

VOLUME 2
JOINT TRAVEL REGULATIONS

CHANGE 446

Alexandria, VA

1 December 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 December 2002 unless otherwise indicated.

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This change includes all material written in CAP Items 23-02(E); 26-02(E); 27-02(E); 37-02(E); 38-02(E); 40-02(E); 43-02(E); 45-02(E); 46-02(E); 50-02(E); 52-02(E); 53-02(E); 54-02(E); and 56-02(E) and editorial changes C02033; C02037 through C02040. Insert the attached pages and remove the corresponding pages. Remove pages O-2-1; O-6-1 and O-12-1. This cover page replaces the Change 445 cover page.

BRIEF OF REVISION

These are the major changes made by Change 446:

C1059-B2d; C2204-A5d; T4030-F; T4060-B1c(6). Indicates that the 14-hour rule used to determine when premium-class other than first-class accommodations may be authorized for air travel includes changes of planes and any en-route stopovers.

C2165. Clarifies what members/employees are authorized to be reimbursed when PCS travel is by personal boat overseas.

C2165; C3151-B28. Revises the JTR to specifically address the issue of having a statement on a travel order regarding reimbursement if an employee elects to travel by a POB and it is not advantageous to the Government.

C2203. Adds business class as a class of service offered on AMTRAK trains and permits its use as advantageous to the Government when it is the lowest available class of service.

C3150-B; C3151-B; C4709-A; T4040-E9. Allows the authorizing/order-issuing official to authorize/approve the cost of paper tickets when electronic tickets are available when necessary to meet Government requirements.

C4950. Points readers to Appendix A for the term "travel status".

C4950-H3. Removes the mandatory requirement to contact General Services Administration to obtain meeting or conference space in the District of Columbia.

C8115. Clarifies that when a shipment of HHG includes an item for which the HHG carrier assesses a weight additive, and the shipment exceeds the maximum weight allowance, the employee is responsible for all excess charges and any special packing, crating and handling of the weight additive item.

C8115-A. Makes clear that even though an employee is responsible for all costs associated with the excess weight of a HHG shipment, the Government will pay the total cost of transportation and/or storage of the shipment. The Government will then collect reimbursement from the employee in accordance with finance regulations.

C9000. Includes "pet transportation charges" and "other house pets" as part of miscellaneous expenses covered by the MEA due to relocation.

C14000-C2. Indicates that a locally hired employee described in par. C4002-B2a(2) is not entitled to real estate allowances unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS or non-foreign OCONUS area to the foreign area PDS.

T4040-C1. Spells out that the per diem prohibition for personnel traveling together with no reimbursement applies from the time the traveler departs the PDS until 2400 the day the traveler arrives at the TDY point. The prohibition begins again at 0001 the day of departure from the TDY point until arrival at the PDS.

T4040-E2. Agrees to reimbursement for ATM fees when a uniformed member exempt from the requirement to use the Government charge card for official travel, uses an ATM or personal charge card to obtain cash.

Appendix A. Changes the definition of HHG relating to the shipment of boats. The 14-foot size restriction is removed and replaced with "reasonable size". It also allows for the boat's associated trailers to now be shipped as HHG. Also clarifies the Temporary Lodging Facilities definition.

Chapter 4, Part O. Rewrites Chapter 4, Part O, which simplifies and updates this section of the JTR.

Various paragraphs. Replaces the term "relocation allowances" with "PCS allowances" whenever possible in the JTR. This is to reduce confusion with some field activities and transferring personnel because relocation is used to mean so many different things (e.g., relocation allowance is used to mean relocation bonus).

VOLUME 2

JOINT TRAVEL REGULATIONS

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

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CHAPTER 1
DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

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PART B: CONDITIONS/FACTORS**C1050 GENERAL**

A. Prohibition Not Stated. There may be circumstances when travel and transportation entitlements are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an entitlement exists or may be authorized.*

B. Travel Justification

1. Directed Travel. Travel and transportation at Government expense may be directed only:
 - a. when officially justified, and
 - b. by means which meet mission requirements consistent with good management practices.
2. Employee Expenses. Employees must not be directed to:
 - a. perform official travel at personal expense, or
 - b. at reimbursement rates/amounts inconsistent with provisions in this Volume.
3. Limited Travel Funds. Limited travel funds is not a basis for:
 - a. denying reimbursement for official travel, or
 - b. reducing allowances.
4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DoD component to another, which is outside an employee's commuting area, is effective after the **employee** has been given reasonable advance notice (at least 30 days). Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. DoD components should give as much advance notice as possible to enable the employee to begin the arrangements necessary when relocating family and residence. See par. C4108 governing payment of travel and transportation expenses and applicable allowances when short distances are involved. A reasonable advance notice period should not be less than 30 days except when:
 - a. the employee and both the losing/gaining agencies agree on a shorter period;
 - b. other statutory authority and implementing regulations stipulate a shorter period (see OPM regulations for specified time frames); or
 - c. there are emergency circumstances.

***C. PCS**

1. Authorization. When Government-funded PCS is authorized:
 - a. a written travel authorization must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station,
 - b. the DoD component should advise an appointee/employee not to incur PCS expenses (in anticipation of a PCS) until the written notification has been received,

c. the travel authorization must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C4051 for procedural requirements applicable to new appointees.

2. Reimbursement Provisions

a. The reimbursement maximums/limitations that apply to certain allowances are not the same for all employees even though claims may be filed within the same time frame because of:

(1) successive changes to these regulations governing PCS allowances, and

(2) the extended period of time that employees retain eligibility for certain allowances (see par. C1057).

b. The provisions of these regulations in effect on the appointee's/employee's appointment/transfer effective date (see Appendix A) apply for payment/reimbursement purposes. A summary of the allowance rates in effect on specific dates is in Appendix G for reference purposes.

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

A. General. Travelers under official travel orders may use:

1. Government quarters,
2. food services,
3. exchanges, and
4. recreational facilities owned, operated, or under the jurisdiction of the DoD.

B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated December 15, 1992, AAFES Operations, {www.usapa.army.mil}, Department of Defense Directive 1330.9, dated December 15, 1986 (ASD FM&P), Subject: Armed Services Exchange Regulations, and Department of Defense Directive 1330.17-R, dated August 3, 1990, Subject: Armed Services Commissary Regulations {web7.whs.osd.mil/dodiss/directives/dir2.html} and at the discretion of the local commander.

C1052 TRAVEL AND TRANSPORTATION FUNDING

A. General. An employee's pay and leave status during official travel are subject to the hours of duty, pay, and leave regulations of the separate departments. A new appointee is in a duty status while traveling to the first PDS.

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DoD 1400.25-M, Section 630-G4c at <http://www.cpmc.osd.mil/cpm/docs/630.pdf>.

NOTE 2: See Appendix A for definitions of "Different (or Separate) Departments and Agencies," "DoD component," "Foreign Area and/or Country," and "OCONUS" (overseas).

B. Movement between Different Departments and Agencies or DoD Components

NOTE: This paragraph applies to movements between any of the following: Army, Navy, Air Force, DoD Components, to or from non-DoD agencies.

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary movement costs associated with a PCS may be paid by the gaining department/agency/DoD Component (see JTR, par. C4100).

movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity. When an employee under an agreement:

- a. returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- b. after arrival at the destination is employed by another DoD component without a break in service,

*the losing OCONUS activity must pay for the allowable separation travel/transportation costs not in excess of that to the actual residence. For the conditions and limitations regarding payment by the gaining DoD component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. C4205 (46 Comp. Gen. 628 (1967); 47 i.d. 763 (1968); B-163113, June 27, 1968; B-163364, June 27, 1968).

F. DoD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. *See DoD Instruction 1342.25, par. 5.4.5, dated October 30 1996, (available at: <http://web7.whs.osd.mil/corres.htm>) "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);" concerning eligibility for reimbursement for official travel.*

C1053 IDENTIFICATION CARDS

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, issuance of identification cards is provided in:

1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians), and
2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals.

NOTE: See website <http://web7.whs.osd.mil/dodiss/instructions/ins2.html> for both DoD Instructions listed above.

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. passports,
2. visas,
3. immunizations,
4. advance clearance,
5. special conditions, and

6. other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa.

2. Travel Requirements

a. The necessary passport, visa when required, and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and

b. with few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into:

(1) a foreign country, or

(2) a territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.

2. Visas and immunizations also have time limitations.

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

*A. Quarters Available. ***Employees may not be ordered/required to use Government quarters, nor may lodging reimbursement simply be limited to the Government quarters cost (44 Comp. Gen. 626 (1965)).*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTO's), and are encouraged to use those quarters when TDY to a U.S. installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

B. Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. The JTR directs that Government quarters are not available:

1. when TDY/delay is at other than a U.S. installation;

2. when an authorizing/order-issuing official ***NOTE: Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 U.S.C. §5703) determine their own quarters availability.*** determines Government quarters use would adversely affect mission performance;

3. during en route travel periods; or

4. for TDY/delay of less than 24 hours at one location.

C. Authorization/Approval. Unless a reduced per diem rate is authorized on the order as indicated in par. C1055-A, the authorizing/order-issuing official must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1056 STANDARDS OF CONDUCT

Acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards are subject to the restrictions and conditions in Service regulations of the separate departments relating to standards of conduct and conflict of interests in connection with travel, transportation, and TDY assignments. Also see Part D of this Chapter and Part Q of Chapter 4.

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that:

1. the 2-year period is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;
2. the 2-year period does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
- *3. (*effective 19 February 2002*) the 2-year period is extended for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C14000-B. Even when an extension is approved, PCS allowances must be calculated by using the prescribed entitlements and allowances in effect on the employee's effective date of transfer.

C1058 OBLIGATION TO EXERCISE PRUDENCE

A traveler must:

1. exercise the same care and regard for incurring expenses as a prudent person traveling at personal expense, and
2. maintain records to validate individual expenses of \$75 or more and all lodging costs (All receipts should be maintained until the travel claim is paid and possibly longer if required by financial regulations).

Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

C1059 TRAVEL DURING HOURS OF REST, REST STOPS EN ROUTE AND A REST PERIOD AT A TDY POINT AFTER ARRIVAL

A. Starting and Ending Travel

1. General

- a. The travel order establishes when travel status starts and ends.
- b. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours at night (2400 - 0600).

c. When travel between 2400-0600 is required, the only acceptable sleeping accommodations are:

- (1) ship staterooms, and
- (2) train sleeping cars.

NOTE: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a traveler is required to travel overnight (2400 - 0600) on such accommodations, arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the traveler is required to perform official duties even though a rest stop en route has been authorized (see par. C1059-C5).

d. A traveler should not be required to use a carrier that requires beginning travel (i.e., departing home, TDY lodging, etc.) between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.

e. A prudent authorizing/order-issuing official should schedule travel so that lodgings may be provided so the traveler can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 - 2400. To prevent travel between 2400 - 0600, it is reasonable for a traveler to:

- a. depart the PDS early enough to prevent having to travel between 2400-0600, or
- b. depart the TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem for Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment. (56 Comp. Gen. 847 (1977)).

Example 1: A traveler completes official TDY duty on Friday afternoon. The traveler could leave on Friday when official duty ends (and arrive at the PDS on Friday) and receive 75% M&IE for that travel day. To prevent the traveler from traveling between 2400 and 0600, the authorizing/order-issuing official may authorize or approve departure the next day (in this case, Saturday). The traveler receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the traveler receives 75% M&IE for Saturday. Any additional delayed days are the traveler's financial responsibility.

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

B. Rest Stops En Route

1. Travel during Normal Hours of Rest. The authorizing/order-issuing official may authorize/approve a rest stop en route when travel must be scheduled:

- a. to start at, near, or after the end of the traveler's regularly scheduled duty hours; or
- b. during usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See note in par. C1059-A1c regarding adequate sleeping accommodations.

2. When OCONUS Travel Is Involved. The authorizing/order-issuing official may authorize/approve a rest stop en route when:

- a. the origin or destination point is OCONUS;
- b. travel is by a direct or usually traveled route;
- c. travel is by less than premium-class service; and

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*d. the scheduled flight time, including stopovers and change of planes, exceeds 14 hours by a direct or usually traveled route. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. NOTE: If the 'stopover' is an overnight stay, that disqualifies the traveler from using business class.***

3. Rest Stop En Route Prohibited. A rest stop en route may not be authorized/approved when:

- a. travel is authorized by premium class service;
- b. a traveler chooses to travel by an indirect route, ***for personal convenience***, causing excess travel time;
- c. a traveler takes leave at a stopover.

4. Location of Rest Stop En Route. A rest stop en route:

- a. may be authorized/approved at ***any intermediate*** point, and
- b. should be as near to midway in the journey as authorized carrier scheduling permits; or
- c. scheduled at a point en route where free stopovers are permitted (if possible) by the carrier.

5. Length of Rest Stop En Route. A rest stop en route may not exceed a reasonable rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop en route per diem rate is the rest stop location rate.

C. Rest Period at TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 24 hours) is recommended before the traveler reports for duty when:

1. except as indicated in par. C1059-C5 below, authorized carrier schedules prevent a rest stop en route;

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*2. the scheduled flight time, including stopovers and change of planes, exceeds 14 hours by a direct or usually traveled route. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. NOTE: If the 'stopover' is an overnight stay, that disqualifies the traveler from using business class.;***

3. except as indicated in par. C1059-C5 below, a rest stop en route is not authorized/approved; or

4. the traveler is not authorized premium-class accommodations.

5. the traveler is required to travel overnight (2400 - 0600) (in such case arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the traveler is required to perform official duties even though a rest stop en route has been authorized). See note in par. C1059-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

D. Delaying Return Travel to Use of Reduced Travel Fares. When, to qualify for reduced travel fares, a traveler elects to stay at a TDY station longer than required by the assignment and the action is authorized/approved by the authorizing/order-issuing official, per diem or AEA for the additional time may be paid if:

1. the additional per diem or AEA cost is offset by the transportation savings, yielding an overall savings to the Government; and
2. the delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

C1060 HOTEL AND MOTEL FIRE SAFETY -- APPROVED ACCOMMODATIONS

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

C1061 CONFERENCES/TRAINING AT THE PDS

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

C1065 OFFICIAL DISTANCE DETERMINATION

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

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

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

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

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

CHAPTER 2
TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION
REQUESTS, BAGGAGE AND MILEAGE RATES

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C2001	Transportation Modes A. General B. Within CONUS C. OCONUS Travel D. Travel By Aircraft
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PART B: TRAVEL BY GOVERNMENT CONVEYANCE

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C2051	Government Aircraft A. Air Mobility Command (AMC) B. Military Aircraft Other Than AMC
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C2101	Use of Taxicabs A. To/From Transportation Terminals B. Between Residence and PDS on Day Travel Performed

- C2102** **Special Conveyances Use**
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B. Selecting a Rental Vehicle
C. Reimbursement for Special Conveyance Use
D. Insurance on a Rented Automobile
E. Use Limited to Official Purposes
F. To and From Carrier Terminals
G. Between Duty Stations
H. Special Conveyance Use for PDT
I. Use of Special Conveyance in and around Permanent or TDY Station
- C2103** **Use of Buses, Streetcars, or Subways**
A. To and from Carrier Terminals
B. Between Residence and PDS on Day Travel Performed
- C2104** **Use of Airport Limousine Service**
- C2105** **Use of Courtesy Transportation Provided by Hotels and Motels**

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- C2159** **Automobile**
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B. Automobile Use Between CONUS and Alaska, Newfoundland, Mexico, or Central America
C. Using More than One Automobile
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B. Privately-Owned Aircraft Other Than Airplane (e.g., Helicopter)
- C2164** **Privately-Owned Motorcycle**
- C2165** **Transoceanic Travel by Privately Owned Boat**
- C2166** **Ocean-Going Car Ferries**

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

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

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

Effective 1 April 1999

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

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

C2164 PRIVATELY-OWNED MOTORCYCLE

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

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

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

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

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

***C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT**

When an employee travels by POC by personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)) The authorizing/order-issuing official, in accordance with pars. C3104-D1e and C2206-B, must ensure a statement is on the travel order indicating that Government-procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) shall not exceed the amount that would have been paid for the available Government-procured air transportation (plus appropriate per diem).

C2166 OCEAN-GOING CAR FERRIES

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

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

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

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

*D. Extra-Fare Train Service. Travel by extra-fare trains may be authorized/approved when such use is advantageous to the Government or is required for security reasons. The use of the lowest class of service available on any AMTRAK Acela or Metroliner train Service (including Acela Express) is advantageous to the Government. 'Business' class is the lowest available class of service on the Amtrak Acela Express or Metroliner train service. 'Coach' class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first-class accommodations may be authorized/approved only as provided in par. C2203-C.

C2204 USE OF COMMERCIAL AIRCRAFT

A. Accommodations

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

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

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

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

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

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

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

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

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

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

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

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

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

Effective 13 September 2002

*(8) travel is direct between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including stopovers and change of planes) is in excess of 14 hours. ***Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. NOTE: If the 'stopover' is an overnight stay, that disqualifies the traveler from using business class. A rest stop en route (see par. C1059-B3a) is prohibited when travel is authorized by premium-class other than first-class accommodations.***

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

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

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

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

- destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen 629(1977)).
2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.
- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
 - b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
 - c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
 - d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
 - e. Foreign air transportation is paid fully directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
 - f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
 - g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
 - (1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or
 - (2) extend travel time by at least 6 hours or more; or
 - (3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
 - h. The order-issuing/authenticating official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
 - i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
 - j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case by case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***

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

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

(m) If a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (see pars. C4950-M & C4950-N)) is authorized, include the statement: "***Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination).***" Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

(n) Include the dollar amount/call for authorized calls home (see par. C4706).

Effective 26 September 2002

*(o) When the cost of paper tickets (when electronic tickets are available) is authorized.

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

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

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

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

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

C. Distribution. See par. C3057.

C3151 PERMANENT DUTY TRAVEL

A. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (DD Form 1614) is used as a request and authorization for all official PCS/TCS travel by employees and their families. (*See par. C3105-B.*) DD Form 1614 is available for printing and/or downloading from the Internet

through the Washington Headquarters Service DoD Forms Program at the following website:
<http://web1.whs.osd.mil/icdhome/forms.htm>.

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

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

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

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

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

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

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

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

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

Effective 1 August 2000

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

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

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

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

- (a) When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item.
- (b) If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions.

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

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

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

Effective 26 September 2002

*(f) When the cost of paper tickets (when electronic tickets are available) is authorized.

*(g) When travel is by POC (specifically by privately owned boat) and not advantageous to the Government, a statement must be placed on the order that Government-procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) shall not exceed what would have been authorized for the available Government-procured air transportation (plus appropriate per diem). *See par. C2165.*

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

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

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C4602	AEA Maximums <ul style="list-style-type: none">A. GeneralB. Daily MaximumsC. M&IE Paid on Per Diem BasisD. Lodging and/or Meals Obtained Under ContractE. Incidental Expense Maximum
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PART B: FIRST DUTY STATION TRAVEL***C4050 PERSONS ELIGIBLE FOR FIRST DUTY STATION TRAVEL**

A. General. Travel and transportation expenses may be allowed to first duty station only for the following persons:

1. a new appointee to any position;
2. a student trainee assigned upon completion of college work to any position;
3. Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102 note) and are appointed in the same fiscal year as the Presidential inauguration that immediately follows their transition activities;

The provisions of this Part apply to new appointees, as defined in par. C4051-B, relocating from their actual residence at the time of appointment (or at the time following the most recent Presidential election, but before selection or appointment, in the case of individuals who have performed transition activities under Section 3 of the Presidential transition Act of 1963 (3 U.S.C. §102 note) and who are appointed in the same fiscal year as the Presidential inauguration that immediately follows their transition activities) for permanent duty to official stations.

NOTE: The criteria in par. C4108 (Short Distance Transfers (PCS within Same City or Area)) does not apply to first duty station travel.

B. Requirements and Entitlements for New Employees Assigned Overseas

1. Agreement Requirements. Agreement requirements for new employees assigned overseas are covered in par. C4001.
2. Service Requirements. Period of service requirements for new employees assigned overseas are covered in par. C4005.
3. Transportation Entitlements. Transportation entitlements for new employees assigned overseas are measured from the place of actual residence, at time of appointment, to the overseas duty station. Transportation entitlements for Presidential transition team appointees are limited to expenses incurred from the appointee's actual place of residence from which the employee relocated for the purpose of performing Presidential transition activities to the assigned duty station of such appointee.
4. Issuance of Travel Orders. Travel order issuance for new employees assigned overseas is covered in Chapter 3.
5. Funds Chargeable. All related expenses for a new employee assigned overseas are payable from funds of the receiving command or activity to which the employee reports for duty. Specific conditions applicable to other than overseas school teachers are covered in par. C1052-B.

C4051 APPOINTMENTS AND ASSIGNMENTS OF NEW APPOINTEES AND STUDENT TRAINEES TO ANY POSITION WITHIN THE 50 STATES AND DISTRICT OF COLUMBIA

A. General. Travel and transportation allowances under this Part may be authorized for appointees/student trainees assigned to a PDS in the 50 States and the District of Columbia. In return for travel and transportation allowances to the first PDS, the selected individual must agree in writing to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are a debt due the Government. That debt is the individual's financial responsibility. See JTR, par. C4001-A regarding agreement requirements in the case of appointment to an OCONUS position. For information concerning tours of duty at OCONUS locations see JTR, par. C4005-C and Appendix Q.

B. Coverage. New appointees to any position are eligible for payment of only those travel and transportation expenses listed in par. C4051-E in relocating to the first official station. A new appointee includes any person newly appointed to Government service, including an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102 note) and who is appointed in the same fiscal year as the Presidential inauguration that immediately follows transition activities. New appointee also includes an individual appointed after a break in service except that an employee separated as a result of a RIF or transfer of function may be treated as a transferee instead of a new appointee under the conditions set out in pars. C1052-B2 and C4101. In addition, for purposes of the allowances prescribed in this regulation, the term new appointee includes a student trainee who is assigned upon completion of college work.

C. DoD Component Responsibility. Because new appointees usually lack experience in Government procedures, each DoD component must adopt special measures to provide full information to new appointees concerning the benefits that may be available to them for travel and transportation involved in reporting to their official stations. Special care must be taken to inform appointees of the limitations on available benefits.

D. Procedural Requirements

1. Agreement. *No payment for otherwise allowable expenses nor an advance of funds can be made unless the appointee or student trainee has signed the appropriate agreement.*

2. Travel before Appointment. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first official station is performed. For individuals who have performed Presidential transition activities, as described in par. C4050-A, allowable travel and transportation may take place at any time following the most recent Presidential election. However, entitlement to such expenses vests only upon the individual's actual appointment. Nothing in this paragraph should be construed to limit the provisions of Chapter 6, Part E allowing the payment of pre-employment interview travel.

3. Prior Payment. A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid at the time the trainee was appointed as a student trainee.

E. Allowable Expenses. Expenses listed in pars. C4051-E1 through C4051-E10 are payable under the conditions prescribed in this Chapter governing the allowance in question. Note particularly that not all of the listed items are applicable in each situation covered by this part.

1. Travel expenses including per diem for the appointee or student trainee as set forth in par. C4553-B3. ***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for first duty station travel.***

2. Transportation for the appointee's or student trainee's immediate family as set forth in Chapter 7.

3. PCS mileage if a POC is used in travel as set forth in par. C4250.

4. Transportation and temporary storage of HHG as set forth in Chapter 8.

5. NTS of HHG if appointed to an isolated location as set forth in Chapter 8, Part E, Section 1.

6. Transportation of a mobile home as set forth in Chapter 10.

7. FTA (Foreign Transfer Allowance) - Miscellaneous Expense portion provided in the DSSR, section 241.2 when movement is to a PDS in a foreign area.

8. FTA - Lease Penalty Expense portion provided in the DSSR, section 242.4 when movement is to a PDS in a foreign area.

9. FTA - Predeparture Subsistence Expense portion in the DSSR, section 242.3.

10. Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters occupied upon arrival at a foreign PDS if eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1 (TQSA rules are in DSSR Section 120).

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for family.
2. House-hunting trip.
3. Temporary Quarters Subsistence Expense Allowance (TQSE) (JTR, Chapter 13).
4. Miscellaneous expense allowance (JTR, Chapter 9).
5. Residence sale and purchase expenses (JTR Chapter 14).
6. Lease-breaking expenses (except as noted in par. C4051-E8 above).
7. Relocation services (JTR chapter 15).

*G. Alternate Origin and Destination. The travel and transportation expense limit in each case is the cost of allowable travel directly between the individual's actual residence at the time of selection or assignment and the PDS to which appointed or assigned. In the case of individuals having performed Presidential transition activities as described in par. C4050-A, the actual residence, at the time of PCS following the most recent Presidential election, is used. However, travel may be from and/or to other locations with the new appointee or student trainee financially responsible for any excess cost involved.

H. Funds Advance. A funds advance for expenses allowable under this section may be made to appointees and student trainees under the procedures prescribed in Chapter 1, Part C.

I. Travel Order Issuance. Travel order issuance for new employees is covered in Chapter 3.

J. Funds Chargeable. All related expenses for a new employee are payable from funds of the receiving command or activity to which the employee reports for duty. Specific conditions, applicable to other than overseas school teachers, are covered in par. C1052-B.

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL

C4100 ELIGIBILITY FOR PCS TRAVEL

A. PCS Travel in the Government's Interest

1. General. Travel/transportation expenses are payable when it is in the interest of the Government to fill a position by moving a current employee from one duty station to another. This PCS movement authority extends from one Government department/agency to another. There must be no break in continuity of the employee's Government service when making the PCS unless the employee was separated from Government service because of RIF/transfer of function.

*2. Department of Defense (DoD) Component Responsibility. It is the responsibility of each DoD component to make decisions that balance the rights of employees and the prudent use of appropriated funds. For instance, activities may determine that well qualified candidates exist within a particular geographical area and therefore in their recruitment announcements, restrict the area of recruitment and/or indicate that PCS allowances are not offered. The Comptroller General held in 61 Comp. Gen. 156 (1981) that payment of PCS expenses need not automatically be tied to the existence of a vacancy announcement issued pursuant to a Merit Promotion Program.

B. Eligibility for PCS Allowances. When PCS orders are authorized in accordance with par. C3000, PCS allowances shall be paid to employees transferred from one official station to another for permanent duty, provided a determination has been made that the transfer is in the interest of the Government and is not primarily for the convenience or benefit of the employee or at his/her request. Guidelines for making this determination are as follows:

1. Management Directed. If a DoD component recruits or requests an employee to transfer (i.e., RIF, transfer of function, agency career development program, or agency directed placement); it will regard such transfer as being in the interest of the Government.

2. PCS Moves Not in Interest of the Government. If an employee actively pursues, solicits or requests a position change resulting in the geographic move of such employee from one PDS to another, such a transfer is primarily for the convenience and benefit of the employee. The gaining activity must formally advise the employee at the time an offer is extended the transfer is in the interest of the employee and not in the interest of the Government, and that PCS expenses shall not be paid by the Government.

3. Notification of Payment or Nonpayment of PCS Allowances. When a DoD component is preparing to recruit for a vacancy, the appropriate official should make every effort to determine prior to advertising the vacancy whether it is in the interest of the Government to pay PCS allowances so this information can be provided during the advertisement period. However, the determination regarding payment or nonpayment of PCS allowances may also be made after applicants have been referred to the selecting official. The determination will be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. Budget constraints alone do not justify the denial of PCS allowances. If a decision is made not to pay PCS allowances, the reason for this decision will be documented in writing by the appropriate official and maintained with the official staffing files. All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances. If interviews are not held, the selectee must be informed, in writing, whether PCS allowances will or will not be paid.

C. PCS Limitation Policy. It is neither cost-effective nor efficient to provide more than one PCS move to an employee during any 12-month period within the DoD. Accordingly, except for the movements described in par. C4100-B1, C4100-B2 and C4100-B3, a transfer within the DoD, at Government expense, is not authorized within 12 months of the employee's most recent PCS unless the order-issuing official certifies: the proposed transfer is in the interest of the Government; an equally qualified employee is not available within the commuting area of the component concerned; and the losing component agrees to the transfer. This policy will not preclude an employee from accepting a position, but it may cause the employee to move at his/her own expense.

1. movement of employee or reemployed former employee affected by RIF or transfer of functions (see C4101),
2. movement of employee in connection with an agency directed placement,
3. movement of an employee from actual place of residence to a new PDS after the employee exercises return transportation rights from an overseas duty station under an overseas tour agreement, provided the employee was not furnished PCS allowances in connection with the return to actual place of residence. (An employee who signed a new agreement in connection with return to actual place of residence and was reimbursed temporary quarters and/or miscellaneous expense allowances has been furnished PCS allowances.)

C4101 MOVEMENT OF EMPLOYEES OR REEMPLOYED FORMER EMPLOYEES AFFECTED BY RIF AND TRANSFER OF FUNCTION

A. General. Travel and transportation expenses of the employee and his/her dependents and movement of his/her HHG will be allowed under the conditions in par. C4100.

*B. Agreements/Entitlements

1. Agreements/Service Requirements. Expenses for travel, transportation, moving and storage of HHG, and allowances under this Part may be allowed when the selected employee agrees in writing to remain in Government service for 12 months (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. If the employee violates the written agreement, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or storage of HHG, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.

2. Entitlements

a. Placement Prior to Separation. When an employee is assigned to a new duty station within the DoD due to RIF/transfer of function, but prior to separation, his travel/transportation entitlement is from the old PDS to the new PDS. This entitlement also applies to an employee transferred prior to RIF separation to a non-DoD Federal agency at a PDS located within the U.S.

b. Placement After Separation. If a former employee was separated due to RIF/transfer of function, and is reemployed:

- (1) by another DoD agency,
- (2) within 1 year of the date of separation,
- (3) under a nontemporary appointment, and
- (4) at a different duty station from where the original separation occurred,

the travel/transportation entitlement is from the old PDS where separated to the new PDS. This entitlement also applies to an employee who has been separated and is reemployed within 1 year of the date of separation in a non-DoD Federal agency at a duty station located within the U.S. Nontemporary storage of HHG is not authorized when the employee is assigned to an isolated duty station within the CONUS.

c. Employees Transferring to the U.S. Postal Service. The allowance under this paragraph may also be authorized for an employee of the DoD (5 U.S.C. §5735) who:

- (1) is scheduled for separation from DoD, other than for cause;
- (2) is selected for appointment to a continuing position with the U.S. Postal Service; and

- (3) accepts the appointment.
- d. Travel Order Issuance. Travel order issuance is covered in Chapter 3.
- e. Funds Chargeable. For travel and transportation expenses, see par. C1052-B.

***C4102 REIMBURSEMENT FOR PCS EXPENSES**

When an employee relocates and meets the eligibility conditions in par. C4100, the employee is authorized allowances for the following:

- a. transportation for the employee and dependents, including a PCS mileage for travel by POC, (see par. C4250-A),
- b. per diem for the employee,
- c. per diem for the dependents,
- d. HHG shipment, including temporary storage,
- e. HHG NTS in circumstances addressed in Chapter 8,
- f. miscellaneous expenses, and
- g. expenses incurred in the selling and/or buying of a residence, or termination of a lease as determined under the provisions of Chapter 14.

These allowances are not subject to negotiation between the employing activity and the employee and the employing activity does not have the discretion to reduce or change the allowances (55 Comp. Gen. 613 (1976)). The employing activity may, at its discretion, authorize a HHT and/or temporary quarters subsistence expense allowances (TQSE) and authorize POV shipment under the provisions in Chapter 11.

C4103 MOVEMENT TO AND WITHIN CONUS

A. General. Under the eligibility conditions in par. C4100, travel and transportation expenses shall be authorized incident to a transfer to and within CONUS.

B. Requirements/Entitlements

1. Agreements/Service Requirements. Expenses for travel, transportation, moving and storage of HHG, and allowances as provided in this Volume may be allowed for employees transferring to/within CONUS when the employee agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. A signed agreement for 12 months shall be required in connection with each individual CONUS PCS. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.
2. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.
3. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4104 MOVEMENT FROM CONUS TO AN OVERSEAS ACTIVITY

- A. General. Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from a PDS in CONUS to an overseas PDS.
- B. Agreements/Service Requirements. Expenses for travel, transportation, moving and storage of HHG, and allowances as provided in this Volume may be allowed for employees appointed/transferred to an OCONUS PDS when the employee agrees in writing to remain in Government service for a specific period of time (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for travel, transportation, moving and/HHG storage, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.
- C. Entitlements and Allowances. Transportation entitlement and allowances are from PDS in CONUS to the overseas PDS.
- D. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.
- E. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4105 MOVEMENT BETWEEN OCONUS ACTIVITIES

- A. General. Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from one OCONUS PDS to another OCONUS PDS.
- B. Requirements and Entitlements
1. Agreement Requirements. Agreement requirements are covered here and in par. C4002. An employee who is not serving under an agreement may be moved from one OCONUS activity to another under the same circumstances as those for movements within CONUS. In this situation, the requirements and entitlements cited in par. C4103-B are applicable, except that Chapter 8, Part C, Section 3 is applicable to HHG transportation. Movement of an employee serving under an agreement, within and between DoD components, require negotiation of another agreement as provided in par. C4005-C. In the latter case, if the employee has completed the prescribed tour of duty at the OCONUS duty station and does not wish to return to place of actual residence prior to serving an additional tour of duty, the new agreement includes a statement that the employee waives rights to renewal agreement travel between the completed and the new service period. If renewal agreement travel is involved between periods of service, see Part D.
 2. Entitlements and Allowances. Transportation entitlement is from the old PDS to the new PDS.
 3. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.
 4. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4106 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO LAST DUTY STATION

- A. Entitlement Limitation. When there are successive PCSs and movement of dependents and/or HHG is delayed until transfer to the last station, movement is allowed by the usual direct route between the first and last official stations, provided the 2-year time limitation under the authorization for the first transfer has not expired. If the 2-year time limitation has expired with regard to the transfer from the first duty station, entitlement is limited to that from a subsequent duty station, where the 2-year time limitation has not expired, to the last duty station.
- B. Funding

1. Within Same Department. If all authorized successive PCS transfers involve activities in the same department, cost shall be borne by that department for delayed allowable movement of HHG and/or dependents.
2. Different Departments Involved. If the transfer to a last duty station is a different department, that department shall be responsible to the extent of allowable constructive cost between the activity from which the employee is transferred to the last duty station when there is a delayed movement of HHG and/or dependents from some other duty station under authority issued by a different department. With regard to such delayed movement, allowable cost difference from the prior duty station shall be borne by the department that issued the unused authority, provided the 2-year time limitation under such authority has not expired (B-153732, April 17, 1964).

C4107 HOUSEHUNTING TRIP (HHT)

*A. General. The authority to provide an employee and/or spouse a trip at Government expense to a new PDS to find a permanent residence prior to transfer is a management tool. Its purpose is to lower the Government's overall PCS costs by reducing the time an employee would otherwise occupy temporary quarters. A HHT:

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1. is a *discretionary allowance, not an entitlement*, that the authorizing/order-issuing official, *not the employee*, determines is necessary;
2. may *only* be authorized:
 - a. on an individual-case basis;
 - b. when an employee has accepted a permanent transfer; and
 - c. the employee's circumstances indicate the need for a HHT;
3. may not be authorized to assist an employee in deciding whether or not to accept a transfer; and
4. may be authorized only for an employee and/or spouse.

B. Definitions

1. Househunting Trip. A trip made by the employee and/or spouse to a new PDS locality to find permanent living quarters to rent or purchase.
2. Living Quarters. Apartments, condominiums, and cooperatives in addition to townhomes and single family homes.

C. Eligible Employees. An employee may be authorized a HHT when:

1. a PCS is authorized;
2. both old and new PDS are located within the U.S.;
3. Government or other prearranged housing is not assigned at the new PDS; and
4. the old and new PDS are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

D. Individuals Ineligible for HHT. A HHT is not authorized for:

1. new appointees or their dependents covered under par. C4051;
2. employees authorized transportation for dependents and/or HHG to or from a training location when the transportation is authorized in lieu of per diem or actual expense allowance while at the training location under the provisions of par. C4500;
3. children.

E. Separate Trips by Employee and Spouse. Only one round trip for househunting may be authorized for the employee and/or spouse in connection with a PCS. Separate round trips by the employee and spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and spouse traveling together.

F. When HHT May Begin. A HHT may begin as soon as the employee is notified of the transfer and:

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1. receives a PCS order authorizing the HHT in advance of the PCS travel (see par. C4107-Q for travel order requirements);
2. the employee signs a transportation agreement; and
3. the DoD component establishes, and informs the employee of, the employee's reporting date to the new PDS.

*G. When HHT Must Be Completed. An employee's round trip househunting travel must be completed by the day before reporting to the new PDS. A spouse's round trip househunting travel must be completed by (1) the day before PCS travel of the family to the new PDS, or (2) the expiration of the maximum time for beginning allowable travel and transportation, whichever is earlier. ***NOTE: The maximum time for beginning allowable travel and transportation is normally 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.***

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H. Who May Authorize HHT. After considering par. C4107-I, an authorizing/order-issuing official or designee may authorize a HHT. The authorizing/order-issuing official or designee must determine:

1. if a HHT is necessary;
2. whether subsistence reimbursement is to be per diem under the lodgings-plus method (par. C4107-O1) or fixed amount (par. C4107-O2);
3. the appropriate duration of a HHT;
4. the authorized mode(s) of transportation to and from the new PDS location; and
5. the authorized transportation mode(s) for local travel while househunting at the new PDS location.

I. Considerations

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1. General. ***The HHT expenses allowance must be administered to minimize or avoid its use when other satisfactory and more economical alternatives are available.*** An authorizing/order-issuing official or designee must consider pars. C4107-I2, C4107-I3, C4107-I4, C4107-I5 and C4107-I6 before authorizing a HHT.
2. Arranging Permanent Quarters Before Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Government, as well as more convenient to the employee, to complete arrangements for new residence quarters before the move actually takes place.

Employee must provide receipts for lodging.

Case 2

The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2) for a 10 day trip. The employee accepts subsistence at the fixed amount (par. C4107-O2a).

Subsistence for employee and spouse: $\$166 \times 6.25 =$ **Total \$1037.50**
No receipts for lodging required.

Case 3

Employee reports to the new PDS without performing a HHT and the spouse travels alone at a later date.

(a) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2). The employee elects per diem under the lodging-plus method (par. C4107-O1). Under par. C7006-C the employee is entitled to per diem for the spouse up to the maximum rate. In this case, up to \$166 (\$42 (M&IE) and \$124 (lodging)).

Per diem for the spouse (lodging cost \$60) is as follows:

Days of travel to Arlington: $\$31.50 (75\% \times \$42) + \$60$ (lodging) =	\$91.50
8 days in the Arlington area: $\$42 + \$60 = \$102 \times 8$ days =	\$816.00
Day of return to PDS: $75\% \times \$42 =$	\$31.50
	Total \$939.00

Employee must provide receipts for lodging.

NOTE: If the spouse lodges with the employee, there is no reimbursement for lodging unless there is an additional charge for the spouse.

(b) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses for a 10 day househunting trip (par. C4107-O2). The employee accepts the fixed amount (par. C4107-O2b).

Subsistence for the spouse is: $\$166 \times 5 =$ **Total \$830.00**
No receipts for lodging required.

P. Documenting Expenses. To receive reimbursement for HHT transportation expenses an employee must itemize transportation expenses and have receipts as required by par. C1310. When an employee is paid per diem under par. C4107-O1 using the lodging-plus method, the employee must itemize lodging expenses and have receipts for lodging. When an employee is paid subsistence in a fixed amount under par. C4107-O2, no itemization or receipts are required.

Q. Travel Order Requirements. The PCS travel order must include:

1. househunting travel authorization;
2. transportation mode;
3. the authorized subsistence reimbursement method;
4. the period of time authorized for the trip;
5. the duty reporting date at the new PDS; and
6. a statement that the employee has signed the required agreement.

R. Status While on HHT. An employee is in a duty status at no charge to leave while performing househunting travel during the authorized period of absence.

S. No Return to Old PDS. In instances where a househunting trip is authorized and the employee reports for duty at the new PDS instead of returning to the old PDS, househunting subsistence is payable for the days spent seeking permanent quarters up to the day before reporting for duty not to exceed the number of days authorized for the househunting trip. The one way transportation is considered PCS travel (B-209727, July 12, 1983, and B-215701, December 3, 1984).

T. Advance of Funds for HHT Expenses. See par. C1101 for advance of funds for househunting travel expenses.

U. HHT in Connection with TQSE Allowance

1. TQSE(AE). If an employee is paid or reimbursed for HHT days and TQSE(AE) is subsequently authorized, the actual number of days paid or reimbursed on either a lodgings plus or fixed amount HHT basis are deducted from the first 30-day period of authorized TQSE(AE). See par. C13225. For example, if an employee is:

- a. *paid* for 5 days of a HHT, then *deduct* 5 days from the first 30-day period of authorized TQSE(AE),
- b. *paid* for 6.25 days of a HHT, then *deduct* 6 days from the first 30-day period of authorized TQSE(AE), or
- c. *reimbursed* for 10 days of a HHT, then *deduct* 10 days from the first 30-day period of authorized TQSE(AE).

2. TQSE(F). The number of days paid or reimbursed for a HHT are *never* deducted from TQSE(F). See par. C13320.

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C4108 SHORT DISTANCE TRANSFERS (PCS WITHIN SAME CITY OR AREA (41 CFR §302-2.6))

A. Authorization/Approval. Travel, transportation, and other related allowances, as applicable, may be authorized/approved incident to a PCS when the:

1. PCS is in the Government's interest,
2. PCS is to a new PDS which is at least 50 miles from the old PDS,
3. PCS is not primarily for the convenience or benefit of the employee or at the employee's request, and
4. residence relocation is incident to the PCS. In determining that the residence relocation is incident to the PCS, the travel authorizing/approving official must consider:
 - a. commuting time and distance between the employee's residence at the time of PCS notification and the old and new PDSs, and
 - b. the commuting time and distance between a proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee daily commuted to the old PDS).

For exceptions see par. C4108-B.

*B. Exceptions. On a case-by-case basis the authorizing/order-issuing official may authorize PCS expense reimbursement for PCS moves of less than 50 miles when it is determined that the move is in the Government's interest, *and without the move*:

1. The one-way commuting distance between the residence being occupied, while serving at the old PDS, and the new PDS increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles);

2. There is an increase in the commuting time to the new PDS; or
3. A financial hardship is imposed due to increased commuting costs.

C. PCS Allowances Claims Must Satisfy Conditions. PCS allowances claims authorized in an order must satisfy the conditions in par. C4108-A or C4108-B before reimbursement is allowed. If the employee changes the proposed new residence location, the authorizing/order-issuing official must review the change for compliance with the criteria in pars C4108-A and C4108-B as applicable. *Non-compliance is grounds for denial of the various allowances.* See Chapter 16 for reimbursement of additional taxes incurred by employees on PCS allowance reimbursement.

C4109 TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

Title 5 U.S.C. §3371 through §3375 provides authority for the temporary assignment of employees between the Federal Government and state or local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The statutory authority provides for travel and transportation expenses similar to those provided to an employee incident to a transfer. Assignments solely for training are not contemplated under this authority. The assignments may be made for up to 2 years. They may, under certain circumstances, be extended for up to an additional 2 years. For travel purposes, these employees, whether in an appointed or detail status, are “employees” for determining eligibility for TDY orders and travel entitlements under the FTR and JTR. OPM has authority to promulgate regulations governing the temporary assignment of these employees. Travel, transportation and related allowances for an employee under the IPA Mobility Program and dependents shall be in accordance with OPM regulations in CFR, Part 5, Chapter 334. *NOTE: See <http://www.opm.gov/programs/ipa/index.htm> for information and OPM regulations concerning the IPA Mobility Program.*

C4110 RETURN FROM MILITARY DUTY

When a civilian employee (for example, Reserve Technician), who is entitled to mandatory restoration under FPM 353, returns from military duty, and an appropriate vacancy does not exist at the place the employee resigned to enter the Armed Forces, the employee is restored at that place for the purpose of paying travel expenses in connection with a transfer in the Government’s interest, from the place of restoration to a place where a suitable vacancy is available within DoD (B-170987, December 14, 1970 and 25 Comp. Gen. 293 (1945)). Reimbursement in this case is made as provided in Chapter 14 for real estate expenses required to be paid by the employee in connection with (a) the sale of the residence (or the settlement of an unexpired lease) at the former civilian PDS (See **NOTE 1 below**) and (b) the purchase of a residence at the new PDS. The criteria prescribed in par. C4108 concerning change of station within the same city or area applies. *Reimbursement is prohibited for any sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee first being officially notified (generally in the form of a change-of-official station travel authorization) that instead of returning to the former duty location, the employee is being assigned to a PDS different than the one from which the employee resigned to enter the Armed Forces.* An employee returned from the place at which released from military duty directly to the employee’s new civilian PDS (other than the one from which the employee resigned to enter military service) has separate and distinct entitlements. Based on the employee's status as a:

1. military member being discharged, in addition to personal travel and transportation the member is entitled to travel and transportation for dependents and HHG transportation from the place at which released from military service to the HOR, or PLEAD.
2. civilian employee, in addition to personal travel and transportation the employee is entitled to travel and transportation for dependents, and HHG transportation from the civilian PDS at which the employee resigned to enter military service to the new civilian PDS (The employee also is entitled to (a) the MEA in Chapter 9, (b) expenses incurred in connection with the sale/purchase of a residence or an unexpired lease in Chapter 14, (c) a househunting trip if authorized in the order under par. C4107 and (d) TQSE if authorized in accordance with Chapter 13).

If the entire cost for moving the employee, dependents and HHG from the place of release from military service to the new civilian PDS is provided under the employee's entitlement (described in par. C4110, item 1) as a military member being discharged, no additional payment is allowed for that travel and transportation. If the entire cost for that travel and transportation

is not covered by the entitlement described in par. C4110, item 1, the travel and transportation allowances in par. C4110, item 2 are used to pay for the allowable expenses not covered (B-173758, October 8, 1971).

NOTE 1: Under the ruling in *GSBCA 15754-RELO, 17 May 2002*, the location of the employee's home used as a residence while serving on active military duty may be considered the employee's PDS instead of the former civilian PDS. Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military service instead of a home at the former civilian PDS. In this case PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

NOTE 2: See *JFTR, Chapter 7, Part G* for travel and transportation entitlements when reserve component members (including dual status technicians) and retired members are called (or ordered) to active duty.

C4111 TEMPORARY CHANGE OF STATION (TCS)

*A. General. An order-issuing official may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months). The long-term temporary assignment location becomes the employee's temporary official station.

B. Eligibility

1. Assignment. An assignment may be considered for a TCS only if:
 - a. the employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
 - b. the assignment is not less than 6 months nor more than 30 months;
 - c. TDY travel and per diem otherwise are payable; and
 - d. the order-issuing official determines TCS is more advantageous than TDY as in par. C4111-C.

NOTE: A transportation agreement is not required for a TCS move.

2. Employees. All employees are eligible for a TCS except:
 - a. a new appointee;
 - b. an individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
 - c. an individual serving without pay or at \$1 a year;
 - d. an employee assigned under the Government Employees Training Act (5 U.S.C. §4109) (see par. C4500); or
 - e. an employee assigned to or from a State or local Government under the Intergovernmental Personnel Act (5 U.S.C. §3372).

C. Conditions. After considering pars. C4111-C1; C4111-C2, C4111-C3, and C4111-C4, an order-issuing official may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance.

1. Component Cost Considerations. The estimated costs of TCS and TDY must be compared and considered.
2. Employee Tax Considerations. According to the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a relocation income tax (RIT) allowance. TCS should be considered seriously if an extended TDY results in an unreimbursable income tax liability on an employee.

3. Employee Concerns. The possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance should be considered, as well as other employee pay entitlements such as locality pay and non-foreign cost of living allowances.
4. Equity Concerns. The financial inequity that results when a long-term TDY employee subsists in a manner similar to permanently assigned employees and receives TDY allowances should be considered.

D. TCS Allowances

1. Entitlements. Instead of TDY travel and transportation allowances including per diem while at the TDY location, an employee is authorized:
 - a. mileage as in par. C4250 if a POC is used;
 - b. employee's travel expenses including per diem as in par. C4553-B3;
 - c. transportation and per diem for immediate family as in Chapter 7;
 - d. transportation and temporary storage of HHG as in Chapter 8;
 - e. miscellaneous expense allowance as in Chapter 9;
 - f. transportation of a mobile home instead of HHG transportation as in Chapter 10;
 - g. transportation of POV(s) as in Chapter 11;
 - h. property management services as in Chapter 15; and
 - i. relocation income tax allowance as in Chapter 16.

NOTE: *AEA in JTR, Chapter 4, Part M may not be authorized/approved for a TCS.*

2. Discretionary Allowances. The employee may be authorized:
 - a. a househunting trip as in par. C4107; and
 - b. subsistence while occupying temporary quarters as in Chapter 13.
3. During Assignment
 - a. NTS of HHG when Necessary. HHG may be in NTS for the duration of the TCS. The transportation officer determines the NTS location. The total weight of HHG stored plus the weight of HHG transported shall not exceed 18,000 pounds.
 - b. Property Management Services for the Employee's Residence at the Old PDS for the Duration of the TCS. See Chapter 15.
4. Upon Assignment Completion. The employee is entitled to all of the allowances in pars. C4111-D1 and C4111-D2, except property management services (par C4111-D1h) and the househunting trip (par. C4111-D2a) when returning to the original PDS upon completion of long-term temporary assignment.

E. Temporary Official Station Becomes PDS. TCS allowance entitlement stops beginning the day the temporary official station becomes the PDS. The following allowances are payable when the temporary official station becomes the PDS:

1. travel, including per diem as in par. C4553-B3 for employee and Chapter 7 for dependents who relocated to temporary official station for one round-trip between the temporary official station and old PDS;
2. transportation and per diem as in Chapter 7 for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
3. subsistence while occupying temporary quarters as in Chapter 13 may be authorized in extraordinary circumstance;
4. real estate expense as in Chapter 14;
5. residence-related relocation services expenses as in Chapter 15;
6. property management expenses as in Chapter 15;
7. transportation of HHG not previously transported to the temporary official station (18,000 pounds maximum applies);
8. transportation of POV not previously transported if authorized in Chapter 11; and
9. short distance HHG move (not to exceed 18,000 pounds) if the residence at the new PDS changes.

Expenses not payable when permanently assigned to the temporary official station:

1. househunting trip to the temporary official station, and
2. residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

*F. Separation from Government Service

1. Upon Completion of Long-term Assignment. An employee who separates (retires/resigns) from Government service upon completion of the long-term temporary assignment is entitled to the same PCS expenses that are payable had the employee not separated from Government service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, PCS expenses on a constructive basis are allowed not to exceed the expenses that would have been paid incident to return to the PDS.
2. Prior to Completion of Long-term Assignment. An employee who separates from Government service prior to completion of the long-term temporary assignment, for reasons beyond the employee's control and acceptable to agency, is entitled to the same PCS expenses (as indicated in par. C4111-F1) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

C4112 WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO OR FROM A REMOTE OR ISOLATED LOCATION (FTR § 302-1.15)

*A. General. Limitations on PCS allowances (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employees) authorized in 5 U.S.C. Chapter 57, Subchapter II and prescribed in this regulation may be waived by the Secretarial Process for any employee relocating to or from a remote or isolated location when the following conditions are met:

1. the limitation, if not waived, would cause the employee to suffer a hardship; and
2. the official waiving PCS limitations certifies in writing both the waiver and the reason(s) for the waiver.

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. 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.

PART H: AGREEMENT VIOLATIONS

C4350 RESPONSIBILITIES

A. Employee. An employee is responsible to carry out the mission for which travel is undertaken. An employee, who does not report to the designated PDS or, who, upon arrival there, refuses to perform the mission or resigns, shall reimburse the Government for the PDT travel and transportation allowances paid. Under certain other circumstances described in this Part, an employee may become indebted to the Government for the payment of travel expenses.

B. Various Officials. Officials responsible for directing travel and/or approving reimbursement also are responsible for ensuring that funds are used for official travel purposes and in accordance with the conditions prescribed.

C. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. notify the finance, fiscal, or disbursing officer when an employee violates a transportation agreement;
2. ensure that an indebtedness determination is made prior to processing the employee's separation; and
3. include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance, fiscal or disbursing officer.

D. Finance, Fiscal, or Disbursing Officer

1. Entitlement Determination. The appropriate finance, fiscal or disbursing officer must determine an employee's travel and transportation allowances under this Part. Determination must be made prior to processing the employee's separation. Travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity where the violation occurred.
2. Statement of Liability or Credit. In each transportation agreement violation instance, the finance, fiscal or disbursing officer must provide the employee with a statement of the employee's liability or credit that indicates in detail the liabilities, credits (and an explanation of how the credits may be used or applied), and other obligations, as provided in this Part. A copy must be sent to the civilian personnel officer for inclusion in the employee's personnel folder. The employee should be informed of the right to file a claim if the employee disagrees with the statement of liability or credit. A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.
3. Collection. If the finance, fiscal or disbursing officer determines that an employee is indebted to the Government, the officer must immediately initiate collection action.

C4351 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

*A. General. A transportation agreement provision requiring service for 12 months following the effective date of transfer is not voided by a subsequent transfer within that period, whether at the employee's request or in the Government's interest. The provision is also not voided when the employee signs another transportation agreement incident to a subsequent transfer. The employee's financial responsibility to the Government for travel and transportation PCS allowances and cost is determined separately under each transportation agreement, as illustrated in the following examples.

NOTE: The time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department or agency. In such cases, no liability results. The time limit for each transportation agreement violated must be waived separately.

EXAMPLE 1

An employee at PDS A is required to serve for 12 months under a transportation agreement. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new transportation agreement that requires 12 months of service. After serving 4 months at PDS B, the employee resigns. Under these conditions, the employee is indebted to the Government for the travel and transportation allowances and cost paid by the Government in connection with the transfer to PDS A, and from PDS A to PDS B. This is because the total service period at PDSs A and B is less than 12 months.

EXAMPLE 2

If, under EXAMPLE 1, the employee served 7 months at PDS B and then resigned, the total service at PDSs A and B is 13 months. The 12-month service requirement under the transportation agreement relating to PDS A is satisfied and there is no liability for travel to PDS A. The employee is, however, liable for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

B. To CONUS. An employee, transferred to a CONUS PDS from an OCONUS PDS, who has failed to satisfy a transportation agreement service requirement under which the employee is serving at the time of the transfer is subject to par. C4352. An employee who fails to satisfy a transportation agreement service requirement signed at the time of transfer to a new CONUS PDS is financially responsible to the Government for the travel and transportation allowances and cost associated with that transfer. If the employee has an unused earned entitlement for return travel and transportation allowances to the actual residence for separation from the OCONUS PDS at the time of transfer to the new CONUS PDS, the constructive cost of those unused earned travel and transportation allowances is a credit that reduces or eliminates the employees' financial responsibility to the Government.

C. Within or from the CONUS. An employee transferred from a CONUS PDS to either another CONUS PDS or an OCONUS PDS, who fails to satisfy a transportation agreement service requirement, is financially responsible to the Government for the travel and transportation allowances and cost associated with that transfer.

D. Appointees to First PDS. An appointee to a first PDS, who fails to satisfy a transportation agreement service requirement, is financially responsible to the Government for the travel and transportation allowances and cost associated with the move to the first PDS.

C4352 AGREEMENT VIOLATIONS FOR OVERSEAS EMPLOYEES

A. Failure to Satisfy Service Requirement. An employee assigned or appointed to an OCONUS PDS, who fails to satisfy a transportation agreement service requirement, is financially responsible to the Government for the travel and transportation allowances and cost associated with the move to that PDS and is not entitled to return travel and transportation allowances.

B. Violation During the First Year of Service under an Initial Agreement. An OCONUS employee, who leaves Government service for reasons unacceptable to the last assigned agency before completion of 12 months of service under the initial agreement, is financially responsible to the Government for travel and transportation allowances and costs associated with the move to that PDS of:

1. the employee;
2. the employee's dependents;
3. HHG (including temporary storage and NTS of HHG);

1. When a travel order does not contain authorization for itinerary variation but circumstances arising after travel begins require itinerary variation, the appropriate order-issuing/authenticating official orally may authorize changes before the variance is made and later confirm it in writing.
2. *The authorization for itinerary variation shall not be substituted for inadequate advance preparation.*
3. *Variation authority does not grant blanket travel authorization.*

C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)

A. General

1. The authorizing/order-issuing official must determine that the assignment is not a TCS or PCS move before authorizing a long-term assignment away from the PDS as TDY. All of the following criteria must be met for an assignment to be a TDY (68 Comp. Gen. 465 (1989)):
 - a. the duties to be performed are temporary in nature,
 - b. the assignment is for a reasonable time duration, and
 - c. TDY costs are lower than round-trip TCS or PCS expenses.
2. An employee's PDS is where an employee spends, and is expected to spend, the most time.
3. The "temporary" designation of an employee's duty station on a travel order is not necessarily controlling.
4. Long-term TDY should not exceed 180 consecutive days (64 Comp. Gen. 205 (1985); 62 id. 560 (1983)).
5. A reduced fixed per diem, 55% of the TDY locality rate (see pars. C4560 and C4561-D1), is payable for long-term TDY assignments of more than 180 consecutive calendar days at one location.
6. The 55% rate ordinarily is adequate to cover the cost of lodgings, meals and incidental expenses when long-term arrangements for lodging, such as renting an apartment, are made.

B. 180-Consecutive-Day Time Limitation. TDY assignments at one location may not exceed 180 consecutive days, except when authorized under par. C4430-C. This limitation does not apply to employees assigned TDY at more than one location for a collective period of over 180 consecutive days if the duty period at each location is 180 consecutive days or less. ***NOTE: Issuing a TDY order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY order for return to the same location is a violation of this 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration was in excess of 180 days when the initial order was issued.***

C. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the criteria in par. C4430-A are satisfied, the authorizing/order-issuing official (see par. C3000) must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)). A written request and justification must be forwarded to the authorizing/order-issuing official as soon as practicable. This determination should be made before the order is issued. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

1. Approve the order as written (making sure the advice in par. C4430-E is contained in the remarks section of the TDY order), or
2. Direct the order be amended to:

- a. terminate the duty thereby returning the employee to the old station or assigning a new station,
- b. change the assignment from TDY to a PCS,
- c. fix the period at 180 or fewer days from the reporting date at the TDY station, or
- d. authorize a TCS (see par. C4430-E).

NOTE: Authorization/approval to exceed the 180-day TDY limitation is essential. If a traveler is TDY in excess of 180 days without authorization/approval, the traveler's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, November 3, 1976).

D. Temporary Change of Station (TCS) Instead of an Extended TDY. The authorizing/order-issuing official may authorize the limited PCS allowances of a TCS instead of TDY allowances for an employee when the extended TDY period is between 6 and 30 consecutive months. (See par. C4111).

E. Income Taxation of Reimbursable TDY Allowances

1. Authorizing/order-issuing officials must advise employees of their potential income tax liability if their TDY assignments (including training assignments) are at one location for more than a year.
2. A TDY assignment at one location for more than a year is considered, by the IRS, to be permanent and any reimbursement is taxable income.
3. The IRS Code, 26 U.S.C. §162(a), does not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. This applies to costs paid or incurred after December 31, 1992.

F. Extensions. When an employee on TDY for 180 or fewer consecutive calendar days (including weekend days) is assigned additional/extended duty, the reduced fixed per diem rule may apply (see pars. C4560 and C4561-D1). The rule applies if the scheduled TDY duration, measured from the date of the order directing the additional/extended duty including the time remaining on the original order, is more than 180 consecutive days.

Example 1: An employee's original TDY order is for 160 days. On day 100, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is less than 180 consecutive days (60 days remaining on original TDY + 60 days extension = 120 days) the assignment continues as regular TDY.

Example 2: An employee's original TDY order is for 160 days. On day 30, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is more than 180 consecutive days (130 days remaining on original TDY + 60 days extension = 190 consecutive days) the assignment becomes long-term TDY and the 55% rule becomes effective on the day the extension is authorized (and authority must be requested and received for the TDY period that is now in excess of 180 consecutive days.).

NOTE: If the employee is returned to the PDS between TDY assignments at the same location (as opposed to the employee being provided or making visits as permitted by par. C4662), the "long-term" TDY is broken. The second (and additional) TDY period(s) after the break(s) cannot be added to the initial TDY period to create an artificial TDY period of more than 180 consecutive days.

PART O: REIMBURSABLE TRAVEL EXPENSES*C4700 GENERAL**

Reimbursement, in addition to authorized per diem or actual subsistence expenses, may be allowed for the items described in this Part. Each item claimed should be identified on the reimbursement voucher. When items are not authorized in the travel order or otherwise, administrative approval of the reimbursement voucher by the travel-approving/directing official is authority for payment.

C4705 COMMUNICATION SERVICES (FTR §301-12.1)

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine that certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The travel approving/directing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. C4720-B4g.

C4710 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING (FTR §301-11.1)

Even if 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/directing official may authorize/approve the actual amount paid up to the PMR (no incidental expenses) in par. C4554-A for meals and/or payment for lodging up to the maximums (see <http://www.dtic.mil/perdiem/pdrates.html>) when the traveler is required to purchase these items when not authorized per diem. See Chapter 4, Part M if the lodging/meal costs exceed the maximum rates.

C4720 MISCELLANEOUS EXPENSES (FTR §301-10, §301-12, and §302-16)

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

1. Costs of traveler's checks, money orders, or certified checks for up to the estimated per diem, and/or AEAs, and travel expenses for the authorized travel;
2. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. Passports and visas fees (including photographs) for OCONUS travel; (These expenses do not include any fees or charges for legal services even though local laws or custom may require the use of lawyers to process applications for passports, visas, or changes in status.

NOTE: Travelers ordinarily travel on a no-fee passport. However, for travel on an official order to and/or from high threat areas or high risk airports (see Appendix N) by commercial air and travelers are authorized to obtain and use regular fee passports, fees for these passports are reimbursable. Those traveling solely by military air or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.

4. Costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. Taxes on lodging in *the United States and non-foreign OCONUS areas*, limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the taxes on \$55, which is the maximum authorized lodging amount);

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

6. Fees for:

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

7. CTO service and processing fees;

8. Transportation-related tips for taxis, limousines, and courtesy transportation; (*FTR §301-10.421*)

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

10. Any additional costs of paper tickets when authorized/approved by the authorizing/order-issuing official as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). **NOTE: Paying for paper tickets sought by employees for personal convenience is the financial responsibility of the employee.;** and

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

B. **TDY Travel.** In addition to the expenses listed in par. C4720-A, reimbursable expenses for TDY travelers include:

1. POC transportation costs to and from the transportation terminal (see par. C4657-B);
2. Parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) for one round-trip to and from the terminal (see par. C4657-B);
3. Trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
4. 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 phone calls (see par. C4705);
 - h. Excess baggage transportation costs;
 - i. Conference registration fees when fees are a condition for attendance; **NOTE: When the registration fee includes meal costs, the per diem is computed under par. C4955-E3.**
 - 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. C4760*); **NOTE: 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.**
 - l. Expedited charge card delivery (*effective 1 May 2001*);
 - m. Delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card for **only** 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;
- 5. 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;
 - 6. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
 - 7. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes; and
 - 8. Transportation-related tips for handling **Government property at terminals and hotels.**
- C. **PCS Travel.** Employees are authorized reimbursement for the expenses listed in par. C4720-A for PCS travel. In addition to the expenses listed in par. C4720-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.

C4740 GOVERNMENT CONVEYANCE

A. General. ***NOTE: See Chapter 2, Part B for Travel by Government Conveyance.*** Except as indicated in par. C4740-B1, the following are examples of allowable (when necessary) expenses for Government conveyance operation that are reimbursable when Government facilities are not available:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road or tunnel tolls;
6. Trip insurance for travel in foreign countries (par. C4720-B2);
7. Guards; and
8. Storage fees.

B. Aero Club Aircraft Use

1. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance use. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's cost for commercial transportation. When two or more travelers are authorized to travel together to accomplish official travel in an Aero Club aircraft, reimbursement to the operator (pilot) shall be the lesser of actual necessary expenses or the Government's total commercial transportation costs for the pilot and accompanying passengers. ***The accompanying passengers receive no payments for the transportation in the Aero Club aircraft.*** Necessary expenses include

- a. The hourly fee imposed by the Aero Club,
- b. Fuel charges if not reimbursable by the Aero Club, and
- c. Landing and tie down fees (to include the hangar fee for the aircraft in severe weather conditions) charged at en route and destination airports.

Aero Club aircraft travel authorization is in accordance with Service regulations.

2. Allowable Travel Time for Computation of Per Diem or Actual Expenses. Per diem is payable to all individuals using this transportation mode for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used.

C4745 COMMERCIAL PASSENGER TRANSPORTATION

A. When Commercial Transportation Cost Is \$100 or Less (*FTR §301-51.100*)

1. General. ***It is DoD policy that, when available, CTO services be used to arrange official travel.*** When the commercial passenger transportation cost is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may either pay cash, be issued a transportation request in accordance with the provisions contained in pars. C4745-A2 and C4745-A3, or use a Government-sponsored Contractor-issued travel charge card. Cash

payment is ordinarily made for transportation when the amount involved is \$10 or less, unless special circumstances justify the use of a transportation request.

2. Purchasing Transportation. The traveler is required to follow Chapter 2 governing the use of less than first-class accommodations when purchasing commercial transportation. When such accommodations are not available or do not fulfill mission requirements, the lowest first-class accommodations by the usual direct route common carrier shall be used. Reimbursement is so limited unless otherwise authorized/approved, including a determination of advantage to the Government, when applicable.

3. Reimbursement. Reimbursement is authorized for the cash (or Government-sponsored Contractor-issued travel charge card) purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher. The traveler may have to show the date, carrier, name, accommodations used, origin and destination of travel performed, and the transportation cost and Federal tax paid if required by finance regulations. For appropriate evidence to support the claim for reimbursement, see par. C4700. A traveler who has procured passenger transportation services with cash (whether using personal funds, a travel advance, or a Government-sponsored Contractor-issued travel charge card) shall assign to the Government any right to recover any excess payment involving a carrier's use of improper rates. One means of accomplishing this assignment is by including the following statement on the travel voucher: "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein."

B. When Transportation Requests (GTRs) Are Not Available. (FTR §301-51.100) When GTRs are not available as indicated in par. C2253, reimbursement may be allowed for the cost, including transportation tax, of authorized transportation and accommodations by common carrier. This includes reimbursement to the employee for authorized dependent's transportation. The conditions in par. C4745-A apply to the purchase of accommodations except that receipts (see par. C1310) may be required. In the event that sleeping car, parlor car, or stateroom fares are paid for in cash, coupons or checks shall accompany the travel voucher unless it is stated in the voucher that the company does not give coupons or checks or they have been lost. In such instances, reimbursement is made for the actual commercial costs (air, rail, or bus) including transportation taxes, parlor cars, or sleeping accommodations on trains, or berth on a ship. If transportation is purchased from OCONUS personal funds, reimbursement is made for the actual transportation cost, including separate compartment cost for night railway travel in foreign countries where the type of accommodations otherwise available are not similar to those used in CONUS and/or staterooms cost for night water travel when extra charge is made therefore.

C. When GTRs Are Available but Not Used and Transportation Cost Exceeds \$100. (FTR §301-72.200) When GTRs are available but due to conditions beyond the traveler's control they were not utilized, the actual cost of authorized transportation and accommodations reimbursement is authorized. In all other cases, when GTRs are available but not used and commercial transportation cost purchased by the traveler exceeds \$100, reimbursement is authorized not to exceed the Government's cost for authorized transportation and accommodations had a GTR been used.

D. Streetcar and Bus Transportation. (FTR §301-10.190)

Reimbursement for bus or streetcar transportation expenses:

1. Is allowed under the conditions in Chapter 2, Part C, and
2. Includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station.

NOTE: A statement of the necessity for daily travel involving bus or streetcar may be required, by finance regulations, to accompany the travel voucher.

C4748 BAGGAGE EXPENSES (FTR §301-12.2)

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

- A. Excess baggage; ***NOTE: Excess baggage includes an excessive number of pieces and/or excessive weight.**
- B. Baggage transfer; **Not to exceed the customary local rates, and necessity for the transfer must be explained.**
- C. Baggage Storage;
- D. Checking Baggage. **Not to exceed the customary local rates.**
- E. Redcap and skycap charges are covered by the incidental expenses portion of per diem and are not items for separate reimbursement except for the following:
 - 1. When authorized under par. C6552, item 4, for an employee with a disability,
 - 2. Charges or tips at transportation terminals for handling Government property carried by the traveler,
 - 3. When handling dependent's personal baggage when dependents are not authorized per diem while traveling at Government expense when unaccompanied by the sponsor, and
 - 4. When handling that portion of dependents' personal baggage that the sponsor cannot handle when dependents are traveling with the sponsor.
- F. Charges for Handling Baggage/Government Property at Hotels/Motels are travel expenses payable out of per diem allowances and are not items for separate reimbursement except when:
 - 1. Authorized under par. C6552, item 4, for an employee with a disability, or
 - 2. An employee shows that a separate or additional charge was incurred for handling Government property at a hotel/motel.

C4750 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA FEES (FTR §301-12.1)

A. General. An employee is reimbursed the associated expenses if officially required to obtain a change of status and/or to renew passports and/or visas (for the employee and/or dependents). Actual travel need not occur (e.g., the expenses may be related to mail). These expenses do not include any fees or charges for legal services even though local laws or custom may require the use of lawyers to process applications for passports, visas, or changes in status. This authority for reimbursement includes an employee,

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

It also includes employees described in par. C4750-B. DoDFMR, Volume 9, Travel Policy and Procedures, at website <http://www.dtic.mil/comptroller/fmr/>, prescribes the requirements for voucher submission, with supporting authority. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

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

C4753 PRIVATELY OWNED MOTOR VEHICLE TAXES AND LICENSE FEE (*B-214930, October 1, 1984*)

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

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

1. POC use is authorized as advantageous to the Government in connection with a TDY assignment as provided in par. C2153.
2. The employee's PDS is not in the state in which the TDY assignment is performed.
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.
4. Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required.

C4755 PREPARATORY TRAVEL EXPENSES WHEN ORDERS ARE CANCELED, MODIFIED, OR REVOKED (*FTR §301-11.16*)

Miscellaneous preparatory travel expenses, (i.e., fees for traveler's checks, passport and visa fees, and communications services, etc.) incurred prior to an order change are reimbursable provided the order change action taken is beyond the employee's control, in the Government's interest, and a refund is unobtainable.

C4760 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When an employee has made advance lodging arrangements (including deposits for 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.

PART S: CONFERENCES**C4950 CONFERENCE PLANNING (FTR PART 301-74)**

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services shall select conference sites that minimize conference costs. When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by employees, this guidance applies to conference travel paid for persons invited to travel in support of Service programs.

D. Definitions

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

- a. attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),
- b. attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference),
- c. meeting room and audiovisual costs,
- d. registration fees,
- e. speaker fees,
- f. conference-related administrative fees, and
- g. similar costs.

3. Conference lodging allowance: the lodging allowance that is up to 25 percent above (rounded up to the next higher dollar) the established geographical lodging portion of the per diem rate. The M&IE portion of the per diem allowance remains unchanged.

4. Site: refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference DoD Agencies must:

1. Determine which conference expenditures provide the greatest advantage to the Government, by
 - a. ensuring appropriate management oversight of the conference planning process,
 - b. performing cost comparisons of the size, scope, and location,

- c. determining if a Government facility is available at a lesser rate,
 - d. considering conference alternatives, e.g., teleconferencing,
 - e. maintaining written documentation of the alternatives considered and the selection rationale used, and
 - f. minimizing cost by exercising strict fiscal responsibility in determining the best site.
2. minimize the conference administrative costs,
 3. minimize the attendees' travel costs,
 4. minimize the attendees' time costs,
 5. use Government-owned or Government provided facilities as much as possible,
 6. identify ways to save costs in selecting a particular conference site (e.g., lower rates during the off-season), and
 7. develop and establish internal policies that ensure these standards are met.

NOTE: Individuals must have the requisite contracting authority to obligate the Government in connection with conference arrangements.

F. Cost Considerations. When planning a conference, DoD Agencies should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. travel and per diem expenses,
2. rent of rooms for official business,
3. usage of audiovisual and other equipment,
4. computer and telephone access fees,

Effective 26 September 2002

*5. light refreshments for morning, afternoon, or evening breaks excludes alcoholic beverages and includes: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items, ***NOTE: When a majority of the attendees (at least 51%) are in a travel status (see Appendix A), refreshments may be provided for all attendees (including local attendees).***

6. printing,
7. registration fees,
8. ground transportation, and
9. attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, DoD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. determination of adequacy of lodging at the established per diem rate,
2. overall convenience,

3. fees,
4. meeting space availability,
5. equipment availability, e.g., audiovisual, fax,
6. commuting or travel distance of most attendees, and
7. other conference expenses.

H. Conference Site Selection

1. Documentation. DoD Agencies must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.

2. Locality Per Diem Rate. Initial selection of a location must be based on the established per diem rate; however, to provide DoD flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25 percent, if necessary. For example, if the established geographical lodging portion of the per diem rate is \$100, then facilities with lodging rates up to \$125 may be considered when selecting the conference location.

*3. Conducted in the District of Columbia. (FTR §301-74.17) Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. A Customer Desk Guide can be found at the following website:

http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf.

NOTE: This website is case sensitive.

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.
2. Sponsoring or funding a conference by a DoD component at a place of public accommodations must be authorized by an official designated through the Secretarial Process.
3. When sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S., FEMA-approved accommodations must be used, unless the official designated through the Secretarial Process for authorizing the sponsoring and/or funding of a conference makes a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

J. Advertisement or Application Form for Conference Attendance. Any advertisement or application for attendance at a conference sponsored or funded by a DoD Agency must include:

1. notice that attendees must use FEMA-approved places of public accommodation unless a waiver has been issued as indicated in subpar. F, item 3, and

C6056 TRANSPORTATION OF EMPLOYEE REMAINS

When an employee dies while performing official travel/duties anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The cost of transportation may not exceed the cost to the actual residence or PDS, whichever is more distant.

C6057 TRANSPORTATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT

When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD component must pay the cost for transportation of the dependent's remains to the dependent's actual residence. If the employee elects an alternate destination, which is approved by the commander or designee, expenses paid cannot exceed the cost of transportation to the dependent's actual residence. Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.

C6058 TRANSPORTATION OF DEPENDENTS, BAGGAGE AND HHG**A. While Performing Duties OCONUS**

1. **General.** The cost of return transportation of a deceased employee's dependents, baggage, and HHG (and that of the decedents) must be paid when an employee dies at or while in transit to or from the OCONUS PDS (or CONUS PDS in the case of an employee reassigned away from the HOR under a mandatory agreement). Allowable transportation costs shall not exceed the costs of returning the dependents, baggage, and HHG from the place where official duties were performed or were to be performed, by the most direct route, to the decedent's actual residence or to any other place the commander concerned or designee designates. However, the Government's cost shall not exceed the cost of transportation to the decedent's actual residence.
2. **Time Limitation.** Travel of the dependents and HHG transportation must begin within 1 year from the date of the employee's death. The commander concerned or designee may grant a one-year extension if requested by the family before the end of the one-year limit.
3. **Transportation of Dependents and HHG.** Except for the limitation imposed in par.C6058-A2, dependents and HHG transportation under this Part is provided to the same extent as in Chapter 4, Part E, for dependents of employees eligible for separation travel and transportation from OCONUS duty.

B. While Stationed in CONUS. When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for dependents or HHG. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependents.

C6059 BAGGAGE TRANSPORTATION

The DoD Component must pay transportation costs to return Government property and the deceased employee's personal baggage to the employee's PDS or actual residence. Expenses for baggage transportation by a POC, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable. Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.

C6060 POV TRANSPORTATION

POV transportation may be authorized when an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS. Transportation may be authorized at Government expense, not to exceed the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence. For transportation to be authorized, a determination must have been made that it was in the Government's interest for the employee to have a POV at the OCONUS PDS. When an employee dies while on TDY in the U.S., the employee's commanding officer or designee may authorize return POV transportation expenses if the employee was authorized to use the POV as being advantageous to the Government while on the TDY assignment (66 Comp. Gen. 677 (1987)).

C6061 PER DIEM TERMINATION

Authorized per diem allowance terminates at the end of the calendar day on which an employee dies. Any travel expense advance in excess of the earned entitlement is subject to collection.

C6062 ESCORT(S) FOR EMPLOYEE REMAINS

A. Authorization. Escort(s) for employee remains may be authorized when an employee's death occurs while:

1. in a travel status away from the U.S. PDS,
2. performing official duties OCONUS, or
3. in transit to/from OCONUS.

B. Limitations. Travel expenses may be authorized for no more than two escorts.

C. Travel Expenses. Round-trip travel expenses for the escort(s) of the employee remains may be authorized from/to:

1. the actual residence/PDS of the deceased; or
2. any other place appropriate for burial as determined by the order-issuing/authenticating official.

D. Travel Orders for Escort(s)

1. Government Employee. If an authorized escort is a Government employee, TDY orders must be issued for travel and transportation at Government expense.
2. Other Than Government Employee. If an authorized escort is not a Government employee, an ITO should be issued for travel and transportation at Government expense IAW par. C3106 and Appendix E.

E. Arranging Transportation

1. Government Employee. If an authorized escort is a Government employee, transportation must be arranged IAW par. C2207.
2. Other Than Government Employee. If an authorized escort is not a Government employee:
 - a. the order-issuing/authenticating official should provide transportation through a contract CTO, or
 - b. *economy class* transportation may be arranged directly with the common carrier if transportation is not provided by the order-issuing/authenticating official through the contract CTO.

NOTE: Family members traveling together as escorts should not be separated.

***C6063 PCS EXPENSES**

A DoD component must continue payment of PCS expenses for an employee's immediate family when an employee dies while in transit to a new CONUS PDS if the immediate family chooses to continue the PCS and is included on the employee's PCS orders. The DoD component also must continue payment of PCS expenses for an employee's immediate family when an employee dies after reporting to a new CONUS PDS, but the family was in transit to the new PDS or had not begun en route travel, if the family chooses to continue the PCS and is

included on the employee's orders. When the immediate family chooses to continue the PCS, the following expenses must be authorized:

1. Travel to the new PDS;
2. Travel to an alternate destination, selected by the immediate family, not to exceed the remaining constructive cost of travel to the new PDS;
3. TQSE not to exceed 60 days, to be paid at the per diem rate for an unaccompanied spouse and immediate family;
4. Shipment of HHG to the new or old PDS or to an alternate destination selected by the immediate family. However the cost may not exceed the constructive cost of transportation between the old and new PDSs;
5. Storage of HHG not to exceed 90 days;
- *6. Reimbursement of real estate expenses incident to the PCS;
7. Shipment of POV to the new or old PDS, or to an alternate destination, selected by the immediate family. However, the cost may not exceed the constructive cost of transportation between the old and the new PDSs.

Effective 1 December 2002**C6064 PAYMENT**

Payment of allowable expenses may be made directly to the person performing the services or by reimbursement to any person making the original payment. Claims for reimbursement must be supported by required receipts. Payment should be made on the appropriate voucher forms.

C6065 PROHIBITION OF PAYMENT WHEN OTHER LAWS APPLY

Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment. However, the allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

C6066 EXPENSES INCIDENT TO DEATH OF AN EMPLOYEE SERVING IN A CONTINGENCY OPERATION

In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with the Armed Force in a contingency operation (see Appendix A):

1. Round trip transportation and associated per diem for one person to escort the remains of the employee to the place authorized in par. C6056;
2. Presentation of a flag of the United States to the next of kin of the employee;
2. Presentation of a flag of equal size to the flag presented under item 2 to the parents(s) of the employee, if the person to be presented a flag under item 2 is other than the parent of the employee.

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 PCS Expenses. DoD components shall not authorize pre-employment interview travel expense reimbursement to help defray PCS 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.

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

C6400 GENERAL

Heads of DoD components may approve certain travel and transportation expenses for threatened individuals (as provided in par. C6401) whose lives are in jeopardy as a result of the employees' assigned duties and who, as a protective measure, are moved to temporary living accommodations at or away from the PDS.

C6401 ELIGIBLE INDIVIDUALS

Employees (as defined in Appendix A) who serve in law enforcement, investigative, or similar capacities and members of their immediate families (as defined in Appendix A) are eligible for the allowances under this Part when, because of the employees' assigned duties, they find themselves in life-threatening situations. When warranted by the circumstances of a particular situation, a DoD component may include other members of an employee's extended family and the family of the employee's spouse. In using this authority and deciding each case, DoD components must evaluate the extent of the danger and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the situation. For the purpose of this part "employee" also includes Federal employees and other persons cross-designated as employees for specific investigational purposes. Members of such employees' immediate families also are eligible. The employing DoD component must be the DoD component to whom the employee was assigned at the time of the threat.

C6402 POLICY

The authority in par. C6400 is to be given priority consideration when the life-threatening situation is expected to be of temporary duration, ordinarily 30 - 60 days or less, and the only feasible alternative is to transfer the employee to a new PDS. Heads of DoD components must make the final decision as to how long such payments continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS.

C6403 DELEGATION OF AUTHORITY

The heads of DoD components may delegate the authority to authorize/approve payment of allowable subsistence and transportation expenses for the use of temporary living accommodations by eligible individuals. The delegation of authority must be held to as high an administrative level as practicable to ensure proper review of the circumstances surrounding the need to take protective action by moving eligible individuals from their homes.

C6404 PROCEDURES FOR EVALUATING RISK TO THREATENED INDIVIDUALS

When a situation occurs that appears to be life-threatening, the head of the DoD component is responsible to take any appropriate action necessary to protect the eligible individual(s), including removal from their homes. The head of the DoD component must immediately inform the Criminal Division of the Department of Justice (DOJ), in accordance with DOJ regulations, of the threat. The names of each person involved and other pertinent details must be provided to DOJ to enable DOJ to assist the DoD component in determining the degree and seriousness of the threat. The DOJ should investigate the situation promptly, and within 7 days advise the head of the DoD component of the seriousness of the threat and recommend a course of action. The head of the DoD component, however, ultimately is responsible for deciding in each individual case. The decision should be based on an assessment of the situation and the advice of the Justice Department as to whether or not protective action should be initiated, or continued if already undertaken, and the amount of subsistence and transportation expenses that should be authorized/approved. At 30-day intervals the head of the DoD component must apprise DOJ of the situation for reevaluation and consider DOJ's recommendation in approving any further extensions of the time.

C6405 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Limits on Duration of Temporary Living Accommodations. Subsistence payments may begin as soon as the head of the DoD component decides to invoke the provisions of this Part. Ordinarily, subsistence payment may be

allowed for 30 to 60 days or less. The DoD component may, however, approve extensions of the time as provided in par. C6404. If the threatened individuals were directed to move into temporary accommodations during DOJ's initial 7-day evaluation period, subsistence payments for this period may be allowed, even if DOJ advises that the threat is not serious or no longer exists and the head of the DoD component decides to return the individuals to their home environment. When the total period of necessary temporary living accommodations occupancy is expected to exceed 120 days, the head of the DoD component should permanently relocate the employee if PCS would be advantageous, given the specific nature of the threat, the continued disruption of the family, and the costs of a PCS.

B. Temporary Living Accommodations Location. The temporary living accommodations may be located wherever circumstances warrant. When justified, the employee and immediate family members may occupy temporary living accommodations at different locations. The head of the DoD component designates the appropriate location(s).

C6406 ALLOWABLE SUBSISTENCE PAYMENTS

A. Expenses Covered. Payment under this Part is intended to cover only reasonable and necessary actual subsistence expenses incurred incident to temporary living accommodations occupancy. Subsistence payments under this Part ordinarily are limited to the cost of lodgings. However, subsistence payments also may include expenses for restaurant meals and the related fees and tips, certain other food expenses, laundry, and cleaning and pressing of clothing. Since these expenses are incurred in day-to-day living, they ordinarily are the responsibility of the employee. Subsistence expenses for other than lodging may be authorized only when the temporary living accommodations do not have a kitchen or laundry facilities or other extenuating circumstances necessitate payment. Subsistence payments for expenses other than lodging must be held to the minimum necessary to cover excess costs.

B. Allowable Lodging Costs. The same costs allowed in par. C4555 for TDY lodging facilities may be allowed for temporary living accommodations under this Part.

C. Allowable Meal Expenses. Under the criteria in par. C6406-A, above, expenses for groceries purchased for consumption in temporary accommodations containing cooking facilities ordinarily are not allowable. When cooking facilities are not available, however, and it is necessary to obtain meals in a restaurant, the excess costs of such meals relative to the family's estimated daily food expenditures in the home environment may be an allowable expense.

D. Maximum Allowable Amount

1. Computation Method. The head of the DoD component may approve the actual amount of allowable expenses incurred in each 30-day period (or fraction thereof) up to a maximum amount based on the daily limitations calculated under par. C6406-D2 below, multiplied by 30 (or the actual number of days used if fewer than 30). The daily actual subsistence expenses required to be itemized under par. C6406-E, are totaled for each 30-day period (or fraction thereof) and compared with the maximum allowable for the particular period under par. C6406-D2 below.

2. Daily Limitations. The maximum subsistence payment amount for each 30-day period (or fraction thereof) is based on daily limitations calculated as provided in pars. C6406-D2a through C6406-D2e. If subsistence payments are authorized only for lodging costs, the daily limitations shall be reduced to appropriate amounts.

a. For the Employee or Unaccompanied Spouse. For the employee or unaccompanied spouse (one who necessarily occupied temporary accommodations without the employee or in a location separate from the employee) the daily limitation shall be an amount set by the head of the DoD component. This amount shall not exceed the applicable maximum per diem rate in Appendix B or D for the temporary living accommodations location.

b. For the Spouse. For the spouse accompanied by the employee, the daily limitation shall not exceed three-fourths of the employee's daily limitation established in par. C6406-D2a.

PART L: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY (FTR §301-13)**C6550 POLICY, APPLICABILITY, AND GENERAL RULES**

- A. Policy. In accordance with the Rehabilitation Act of 1973, as amended, 29 U.S.C. §701 et seq., and 5 U.S.C. §3102, these provisions are intended to accommodate an employee with a disability by providing for reimbursement of necessary additional travel and transportation expenses incurred in the performance of official travel.
- B. Applicability. This Part applies to an employee with a disability as defined in par. C6551.
- C. General Rule. Payment is authorized for the additional travel expenses listed in par. C6552 that are necessarily incurred by an employee with a disability in the performance of official travel.

C6551 DEFINITIONS

For purposes of this Part, the terms in pars. C6551-A through C6551-G have the meanings indicated.

- A. Employee With a Disability. The term "employee with a disability" means an employee who has a disability as defined in par. C6551-B, and otherwise is covered generally under the Rehabilitation Act of 1973, as amended, 29 U.S.C. §701 et seq.
- B. Disability. The term "disability," with respect to an employee, means:
1. having a physical or mental impairment that substantially limits one or more major life activities;
 2. having a record of such an impairment; or
 3. being regarded as having such an impairment.
- C. Physical or Mental Impairment. The term "physical or mental impairment" means:
1. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculo-skeletal special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
 2. any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.
- D. Major Life Activities. The term "major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- E. Substantially Limits. The term "substantially limits" means the employee is unable to perform a major life activity that the average person in the general population can perform; or is significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.
- F. Has a Record of Such an Impairment. The term "has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

G. Is Regarded as Having Such an Impairment. The term "is regarded as having such an impairment" means the employee:

1. has a physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
2. has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
3. has none of the impairments defined in par. C6551-C but is treated by the employing agency as having a substantially limiting impairment.

C6552 ALLOWABLE EXPENSES

The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability:

1. transportation and per diem authorized under this Part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;
2. specialized transportation for the employee to, from, and/or at the TDY location;
3. specialized services provided by a commercial carrier necessary to accommodate the employee's disability;
4. costs incurred as a direct result of the employee's disability for baggage handling in connection with public transportation or at lodging facilities;
5. renting and/or transporting special handicapped assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and
6. premium-class accommodations when necessary to accommodate the employee's disability (the necessity must be substantiated in writing by competent medical authority and authorized under par. C2200).

C6553 EMPLOYMENT OF PERSONAL ASSISTANTS FOR HANDICAPPED EMPLOYEES

Title 5 U.S.C. §3102, authorizes the hiring, with or without pay, of personal assistants, as well as readers and interpreters, for handicapped employees traveling on official business, for all or a portion of the travel period involved. Travel expenses and per diem allowances for such individuals are the same as those for employees traveling incident to TDY.

C6554 REIMBURSEMENT FOR THE COST OF SHIPPING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN DUTY STATIONS IN CONUS (64 Comp. Gen. 30 (1984), B-215616, October 30, 1984)

Reimbursement may be authorized/approved for the cost of shipping a specially equipped automobile by an "employee with a disability" (as defined in par. C6551) between PDSs within CONUS incident to a PCS provided a determination is made through the Secretarial Process that reimbursement:

1. is cost beneficial,
2. constitutes a reasonable accommodation to the employee, and
- *3. does not impose undue hardship on the operation of the DoD component's personnel PCS program.

NOTE: Also see par. C11009 for additional authority to ship a POV wholly within CONUS incident to a PCS.

PART B: HHG WEIGHT ALLOWANCE**C8100 GENERAL**

The worldwide maximum weight of HHG that may be transported (or stored in connection with transportation) is 18,000 pounds net weight for each employee. For baggage allowances, see par. C2304).

NOTE: *Under no circumstances shall the Government pay any expenses associated with excess weight.*

C8105 NET WEIGHT DETERMINATION

A. Crated Shipments. The net weight of crated shipments:

1. does not include the crating material weight,
2. is 60% of the gross weight, and
3. may be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. is the weight shown on the bill of lading or weight certificate;
2. includes the weight of barrels, boxes, cartons, and similar packing materials; and
3. does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments. When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. based on constructive weight if the container's gross weight cannot be determined.

D. Constructive Weight. A constructive weight based on 7 pounds per cubic foot (*See NOTE 2 below.*) of properly loaded space may be used:

1. when an adequate scale is not available at origin, en route or at destination,
2. for a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
3. when the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: *The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.*

NOTE 2: *PBP&E weight is based on 40 pounds per cubic foot.*

C8110 WEIGHT ALLOWANCES WHEN GOVERNMENT FURNISHINGS ARE PROVIDED

A. Policy. When Government furnishings are provided at OCONUS locations, HHG shipment at Government expense to *or* from such OCONUS locations ordinarily is limited to 4,500 pounds net weight, not including unaccompanied baggage weight.

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.
2. When an employee is advised that an item of Government furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Government furnishings is added to the 4,500 pounds.
3. If all Government furnishings are required to be returned to the Government or the Government furnishings become unserviceable and are not replaced, shipment of the employee's maximum weight allowance (18,000 pounds) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.
4. The authorizing/order-issuing official or designee may increase the restricted HHG weight allowance, when requested to do so by the employee. The increase may be up to the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:
 - a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;
 - b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;
 - c. Additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or
 - d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.
5. When a weight restriction is imposed for HHG shipped *into* a non-foreign OCONUS area, the weight restriction *does not apply* to shipments *from* that location as long as the new PDS is not a weight-restricted area.

NOTE: *Appropriate storage, or shipment to a designated place, is authorized for the remainder of an employee's weight allowance.*

C8115 OVERWEIGHT SHIPMENTS

A. Policy

****NOTE:*** *The Government may pay the total charges for the transportation and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee. Payment for the shipment and collection from the employee for excess charges are in accordance with finance regulations. (FTR §302-7.200)*

1. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following shipment completion, as determined by the Service concerned.
2. The employee's signature on the Application for Shipment and/or Storage of Personal Property (DD Form 1299) constitutes agreement to be financially responsible for excess weight charges.

3. When an excess weight status is known prior to shipment, TOs must notify the employee and the authorizing/order-issuing official providing shipment funds.

B. Excess Weight Beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army: see AR 55-71, Transportation of Personal Property and Related Services;
2. Navy: see Transportation of Personal Property (NAVSUP P-490);
3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;
4. Department of Defense (DoD) Components: (*See Appendix A for a list of DoD Components.*) Director, Department of Defense Human Resources Activity, 4040 Fairfax Dr., Suite 200, Arlington, VA 22203-1613.

C. Weight Additive Articles. (*FTR §302-7.20*) When HHG include an article or trailer of reasonable size, for which a carrier assesses a weight additive (as prescribed in the applicable tariff), the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. C8100. Special packing, crating and handling expenses for these articles are the employee's financial responsibility.

C8120 PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) SHIPMENT

A. Policy. PBP&E:

1. includes an employee's personally-owned professional or specialized items and other materials used for official duty performance (see Appendix A);
2. does not include sports equipment; office, household, or shop fixtures; or furniture (e.g., bookcases, file cabinets, desks, and racks of any kind); and
3. are HHG.

If the PBP&E may cause an excess weight condition, PBP&E may be moved under pars. C8120-B and C8120-C.

B. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

1. the employee must furnish an itemized inventory of PBP&E for review by an official designated by the authorizing/order-issuing command, at the new PDS;
2. the employee must furnish appropriate evidence (as determined by the authorizing/order-issuing command) that transporting the itemized materials as part of the HHG results in a weight in excess of the maximum weight allowance; and
3. an appropriate official designated by the authorizing/order-issuing command at the new PDS, must review and certify that the itemized PBP&E, are necessary for the proper performance of the employee's duties at the new PDS, and that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at Government expense) for the employee's use at the new PDS.

C. Administrative Expense. When the employee's PBP&E are authorized for shipment under par. C8120-B:

1. they are transported to the new PDS as an administrative cost not chargeable to appropriations available for travel and transportation expenses,
2. shipment must be by the actual expense method (i.e., the commuted rate method must not be used),
3. the weight and administrative appropriate chargeable must be stated as separate items on the transportation documentation,
4. a constructive weight may be used in unusual instances when it is impractical or impossible to obtain separate weights (see par. C8105-D), and

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5. they may be returned to a CONUS location as an administrative expense for an employee separating from Government service provided they were transported to the OCONUS location as an administrative expense (41 CFR §302-7.303). See also par. C8505.

D. Administratively Restricted HHG Weight

1. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C8120-B and C8120-C.
2. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS.
3. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS chargeable to travel and transportation appropriations, shall not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C8120-B and C8120-C.

CHAPTER 9

MISCELLANEOUS EXPENSE ALLOWANCE (MEA)
DUE TO HOUSEHOLD RELOCATION***C9000 GENERAL**

The purpose of MEA is to reimburse various costs (e.g., moving household furnishings/appliances and other residence-relocation expenses) associated with an authorized/approved PCS/TCS residence relocation. See Chapter 10 for specific costs associated with mobile home relocation transportation expenses. *An advance of MEA funds is not authorized.* Examples of reimbursable costs include:

1. disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. non-refundable utility fees/deposits;
4. losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);
5. automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into the U.S. for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into the U.S. for non-participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));
6. rental agent fees customarily charged for securing housing in foreign countries;
7. pet quarantine charges (B-206538, September 14, 1982) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care;
8. (*Effective 19 February 2002*) transportation of pets (cats, dogs, (*Effective 13 September 2002*) and other house pets) (FTR §302-16.1); **NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties.**
9. required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976))); and
10. similar items.

NOTE: See DSSR, sections 241.2d and 242.4 for authority to reimburse 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.

C9001 ELIGIBILITY

MEA is payable when:

1. a PCS/TCS is authorized/approved,

2. the employee moves out of the old residence,
3. the employee establishes a new residence, and
4. an appropriate transportation agreement is signed.

C9002 ELIGIBILITY EXCLUSIONS

The following are not eligible for MEA:

1. new appointees assigned to the first PDS, (appointees to any position, including student trainees, Senior Executive Service (SES) and Presidential appointees);

NOTE: Employees performing first-PDS travel in a foreign area are eligible for the miscellaneous expense portion of the FTA. For Foreign Transfer Allowance guidance refer to Section 240 of the Department of State Standardized Regulations (DSSR) as stated in par. C1004.

2. employees performing RAT unless a PCS is authorized/approved in conjunction with the RAT and the employee has discontinued residence at one location and established a residence at a new location in connection with such change;
3. employees assigned to an OCONUS PDS returning to the actual residence for separation; and
4. employees authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under the provisions of par. C4500.

C9003 LIMITATIONS

A. **Limited Reimbursement.** MEA is not authorized to reimburse an employee for:

1. costs that exceed the maximums provided by law or in these regulations;
2. costs that are not allowed in these regulations;
3. costs reimbursed under other provisions of law or regulations;
4. costs incurred for reasons of personal taste or preference and not required because of the move;
5. losses covered by insurance;
6. fines or other penalties imposed on the employee or dependents;
7. judgments, court costs, and similar expenses because of civil actions; and
8. expenses due to circumstances, factors, or actions that were not due to the move.

B. **Limited Reimbursement Examples.** Examples of costs in par. -C9003A that are not reimbursable are:

1. losses/costs due to selling/buying homes and personal property;
2. duplicate payments for reimbursable expenses;
3. additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;
4. additional costs caused by the employee shipping HHGs that exceed the maximum weight allowance provided by law or the JTR;

5. higher income, real estate, sales, or other taxes due to establishing residence in the new locality;
6. fines imposed for traffic infractions while en route to the new PDS;
7. accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;
8. losses due to the sale/disposal of HHG items that are not convenient or practicable to move;
9. damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
10. subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances under the JTR;
11. medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary quarters;
12. costs due to structural alterations; remodeling or modernizing of living quarters, garages, or buildings, to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS;
13. costs of purchasing clothing, appliances, and equipment due to relocation; and
14. costs of newly purchased items, such as rugs or drapes.

C9004 REIMBURSEMENT

NOTE: The new MEA amounts (\$500 and \$1,000) are effective for PCS moves with effective dates of orders (see Appendix A) on/after 19 February 2002. Moves with effective dates of orders before 19 February 2002 continue to use the old MEA rates of \$350 and \$700.

A. Minimum. The following may be paid without receipts or itemized statements:

1. Employees without dependents: \$500 or the equivalent of 1 week's basic compensation, whichever is less;
2. Employees with dependents: \$1,000 or the equivalent of 2 week's basic compensation, whichever is less; or
3. Employees with dependents, but whose dependents and HHG are not relocated: \$500 or the equivalent of 1 week's basic compensation, whichever is less. When an employee:
 - a. reports to the new PDS but the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and
 - b. relocates the dependents or HHG within the 2-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C9002-A2.

NOTE: An employee is authorized MEA at the with-dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, August 12, 1976).

B. Maximum. The travel-approving/directing official may authorize/approve MEA in excess of the amount in par. C9004-A, if:

1. the claim is supported by acceptable evidence of expenses incurred, and
2. the total amount does not exceed the employee's basic salary rate of
 - a. 1 week if the employee is without dependents, or
 - b. 2 weeks if the employee has dependents.

The basic salary rate is the rate in effect when the employee reports for duty at the new PDS. The allowable amount shall not exceed the maximum rate (step 10) of Grade GS-13, in 5 U.S.C. §5332. A claim for more than the amount authorized in par. C9004-A must be justified.

C. Two Employees in One Household. *When two employees discontinue the same residence at the old PDS and establish one residence at the new PDS only one MEA is paid (73 Comp. Gen. 164 (1994)).*

D. Administrative Procedures. When requesting MEA reimbursement the employee must:

1. submit a travel claim following the guidance in DoDFMR (<http://www.dtic.mil/comptroller/fmr>) for costs associated with leaving the old PDS residence and establishing a new PDS residence,
2. certify that the old PDS residence has been discontinued and a new PDS residence has been established, and
3. establish a residence at the new PDS, if filing a supplemental claim for the remainder of MEA.

CHAPTER 11

TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)

C11000 GENERAL

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

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

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

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

C11001 DETERMINATION OF ELIGIBILITY (OCONUS)

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

C11002 ELIGIBILITY CRITERIA (OCONUS)

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

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

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

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

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

C11003 CONDITIONS GOVERNING TRANSPORTATION (OCONUS)

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

1. the POV may be driven to the PDS over hard-surfaced all-weather highways, including ferries, and it is determined that the employee, or dependent(s), reasonably should be expected to drive the vehicle (See par. C2166 concerning reimbursement for use of ocean-going car ferries when it is determined that the employee or dependent(s) should drive the vehicle for only part of the distance involved.);
2. the local government prohibits importation of such a vehicle, applies particularly difficult restrictions on such importations, or the pertinent military department's regulations prohibit or advise against the shipment of such vehicles for military personnel (This item does not apply for an employee assigned on Johnston Island who is authorized to ship a POV to Hawaii under par. C11002-C.);
3. a vehicle is purchased in a nonforeign OCONUS area by an employee not permanently assigned there at the time of the purchase, unless it is used by the employee or dependent for personal transportation at the OCONUS PDS as a replacement vehicle. This item prohibits only the shipment at Government expense incident to the employee's PCS following vehicle purchase; or
4. an employee is hired at an OCONUS location for duty at the employee's first PDS located within CONUS (Title 5 U.S.C. §5727 authorizes transportation of POVs to an OCONUS PDS, from that same OCONUS PDS and between OCONUS PDSs only where the POV is to be used at an OCONUS PDS. See 68 Comp. Gen. 258 (1989)). (Example; an employee residing in Hawaii, who was hired locally for duty at a PDS in Hawaii and is later transferred from the Hawaii PDS to a PDS in CONUS, is not authorized transportation for a POV to CONUS. Similarly, an employee residing in Hawaii, hired locally for duty at a PDS in CONUS is not authorized transportation for a POV to CONUS.)

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

1. is transferred or assigned from a CONUS location to an OCONUS PDS, meets the eligibility criteria in par. C11002, and signs an agreement as provided in par. C4001;
2. is transferred or assigned from an OCONUS location to another OCONUS duty station, meets the eligibility criteria in par. C11002, and signs an agreement as provided in par. C4001;
3. completes a tour(s) of duty at an OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV, or the employee was assigned to Johnston Island and a POV was transported to Hawaii under par. C11002-C, and the employee is returning through transfer, or upon separation from service after completion of a tour of duty, to the U.S.;

CHAPTER 13

SUBSISTENCE EXPENSES WHILE
OCCUPYING TEMPORARY QUARTERS

PART A: GENERAL

C13105 PURPOSE

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

C13110 GENERAL

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

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

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

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

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

C13115 ELIGIBILITY

Effective 19 February 2002

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

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

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

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

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

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

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

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

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

C13120 DUPLICATION OF ALLOWANCES

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

A. TQSE Payment

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

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

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

C. TQSE may be paid in addition to:

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

CHAPTER 14
REAL ESTATE TRANSACTION AND UNEXPIRED LEASE
EXPENSE ALLOWANCES

C14000 GENERAL

Effective: 1 April 1999

For guidance on the lease penalty expense portion of the Foreign Transfer Allowance, refer to section 240 of the Department of State Standardized Regulations (DSSR) as stated in par. C1004.

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred in connection with:

1. the sale of a residence (or the settlement of an unexpired lease involving the residence or a lot on which a mobile home used as a residence was located) at the old PDS; and/or
2. the purchase (including construction) of a residence at the new PDS,

after the employee has signed the required transportation agreement, and:

1. a PCS is authorized/approved and, except as provided in par. C14000-C, the old and new PDSs are located in CONUS or in non-foreign OCONUS areas;
2. the dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;
3. the settlement dates for the sale (or lease termination) and purchase are within the time limitation prescribed in par. C14000-B;

NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.

4. the residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work. ***NOTE:*** *If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling where the employee's dependents reside or will reside, but only if such residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.*

Effective 19 February 2002

B. Time Limit for Residence or Lease Termination Transactions. Except as provided herein, settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer (see Appendix A). For employees eligible under par. C14000-C, the new PDS is the PDS to which the employee reports for duty when reassigned or transferred from a foreign area. The 2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. (For example, if an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.) Upon an employee's written request, the 2-year period may be extended for up to an additional 2 years by the commanding officer (or designee) of the activity bearing the cost. The employee should submit a written request to the appropriate authority as soon as the employee becomes aware of the extension need, but within the initial 2-year period. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost. An extension may be granted only if a determination is made that extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS (as opposed to being unrelated to the actual PCS). (For an employee who reported on 20 October

1998 and is granted an extension to the 2-year period, settlement may be no later than 20 October 2002. Costs for transactions completed after the 4-year period may not be reimbursed (B-191018, December 26, 1978)). The 2-year extension provision in this paragraph is effective for employees whose effective date of transfer (see Appendix A) is on or after 19 February 2002. For those with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.

NOTE: There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in § 302-2-8 and 302-2.11 in the Federal Travel Regulation (FTR), which has the force and effect of law (B-245281, February 20, 1992).

C. Transfer from a Foreign Area to a CONUS or Non-foreign OCONUS Area

1. Definitions. The following definitions apply for the purposes of this subparagraph:

a. Former CONUS or Non-foreign OCONUS Area PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. See definition in Appendix A.

2. Applicability. An employee who has completed an agreed upon tour of duty in a foreign area and, instead of being returned to the former CONUS or non-foreign OCONUS area PDS, is reassigned/transferred in the Government's interest to a CONUS or non-foreign OCONUS area PDS other than the one from which transferred when assigned to the foreign PDS is authorized reimbursement under this Chapter. The distance between the former and new CONUS or non-foreign OCONUS PDSs must meet the distance criteria specified in par. C4108 for change of station within the same city or area.

****NOTE: The following employees are not eligible for real estate allowances when transferred from a foreign area PDS to a PDS in CONUS or a non-foreign OCONUS area. This is because they were not initially civilian employees of an agency when transferred from a PDS in CONUS or a non-foreign OCONUS area to the foreign area PDS:***

(a) a locally hired employee described in par. C4002-B2a, (1) (former member of U.S. armed forces);

(b) a locally hired employee described in par. C4002-B2a (2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS or non-foreign OCONUS area to the foreign area PDS;

(c) a locally hired employee described in par. C4002-B2a, (4) (employee who accompanied or followed the spouse to the OCONUS area); and

(d) an employee hired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

3. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C14000-C3a to be eligible for reimbursement for expenses in par. C14000-C3b above.

4. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of PCS orders) that instead of returning to the former CONUS or non-foreign OCONUS area PDS, reassignment/transfer is to be to a different CONUS or non-foreign OCONUS area PDS may not be reimbursed.
5. Service Agreement Required. A signed service agreement as prescribed in par. C4103 is required for reimbursement of residence transaction expenses authorized under this paragraph.

D. Sale of Residence in Anticipation of Transfer

1. Following Announcement of Base Closure. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee (58 Comp. Gen. 208 (1979)). The announcement of a base closure, accompanied by an offer to assist in finding new positions for affected employees, is a clearly evident intent to transfer those employees (B-249451, January 7, 1993). Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Chapter. *Employees should be cautioned that they are eligible for real estate expenses reimbursement only if subsequently employed in a position that involves a PCS.* If the PCS is to a foreign location, reimbursement for the expenses may be made only after the employee completes a tour of duty at the foreign PDS and subsequently is transferred to a different CONUS or non-foreign OCONUS area location as indicated in par. C14000-C.

2. Employee Officially Notified of Return to a Different CONUS or Non-foreign OCONUS Area PDS. An employee who, incident to a PCS to a foreign area from a PDS in CONUS or a non-foreign OCONUS area, is officially notified that return is to a different CONUS or non-foreign OCONUS area PDS, may sell the residence at the former CONUS or non-foreign OCONUS area PDS and be reimbursed real estate expenses under this Chapter, if otherwise eligible, upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS or non-foreign OCONUS area PDS. Reimbursement shall not be allowed for any real estate transaction that occurs prior to official notification that the employee's return would be to a PDS other than the one from which transferred to the foreign PDS. Reimbursement may not be made until the employee is transferred back to a PDS in CONUS or a non-foreign OCONUS area. Reimbursement may not be made incident to the transfer to the foreign PDS, even though the employee officially is notified at that time that return will not be to the same PDS after the completion of the foreign assignment. A travel order ordinarily constitutes official notification (72 Comp. Gen. 130 (1993)).

E. General

1. Title Requirements. The title to the residence or dwelling at the old or new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be in the name of the employee alone, jointly in the names of the employee and one or more dependent(s), or solely in the name of one or more dependent(s).
2. Title Interest Must Have Been Acquired Prior to Notification of Transfer. At the old PDS, the employee's property interest must have been acquired prior to the date the employee first was notified officially of transfer to the new PDS. In the case of an employee covered by par. C14000-C, the employee's interest must have been acquired prior to the date the employee was first notified officially of transfer to the foreign area.
 - a. Legal Title Interest. Except as provided in par. C14000-E2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).
 - b. Equitable Title Interest. An employee, and/or a dependent(s), in a situation described in pars. C14000-E2b(1) through C14000-E2b(5) is deemed to have title to the residence whether or not named on the title document.

- (1) Title Held In Trust. The property is held in trust and:
 - (a) the property is the employee's residence as described in par. C14000-A4;
 - (b) the employee and/or dependent(s) are the only beneficiary(ies) of the trust;
 - (c) the employee and/or dependent(s) retain the right to distribute the property for life;
 - (d) the employee and/or dependent(s) retain the right to manage the property;
 - (e) the employee and/or dependent(s) are the only grantor/settler of the trust, or retain the right to direct distribution of the property upon dissolution of the trust or death; and
 - (f) the employee provides the DoD component concerned with a copy of the trust document.
- (2) Title Held by Financial Institution. The title is held in the name of a financial institution and;
 - (a) the property is the employee's residence as described in par. C14000-A4;
 - (b) the employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
 - (c) state or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a condition of the financing agreement; and
 - (d) the employee provides the DoD component concerned with a copy of the financing document.

The DoD component concerned may also require that the employee provide proof of state or local laws governing secured credit.

- (3) Title Includes an Accommodation Party or Parties. (An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents, and an individual (accommodation party) who is not a dependent and:
 - (a) the property is the employee's residence as described in par. C14000-A4;
 - (b) the employee and/or a dependent(s) has the right to use the property and to direct conveyance of the property;
 - (c) the lender requires signature of the accommodation party on the finance document;
 - (d) the employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);
 - (e) the accommodation party's name is on the title;
 - (f) the accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and

(g) the employee provides the DoD component concerned with acceptable documentation of the accommodation. The documentation may include a copy of the financing document and/or a written statement from the employee certifying that the condition in pars. C14000-E2b(3)(a) through C14000-E2b(3)(f) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation required by the DoD component concerned.

(4) Title Held by Property Seller. The title is held in the name of the property seller and:

(a) the property is the employee's residence as described in par. C14000-A4;

(b) the employee and/or dependent(s) have the right to use the property and to direct conveyance of the property;

(c) the employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and transfer of title to the employee and/or dependent(s) upon completion of the payment schedule; and

(d) the employee provides the DoD component concerned with a copy of the financing agreement.

(5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:

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

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

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

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

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

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

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

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

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

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

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

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

A. owned by an agency;

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

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

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

GOVERNMENT MEAL RATE

The daily rate (discount or standard) charged for meals in a Government dining facility.
Effective 1 October 2002.

A. Discount Government Meal Rate: \$7.00 per day

B. Standard Government Meal Rate: \$8.10 per day

NOTE: Also see **DISCOUNT GOVERNMENT MEAL RATE.**

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

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

GOVERNMENT QUARTERS.

- A. Sleeping accommodations in a facility (other than a transportation mode) owned, operated, or leased by the U.S. Government; or furnished by a foreign government under an agreement or on a complimentary basis on behalf of the United States; or furnished by a Government contractor under the terms of a contract or on a complimentary basis;
- B. Lodgings or other quarters obtained by U.S. Government contract;
- C. Quarters in a state-owned National Guard camp;
- D. Sleeping facilities in a National Guard armory when these facilities actually are used or their use is directed by competent authority for annual or year-round annual training even though not used;
- E. Temporary lodging facilities as defined in this Appendix;
- F. permanent lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations; and
- G. Family-type housing owned or leased by the U.S. Government.

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

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

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

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

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

Effective 19 February 2002

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

A. HHG include:

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

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

2. spare parts for a POV (see the definition in this Appendix) and a pickup tailgate when removed;
3. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
4. consumable goods for employees ordered to locations listed in Appendix F;
5. vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis, and snowmobiles);
- *6. (*Effective 13 September 2002*) boats (and their associated trailer) that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and
7. (*Effective 19 February 2002*) ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

B. HHG *do not* include:

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

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

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

HOUSEHOLD GOODS TRANSPORTATION. *See TRANSPORTATION, HHG.*

Effective 13 September 2002

HOUSEHOLD GOODS-WEIGHT ADDITIVE.** A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

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

IMMEDIATE FAMILY. *See DEPENDENT/IMMEDIATE FAMILY.*

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

INVITATIONAL TRAVEL. *See TRAVEL, INVITATIONAL.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OCONUS.

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

OFFICIAL STATION. *See PERMANENT DUTY STATION.*

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

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

OVERSEAS. *See OCONUS.*

PER DIEM ALLOWANCE.

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

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

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

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

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*

3. **Incidental Expenses.** Incidental expenses include:

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

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

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

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

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

A. For employees:

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

B. For invitational travelers:

1. the corporate limits of the city or town in which the home or principal business place exists, or
2. if not in an incorporated city or town, the reservation, station, or other established area (including established large reservation subdivisions) having definite boundaries in which the home or principal business place is located.

NOTE: *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

PERMANENT DUTY TRAVEL. First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. (See Chapter 4, Part A.)

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

A. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

B. In the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are addressed.

C. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE:*** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*

NOTE: *The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.*

PLACE OF PUBLIC ACCOMMODATION. See **ACCOMMODATIONS, PUBLIC.**

PLACE OF STORAGE. Residence or authorized storage location.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

- A. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
- B. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

- A. Travel by air: the airport at which the traveler boards an international/transoceanic flight.

B. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. See “*TERRITORIES AND POSSESSIONS OF THE UNITED STATES*”.

POST OF DUTY. (*Also see PDS.*) An OCONUS PDS.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). (*Also see TRANSPORTATION.*) Any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. **NOTE:** *A common carrier, or a conveyance owned by the Government, is not a POC.*

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

- A. is self-propelled;
- B. is licensed to travel on the public highways;
- C. is designed to carry passengers or HHG; and
- D. has four or more wheels (*see NOTE 3 below*).

NOTE 1: *In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.*

NOTE 2: *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

NOTE 3:

CONUS: A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the Government to transport POV(s) than to drive to the new PDS.

OCONUS: A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same orders.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). (*Also called PRO or PRO-Gear.*) Articles of HHG in an employee's possession needed for the performance of official duties at the next or a later destination. Examples include:

- A. reference material;
- B. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- C. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing;
- D. communication equipment used by employees in association with the MARS (see DoDD 4650.2);

- E. individually owned or specially issued field clothing and equipment;
- F. an official award given to an employee by a Service (or a component thereof) for service performed by the employee in the employee's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
- G. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: Excluded from PBP&E are sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.

PROPORTIONAL MEAL RATE: The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <http://www.dtic.mil/perdiem/>), rounded to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RENEWAL AGREEMENT TRAVEL. See **PERMANENT DUTY TRAVEL.** Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, *between overseas tours of duty*. See Chapter 4, Part D, for eligibility and limitations.

RESERVE COMPONENT.

- A. The Army National Guard of the United States;
- B. the Army Reserve;
- C. the Naval Reserve;
- D. the Marine Corps Reserve;
- E. the Air National Guard of the United States;
- F. the Air Force Reserve;
- G. the Coast Guard Reserve; and
- H. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the:

- A. Secretary of a Military Department,
- B. Directors of Defense Components,
- C. Deputy Assistant Secretary of Defense (Administration) for:
 - 1. Office of the Secretary of Defense,
 - 2. Washington Headquarters Services,
 - 3. Organization of the Joint Chiefs of Staff,
 - 4. Uniformed Services University of the Health Sciences, and U.S. Court of Military Appeals, or

D. Designated representative for any of the above.

SECRETARY CONCERNED. The Secretary of:

A. The Army, with respect to matters concerning the Army;

B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;

C. The Air Force, with respect to matters concerning the Air Force;

D. Transportation, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JTR, action by the PDTATAC Principal, without further delegation, may be authorized by the Secretary concerned.

SEPARATE DEPARTMENT. See *DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES*.

SEPARATION TRAVEL. See *PERMANENT DUTY TRAVEL*.

SERVICES. See *UNIFORMED SERVICES*.

SHORT DISTANCE MOVE.

A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS.

See par. C4108-B for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. (Also see *EMPLOYEE, DISABLED*.) Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS PER DIEM RATE.

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility including the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

SUBSISTENCE EXPENSES. See *PER DIEM ALLOWANCE*.

TEACHER. A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 U.S.C. §901-907 in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under orders providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

TEMPORARY DUTY (TDY) LOCATION. See **TEMPORARY DUTY STATION**.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.

TEMPORARY STORAGE

Now referred to as "***storage in transit***" (SIT). See Chapter 8, Part D.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. (*Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*) An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States.

NOTE: *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. (See Chapter 4, Part O.)

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. **NOTE:** *Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).*

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 U.S.C. §5564 and is in accordance with Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the employee's responsibility.*

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. **NOTE:** *GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.*

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRANSPORTATION, USUAL MODE OF. A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Government transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expenses.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

TRAVEL AUTHORIZATION. See *TRAVEL ORDERS*.

TRAVEL CLAIM (VOUCHER). A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, EMERGENCY. Travel that results from:

- A. the traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. the death or serious illness of a member of the traveler's family; or
- C. a catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed by the Government, or employed (under 5 U.S.C. §5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel solely in connection with business of the DoD or the Government.

NOTE 1: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.

NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing an employee or group of employees to travel. There are four basic types of orders:

- A. ***Unlimited Open.*** An authorization allowing an employee to travel on official business without further authorization for a specified period of time. ***NOTE:*** *Unlimited Open travel orders are not used in DTS.*
- B. ***Limited Open.*** An authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. ***NOTE:*** *Limited Open travel orders are not used in DTS.*
- C. ***Repeat.*** An authorization allowing an employee to travel on official business without further authorization to a specific destination for a specified period of time. ***NOTE:*** *Repeat travel orders are not used in DTS.*
- D. ***Trip-by-trip.*** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL REQUEST. A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel requesting officials for their own travel orders. However when travelers are permitted to be travel requesting officials for their own orders, under no circumstances may the travel requesting official also be the travel-approving/directing and/or authorizing/order-issuing official for the travel. ***NOTE: A travel request is subject to approval/disapproval by a travel-approving/directing official.***

TRAVEL STATUS. The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

UNACCOMPANIED BAGGAGE. See **BAGGAGE, UNACCOMPANIED.**

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the territories and possessions of the United States, and the areas and installations in the Republic of Panama that are made available to the United States pursuant to the Panama Canal Treaty of 1977 related agreements (as described in section 3(a) of the Panama Canal Act of 1979).

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

- A. under the local command of a uniformed service,
- B. with permanent or semi-permanent-type troop shelters and a Government mess, and
- C. where there are U.S. Government operations.

NOTE: This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

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***WEIGHT ADDITIVE.** See **HOUSEHOLD GOODS-WEIGHT ADDITIVE.**

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

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

T4010 REIMBURSEMENT RATE

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

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

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

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

T4025 ARRANGING OFFICIAL TRAVEL

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

B. Requirements

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

- 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.***

D. Government Transportation

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

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

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

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

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

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

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

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

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

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

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

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

c. Civilian Employees -

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

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

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

NOTE:

a. *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

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

e. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. **Incidental Expenses (IE).** Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

Effective for TDY travel performed on or after 1 January 1999

NOTE 1: *Applicable to civilian employees:*

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

(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

Effective for TDY travel performed on or after 1 January 2001

NOTE 2: *Applicable to uniformed members:*

(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. *Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).*

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

*1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

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

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

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

2/ Discount Meal Rate = Food costs only.

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

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

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

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

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

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

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;

*2. ATM Fees

a. Applicable to uniformed members. Administrative fees for ATM use to obtain money with:

(1) the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), or

(2) an ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

up to the amount authorized for a cash advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash/check/EFT. See OSD Comptroller memo of 19 Jul 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for personnel exempt from the requirement to use the Government charge card;

b. Applicable to civilian employees. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), up to the amount authorized for a cash advance for the travel concerned. (Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.);

3. passports and visas fees (including photographs) for OCONUS travel;

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;

5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

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

6. fees for:

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

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

8. CTO service and processing fees;

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*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. non-refundable 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 deliver (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; and
 - o. any additional costs of paper tickets when the paper tickets are necessary to meet Government requirements and are *not* issued for the traveler's convenience.
- 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 & T4040-D.

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL

ACTIVE DUTY WITH PAY 1/

SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	par. T4030 applies	not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	par. T4030 applies	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030	not authorized if Gov't qtrs & mess available
Member commutes or AO determines member can commute	par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits	not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits
Active duty for less than 20 weeks at one location	par. T4030 applies	par. T4040 applies
*Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks)	*par. T4030 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies	*par. T4040 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve	not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Government quarters for purposes of this table.

7/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home	1. May be authorized reimbursement under par. T4040-F 2. 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.	not authorized
Travel from home/assigned unit to TDY Station	par. T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/assigned unit to TDY Station	par. T4030 applies limited to travel cost from the assigned unit	par. T4040 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit	not authorized
Standby Reserves voluntarily performing without pay	not authorized	not authorized

Table is for informational purposes only. Entitlements are prescribed in par. T4045.

1/ For travel allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.

3/ Reservists on inactive duty for training who are not otherwise entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Entitlements for Reserve Component Personnel

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the entitlement maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also shall reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.

2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.

3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

*4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must guard tickets carefully.*** However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the CTO. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen transportation ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket. The traveler must return unused transportation tickets to the CTO.

5. Paying for Arranged Services and Getting Cash to Pay for Expenses While Traveling. The CTO shall charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO shall update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has

two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler shall not have to write a check to the travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO shall determine the purpose of the travel (see JTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO shall have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.

3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.

4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on use of contract flights. The CTO shall use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:

(1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;

(2) The contract carrier's flight schedule does not operate during normal working hours;

(3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;

(4) Rail service is available, cost effective, and consistent with mission requirements;

- (5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or
- (6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program.

c. Authorizing Accommodations Above Coach Class. When mission requirements dictate, AOs may authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

- (1) Available coach class accommodations shall not allow timely mission completion;
- (2) A traveler's documented medical condition requires use of premium class accommodations;
- (3) Security or exceptional circumstances make use essential to accomplish the mission;
- (4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
- (5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or

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*(6) The origin or destination is OCONUS, the scheduled flight time (including stopovers and change of planes) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.* (When premium class is authorized for this reason, the AO shall not authorize a rest stop en route or a rest period upon arrival at the duty site.) ***NOTE:*** *If the 'stopover' is an overnight stay, that disqualifies the traveler from using business class.*

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

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

- (1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;
- (2) A documented medical condition of the traveler requires use of first-class; or
- (3) Exceptional security circumstances exist.

d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

- (1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

- (2) Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
 - (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
 - (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
 - (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;
 - (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
 - (7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.
- e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***
2. Lodging Selection
 - a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.
 - b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.
 3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.
 4. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.
 5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

*9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. *Lower per diem rates can only be established before travel begins.* See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Unified Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. *Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.* A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

*17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited PCS allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem When Traveler Dies While on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

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

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Activities Authorized To Use Appendix O

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Military Community, Heidelberg/Mannheim, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers Waterways Experiment Station, Vicksburg, MS	May 1, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Pending [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower Discontinued	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI Discontinued	June 20, 1996 March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Pending [1]
	Marine Corps Air Station, New River, NC	Pending [1]
	Marine Corps Air Station, Cherry Point, NC	Pending [1]
	Marine Forces Reserve, New Orleans, LA	Pending [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Pending [1]
	Marine Corps Recruit Depot, Parris Island, SC	Pending [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Pending [1]
	Sixth Marine Corps District, Atlanta, GA	Pending [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997

	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO Discontinued	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Imagery & Mapping Agency (NIMA)	Multiple locations - all NIMA components	May 1, 1996
National Security Agency (NSA) [2]	Fort Meade, Maryland	March 1 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Ballistic Missile Defense Organization	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified entitlements is pending; site is waiting for computation software certification or installations, or working to correct network problems.

[2] This includes TDY travel by, on behalf of, and/or processed by the NSA.

NOTE: Use of Appendix O is authorized for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

APPENDIX Q**TOURS OF DUTY**

(See Chapter 4, Part A for applicable regulations)

A. 24-Month Tour of Duty Areas. 24-month tour of duty areas are:

Afghanistan
Australia (Northwest Cape)
Azores
Bahamas: Andros Island
Bahrain Island, for employees authorized dependents
Bosnia-Herzegovina
Burma
Canada: Newfoundland (Argentina) only, for employees authorized dependents
Croatia
Cuba (Guantanamo Bay), for employees authorized dependents
Dominican Republic
Egypt, for employees authorized dependents
Finland (all locations outside Helsinki)
Greece
Guam
Haiti, for employees authorized dependents
Hong Kong
Iceland, for all employees on initial agreements authorized dependents
Iran (Tehran and Isfahan only)
Israel, for employees authorized dependents
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa),
for employees on initial tour authorized dependents
Japan (Kure and Wakkanai and Ryukyu Islands), for employees authorized dependents
Johnston Island, for all employees on initial agreements authorized dependents
Jordan
Korea, for employees authorized dependents
Kuwait
Kwajalein Atoll
Laos
Liberia
Mexico: Coatzacoalcos, Vera Cruz, for employees authorized dependents
Morocco
Nigeria, for employees authorized dependents
Northern Mariana Islands: Saipan, only
Oman, for employees authorized dependents
Panama
Philippines
Puerto Rico
Qatar, for employees authorized dependents
Russia, Moscow
Saudi Arabia, for employees authorized dependents
Serbia-Montenegro
Taiwan
Thailand, for employees authorized dependents
Turkey, except as indicated in par. C
Venezuela
Yemen Arab Republic: Sanaa only, for employees on initial
agreements authorized dependents
Zaire

B. 18-Month Tour of Duty Areas. 18-month tour of duty areas are:

Bahrain, for employees not authorized dependents
 Canada: Newfoundland (Argentia) only, for employees not authorized dependents
 El Salvador, for employees not authorized dependents
 Greenland
 Honduras, for employees not authorized dependents
 Israel, for employees not authorized dependents
 Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa) for employees on initial tour not authorized dependents; and for all employees serving a renewal agreement tour
 Libya
 Mexico: Coatzacoalcos, Vera Cruz, for employees not authorized dependents and for all employees serving a renewal tour
 *Pakistan (Except as indicated in par. C)
 Somali Republic

C. 12-Month Tour of Duty Areas. 12-month tours of duty areas are:

Alaska: Adak; Aleutian Islands, isolated mainland bases, Kodiak Island
 Ascension Island
 Canada: Newfoundland: Gander, Labrador, St. Anthony, only, and Northwest Territories
 Christmas Island
 Cuba (Guantanamo Bay), for employees not authorized dependents
 Diego Garcia Island, Chago Archipelago, Indian Ocean
 Egypt, for employees not authorized dependents
 Eniwetok Atoll
 Ethiopia
 Haiti, for employees not authorized dependents
Iceland, for all employees not authorized dependents and all employees serving on a renewal agreement
 Indonesia, for all employees not authorized dependents
 Iran (all places except Tehran and Isfahan)
 Iwo Jima
 Japan (Kure and Wakkanai), for employees not authorized dependents
 Johnston Island, for all employees not authorized dependents and all employees serving on a renewal agreement
 Korea, for employees not authorized dependents
 Kuwait, for employees not authorized dependents (Eff: September 3, 1996)
 Mahe Island
 Midway Islands
 Nigeria, for employees not authorized dependents
 Oman, for employees not authorized dependents
 *Pakistan - Unaccompanied tour of duty in Islamabad, Karachi, Lahore, and Peshawar effective 18 September 2002.
 Qatar, for employees not authorized dependents
 Saudi Arabia, for employees not authorized dependents
 Thailand, for employees not authorized dependents
 Turkey: Sinop (all employees), Cakmakli, Corlu, Diyabakir, Murs, and Ortakoy for employees not authorized dependents, Izmir (unaccompanied and dependent restricted (effective 3 April 2002))
 West Indies: Eleuthera Island, Grand Bahama Island, Grand Turk Island, Mayaguana Island, San Salvador Island, St. Lucia Island only
 Yemen Arab Republic: Sanaa for employees not authorized dependents, all other areas, and all employees on a renewal agreement

