return to Official Station or Home C. Travel to an Alternate Location and Return to the TDY Assignment
C6455	Personal Emergency Situation <ul style="list-style-type: none"> A. Return to PDS or Home B. Travel to an Alternate Location and Return to the TDY Assignment
C6456	Transportation Procurement <ul style="list-style-type: none"> A. Discount Fare Use B. Return to the PDS C. Travel to Alternate Location

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

C6200 APPLICABILITY

A. Individuals Covered. This Part applies to interviewees. As used in this part, an "interviewee" is an individual being considered for employment by a DoD component.

B. Policy. Unless otherwise stated, the allowances established in this Part for interviewees are the same as those available to DoD employees traveling on official Government business. However, a DoD component is not required to offer all allowances to each interviewee. (See par. C6203-B)

C6201 AUTHORIZATION OF TRAVEL

A. Payment Authority. DoD components may pay allowable pre-employment interview travel expenses (as defined in par. C6203) for individuals eligible under par. C6201-B.

B. Eligibility Determination. Each DoD component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. OPM has issued qualification criteria guidelines (see 5 CFR Part 572) for agencies.

C6202 PRE-EMPLOYMENT TRAVEL RESPONSIBILITIES

A. DoD Component Responsibilities

1. General. DoD components must adhere to the general travel authorization policies and practices in this Volume.
2. Authorization Type Limitation. Pre-employment interview travel may be authorized only on a trip-by-trip basis. Limited or unlimited open authorizations must not be used for pre-employment interview travel.
3. DoD Components' Responsibility to Inform Interviewees of DoD Travel Policies. DoD components must communicate DoD travel rules and procedures to interviewees. DoD components should ensure the interviewee understands how travel reimbursements are calculated. DoD components also should provide assistance to the interviewee in travel voucher preparation.
4. Payment of Pre-employment Travel Expenses to Defray Unauthorized Relocation Expenses. DoD components shall not authorize pre-employment interview travel expense reimbursement to help defray relocation expenses that are not allowable for a new appointee under par. C4051-E. For example, a DoD component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

B. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
2. Travel Agency Use. Tickets should be provided by the interviewing DoD component. However, the interviewing DoD component may authorize the interviewee to obtain tickets directly from a CTO or TMC under contract to the Government.
3. Contract Carriers Use. Interviewees of mandatory users of the Government's city pair contracts with airlines and Amtrak are bound by rules outlined in Chapter 2, Part E.
4. Interviewee's Potential Liability Notice. The interviewee is accountable for all transportation tickets and Government-procured transportation documents issued for use in performing pre-employment interview travel. DoD components must provide written instructions to the interviewee at the time an authorization is issued.

explaining the component's administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is canceled or rescheduled after tickets (or Government-procured transportation documents) are issued to the interviewee, the interviewee is liable for the value of the tickets issued. This responsibility ends when all ticket coupons either have been used for pre-employment interview travel or otherwise have been properly accounted for. A statement to this effect must be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or transportation document when issued to the interviewee. The interviewee and the interviewing DoD component are bound by the same rules that apply to employee travelers and DoD components in par. C2201.

5. Billing Information for Ticket Exchanges. When an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate DoD component billing office. To facilitate this refund procedure, DoD components must provide interviewees with a "bill charge to" address by attaching a copy of the transportation document or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR §101-41.210-1.

*C6203 ALLOWABLE REIMBURSEMENTS

A. Allowable Expenses

1. Expense Limitation. A DoD component may pay to or on behalf of an interviewee the same allowable travel expenses authorized for a DoD employee traveling on official business, except for the expenses listed in par. C6203-B.

2. All or Part of Expenses. A DoD component may pay all or part of pre-employment travel expenses. A DoD component electing to pay only subsistence/only common carrier transportation costs must pay the full amount to which a DoD employee would be entitled for authorized expenses. Paying less than the full reimbursement for common carrier tickets could make the interviewee ineligible for Government discounts.

B. Unallowable Expenses. A DoD component must not pay expenses for:

1. Communication services not directly related to travel arrangements for the Government interview; and
2. Hire of a room in par. C4709-B3e.

C6204 FUNDS SOURCES

A. Travel Expense Payment

1. Transportation Expenses by Common Carrier, Other Than Local Transportation. Interviewee transportation by common carrier, other than local transportation, must be paid for through the use of a Government-procured transportation document or a centrally-billed account. Common carrier transportation includes air, bus and rail.

2. Other Authorized Expenses. The DoD component shall reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

B. Unallowable Sources

1. Government Travel Charge Card. Government-sponsored contractor-issued travel charge cards, issued to individual employees, may not be used for pre-employment interview travel. However, centrally billed accounts may be used to pay the interviewee's allowable transportation expenses.

C. Travel to an Alternate Location and Return to the TDY Assignment

1. Conditions and Allowable Expenses. When an employee, with the approval of an appropriate DoD component official, interrupts a TDY assignment because of an incapacitating illness or injury, takes leave for travel to an alternate location to obtain medical services, and returns to the TDY assignment, reimbursement for certain excess travel costs may be allowed as provided in par. C6454-B2, below. The nearest hospital or medical facility capable of treating the employee's illness or injury is not an alternate location (par. C6453-B).

2. Excess Cost Calculation. The reimbursement that may be authorized/approved under par. C6454-C1, is the excess (if any) of actual travel costs from the interruption point to the alternate location and return to the TDY assignment, over the constructive costs of round-trip travel between the PDS and the alternate location. The actual travel cost is the transportation expenses incurred and en route per diem for the travel as actually performed from the interruption point to the alternate location and from the alternate location to the TDY assignment. (No per diem is allowed for the time spent at the alternate location.) The constructive travel cost is the sum of transportation expenses the employee reasonably would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the official station) plus per diem calculated under Chapter 4, Part L for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

***C6455 PERSONAL EMERGENCY SITUATION**

A. Return to PDS or Home

1. When an employee discontinues a TDY assignment due to a personal emergency situation (see par. C6453-E) transportation expenses and per diem while en route may be allowed.
2. Authorization/approval for return travel from the interruption point to the PDS is required.
3. A new TDY order must be issued if the DoD component decides that it is in the Government's interest to return the employee to the TDY location when the personal emergency situation is resolved.

B. Travel to an Alternate Location and Return to the TDY Assignment

1. An employee may be allowed to interrupt a TDY assignment due to a personal emergency (see par. C6453-E), take leave for travel to an alternate location where the personal emergency exists, and return to the TDY assignment.
2. Reimbursement may be allowed for certain travel costs such as transportation and en route per diem as in par. C6454-C.
3. *Contract city pair fares may ONLY be used when transportation is Government-funded.*

***C6456 TRANSPORTATION PROCUREMENT**

A. Discount Fare Use

1. Contract city pair fares, as well as other reduced fares available to Federal travelers on official business, should be used for authorized emergency leave travel. The city pair fare is always the first choice if the other discount fare is a fare that matches the city pair fare.
2. If a contract city-pair fare is not available, the least expensive unrestricted fare (including a lower or equal fare offered by a non-contract carrier limited to Government travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used.
3. The authorizing/order-issuing official may authorize a lesser fare (with or without restrictions) and the traveler may seek a lesser fare (with or without restrictions).

4. *Contract city pair fares may ONLY be used when transportation is Government-funded.*

B. Return to the PDS

1. When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO if one is available. See par. C2207.
2. An unused portion of Government-funded transportation for the TDY assignment must be used if possible.
3. The DoD component and the employee must ensure proper accountability for all unused tickets.

C. Travel to an Alternate Location

1. For emergency leave travel to an alternate location and return to the TDY assignment, the DoD component may:
 - a. pay for the emergency leave travel, or
 - b. require the employee to use personal funds for the emergency leave travel.
- 2 *Contract city-pair fares may ONLY be used when transportation is Government-funded.*
3. If the employee does not have sufficient personal funds the DoD component may procure transportation or provide an advance of funds for the employee to procure transportation.
4. The employee must reimburse the Government for any transportation cost or travel advance that is above the allowable reimbursement that may be authorized/approved.

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://www.dior.whs.mil/>.

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.

APPENDIX L*ACTUAL EXPENSE ALLOWANCE (AEA)****CHANNELS OF SUBMISSION**

A. AEA Requests not to Exceed the 150 Percent Ceiling. Except under the circumstances in par. C, AEA requests, not to exceed the 150 percent ceiling established in JFTR, pars. U4210-B1 and U4210-B2 or JTR, pars. C4602-B1 and C4602-B2, are submitted to the appropriate below-listed office or as otherwise designated by the Service concerned. ***Requests should arrive at least 10 days before travel begins.*** The authorizing/order-issuing official, or the official who requires the TDY assignment if different from the authorizing/order-issuing official, determines if an AEA is warranted. Authority to authorize/approve AEAs is delegated as indicated below.

NOTE: Do not send AEA requests directly to the PDTATAC.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: Order issuing/Authenticating/Authorizing official:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Ballistic Missile Defense Organization
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. ***This authority shall not be re-delegated.***

g. Defense Information Systems Agency
Attn: BLA
701 South Courthouse Road
Arlington, VA 22202-2199

- h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035
- i. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600
- j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221
- k. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816
- l. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400
- m. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651
- n. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515
- o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
Regional Directors of DCAA Regio at Eastern, Northeastern, Central, Mid-Atlantic, and Western for
assigned personnel and other DCAA personnel under their command and control
- p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613
- q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613
- r. Department of Defense Inspector General
Assistant IG for Information Management
400 Army Navy Drive
Arlington, VA 22202-2870

- s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137
- t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000
- u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884
- v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206
- w. Uniformed Services University of the Health Sciences
Attn: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799
- x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army:

- a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the authorizing/order-issuing official. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (*MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of authorizing/order-issuing officials. If MACOM not listed the AEA authority has been delegated to the authorizing/order-issuing official.*);
- b. Commander, Army Materiel Command (AMC), Attn: AMCPE-P, 5001 Eisenhower Ave., Alexandria, VA 22333-0001; Message Address: CDRUSAMC ALEXANDRIA VA//AMCPE-P//; Telephone: DSN 767-5511, Commercial (703) 617-5511;
- c. Headquarters, Military Traffic Management Command (MTMC), Attn: MTRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRMTMC ALEXANDRIA VA//MTRM-F//; Telephone: DSN 328-2350, Commercial (703) 428-2350;
- d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN 723-5241;
- e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN 879-6446, Commercial (520) 538-6446;

- f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, P. O. Box 34000, Fort Buchanan, PR 00934;
- g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Ave., Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z-//; Telephone: DSN 335-2048, Commercial (202) 475-2048;
- h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN 680-4221; Commercial (804) 727-4221; ***NOTE: Delegated to Installation Commanders with further delegation authorized;***
- i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th St., Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;
- j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;
- k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;
- l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;
- m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Dr., Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFOS.***
- n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawaii, 310 Worcester Avenue, Hickam AFB, HI 96853-5530.
3. Navy:
- a. Military Personnel: Authorizing/order-issuing officials;
 - b. Civilian Employees: Heads of Activities/commands or their designees.
4. Marine Corps:
- a. Military Personnel: Authorizing/order-issuing officials;
 - b. Civilian Employees: Heads of Activities/Commands or their designees.
5. Air Force:
- a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander;***

- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents;
- c. HQ USAF. Authorizing/order-issuing officials;
- d. Air Force Reserve Members:
 - (1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
 - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
 - (3) For reserve units – Wing commander or equivalent, *who may delegate no further than the group commander level.*
- 6. Coast Guard (Military Personnel): Authorizing/order-issuing official.
- 7. National Oceanic and Atmospheric Administration Corps: Authorizing/order-issuing official.
- 8. Public Health Service: Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
- 9. Combatant Commands:
 - a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;
 - b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;
 - c. United States Space Command (USSPACECOM), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN 836-5487, Commercial (757) 836-5487;
 - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
 - g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
 - h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91st Ave., Miami, FL 33172;
 - i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.
- 10. Special Operation Commands:
 - a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

- b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN 299-5469, Commercial (813) 828-5469;
- e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
- f. Commander, Special Operations Command Pacific, Attn: RM, P.O. Box 64046, Camp H. M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOPCOM NORFOLK VA//RM//J4//. Telephone: DSN 646-5841, Commercial (757) 443-5854. Email address: j41director@socjcom.navy.mil;
- h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM/. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;
- i. Commander, Special Operations Command South, Attn: RM, PSC 1008 Box 3900, FPO AA 34051-3900. Message address: COMSOPCOM SOUTH PUERTO RICO//RM//J4//. Telephone: DSN 865-8780, Commercial (787) 865-8782. Email address: J8@socso.southcom.mil;
- j. Commander, Special Operations Command Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM//COMP//. Telephone: DSN 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil;
- k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM//COS//FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.
11. Schools:
- a. Uniformed Services University of the Health Sciences, Attn: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
- b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;
- c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.
12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR): Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

B. AEA Requests not to exceed the 300 Percent Ceiling. Except under the circumstances in par. C, AEA requests, not to exceed the 300 percent ceiling established in JFTR, par. U4210-B3 or JTR, par. C4602-B3, are submitted to the appropriate below-listed office or as otherwise designated by the Service concerned. Requests should arrive at least 10 days before travel begins. The authorizing/order-issuing official, or the official who requires the TDY assignment if different from the authorizing/order-issuing official, determines if an AEA is warranted.

1. Army: A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority shall not be further delegated.***

2. Air Force:

a. MAJCOM/FMs, FOA and DRU FMs or equivalents;

b. 11th Wing/FM for HQ USAF personnel;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2nd Street, Robins AFB, GA 31098-1635.

This authority shall not be further delegated.

3. Navy:

a. Military Personnel: See par. A3 above for authorization/approval authority;

b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

4. Special Operations Commands:

a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOC MACDILL AFB FL//SOCS//. Telephone: DSN 299-5122, Commercial (813) 828-5122;

- e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN 579-2649, Commercial (850) 884-2649;
- f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, P.O. Box 64046, Camp H. M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//COS/J4//. Telephone: DSN 315-477-3923, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCJFCOM NORFOLK VA//COS/J4//. Telephone: DSN 646-5841, Commercial (757) 443-5854;
- h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;
- i. Commander, Special Operations Command South, Attn: Chief of Staff, PSC 1008 Box 3900, FPO AA 34051-3900. Message address: COMSOC SOUTH PUERTO RICO//COS/J4//. Telephone: DSN 865-8780, Commercial (787) 865-8782;
- j. Commander, Special Operations Commander Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//COS//. Telephone: DSN 299-6547, Commercial (813) 828-6547;
- k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe: See par. A1, A4, A6-A9, and A11-A13 above for authorization/approval authority.

C. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Employees. The following officials may authorize/approve AEAs up to 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 paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
 The Assistant to the Secretary of Defense (Legislative Affairs)
 The Assistant to the Secretary of Defense (Atomic Energy)
 The General Counsel of the Department of Defense
 The Defense Advisor, U.S. Mission to NATO
 Directors of Defense Agencies
 President, Uniformed Services University of the Health Sciences
 Director Operational Test & Evaluation
 DoD Inspector General
 Director, Defense Research & Engineering
 Commander/Deputy Commanders of Air Force Major Commands

- b. in-house travel offices.
2. All travel arrangements must be made in accordance with:
 - a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
 - b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and
 - c. Service regulations.
- C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized/approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).
- D. Transportation Reimbursement
 1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
 2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

- A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***
- B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.
- * C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U4520 and JTR par. C4709). When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (*found at website <http://www.dtic.mil/comptroller/fmr/>*) (or appropriate Service regulations for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.***

8. CTO service and processing fees;
9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs; ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;***
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled; ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;***
 - l. expedited charge card delivery (*effective 1 May 2001*);
 - m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card *only* for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements); and
 - n. late check-out fees for lodging.
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling *Government property at terminals and hotels*;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling *any baggage* at transportation terminals;

17. CIVILIAN EMPLOYEES ONLY

- a. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is* a separately reimbursable travel expense when travel *within CONUS* requires at least 4 consecutive nights TDY/PCS lodging in CONUS.;
- b. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

(Effective 1 April 2001)

18. UNIFORMED MEMBERS ONLY:

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

19. similar travel related expenses ***NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees; and***

*20. any per-day administrative fee called for by the MTMC rental car agreements.

F. Reimbursement for Travel Expenses at the TDY Location

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

5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

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

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

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.
3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

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

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

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

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