

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 194

Alexandria, VA

1 February 2003

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 February 2003 unless otherwise indicated.

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This change includes all material written in MAP Items 39-02(E), 56-02(E), 58-02(E), 63-02(E), 68-02(E) and editorial changes U02031, U02033, U02034, U02035 and U02036. Insert the attached pages and remove the corresponding pages. Remove pages U4H-2-1; U5D-2-1 and U7-ix. This cover page replaces the Change 193 cover page.

BRIEF OF REVISION

These are the major changes made by Change 194:

U1010-B. Adds a note that all implementing regulations must be reviewed by PDTATAC.

U4710-B; U5315; U5330-A. Revises the TDY and PCS weight allowances for grades E-1 through E-4, that were effective for orders issued on/after 1 January 2003, while eliminating the old weight allowances.

U5345-B5. Clarifies the HHG shipment for an officer commissioned from the Service academy. The member can ship HHG from the academy to the home and from the academy to the first PDS and from the home to the first PDS provided the member does not re-ship the same lot of HHG on the same order (e.g., the member can not ship HHG from the academy to home and then ship those same HHG from home to the first PDS on the same order).

U5630-B, item 15; Table U5G-1 and Table U5G-2. Increases the DLA rates for 1 January 2003 by the amount of the average pay raise of 4.7%.

U7175. Updates the Muster Duty Allowance effective 1 January 2003.

U7200-A3; U7205-C; U7206, item 1; U7207-D3; U7300-C3. Clarifies that contract city pair fares may be used to alternate locations, but that having a city-pair airfare does not define or limit the 'alternate destination' location(s) and use of the city-pair airfare is not mandatory if one does not exist.

Appendix O. Puts language in the JTR/JFTR, to remind members and employees that contract air fares must not be used for personal travel.

Appendix S. Adds San Jose, Costa Rica as a FEML location with Miami, Florida as the destination until 31 March 2004.

Appendix U. Establishes R&R leave for Operation Enduring Freedom in the USCENTCOM AOR.

Chapter 4, Part C. Proposes revisions for new wording and reorganization of this chapter intended to simplify and update the JFTR.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal 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 JFTR" in the Introduction. Single sheets are not available.

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## CHAPTER 1

## PART A: APPLICABILITY AND GENERAL INFORMATION

## U1000 APPLICATION

*This Volume contains basic statutory regulations concerning official travel and transportation of members of the Uniformed Services. The regulations in this Volume pertain to travel and transportation and certain station allowances. These regulations are issued under the authority of 10 U.S.C. §2631-2635 and Chapter 7, 37 U.S.C. There may be circumstances when payment of certain allowances is prohibited. Those circumstances are stated. However, just because a prohibition is not stated does not mean that an entitlement exists or can be authorized. All regular and reserve personnel, without regard to the Service to which they are assigned, are covered.*

## U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. These regulations provide special allowances for DoD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the United States. These regulations also affect their dependents. *Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose.* The allowances include:

1. environmental and morale leave transportation,
2. travel and other expenses for dependent education,
3. home visitation between consecutive tours,
4. dependent travel in connection with TDY,
5. dependent visitation,
6. dependent care expenses connected with training of responsible dependents,
7. representational travel by dependents,
8. removal of dependents and HHG,
9. shipment of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

## U1010 IMPLEMENTATION

A. Entitlement Regulations. *The regulations in this Volume require no further entitlement implementation.* When necessary, they may be supplemented by administrative regulations which shall not prescribe entitlements different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.

\*B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain entitlements. The listing below cites entitlements that do have implementing instructions provided by Service regulations. There may be additional implementing instructions that are not specifically cited below. *NOTE: DoDD 5154.29 requires that all regulations which implement JFTR entitlement provisions be reviewed by PDTATAC Staff.*

1. completion and submission of travel vouchers;
2. order endorsements related to foreign flag carriers (par. U3125-C4);
3. procedures for the issuance, use and care of meal tickets, and for the payment for meals procured with the tickets (see par. U5018-B);
4. procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Part B, Chapter 5, Part C, Chapter 5, Part D, Chapter 5, Part E2, Chapter 5, Part F, Chapter 5, Part G and Chapter 5, Part H – see par. U5020) may be made. (Also, see pars. U5165, U5250, U5560, U6013-A, U6013-B, U6060-A, U6060-B, U9116-B, and U9208);
5. appropriate separation activities (see pars. U5125-A3 and U5130-A3);
6. required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);
7. claims for personally-procured HHG transportation (see pars. U5320-D);
8. member financial responsibility (see pars. U5340-A2, U5380-A, U5415-C, U5445, U5474, and U5520);
9. personal emergency determination (see par. U7205-A);
10. transportation of the remains of deceased members and dependents (see Chapter 7, Part R);
11. currency loss/gain procedures for OHA (see par. U9116-B);
12. COLA payment while entitled to TLA (see par. U9207-E, Step 4a(2) and U9207-H, Example 4, after step 3);
13. command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT);
14. establishing children's dependency (see Appendix A definition of DEPENDENT); and
15. CTO use policy (see par. U3120).

**U1015 EXPENDITURE AUTHORITY**

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations.

**U1020 EFFECTIVE DATE OF REGULATION CHANGES**

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

**U1025 COMPTROLLER GENERAL (CG), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS**

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the CG, DOHA, and OSD GC. CG, DOHA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

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## CHAPTER 4 TEMPORARY DUTY TRAVEL

### PART A: MEMBERS TRAVELING TOGETHER

#### **\*U4000 GENERAL**

Members traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary travel reimbursements apply unless the members' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the members. No per diem is payable when no/limited reimbursement is directed in the orders for members 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. The prohibition begins again at 0001 the departure day from the TDY until arrival at the PDS. Most members pay the food cost without operating expense. Directing several members to travel together with no/limited reimbursement shall never be done simply to save travel funds. If meals or quarters are not available, reimbursement is authorized for occasional meals and quarters under par. U4510.

#### **U4001 STRAGGLERS**

A member, who becomes separated from the others while traveling as one of members traveling together under orders directing no/limited reimbursement, shall be provided for in the manner prescribed in Chapter 7, Part N.

**U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT**

When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)) unless an AEA is authorized/approved under Chapter 4, Part C.

**U4145 PER DIEM COMPUTATION**

A. General. Ordinarily, per diem is based on the TDY location of the member at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the lodging location at 2400 of the preceding day.

B. Stopover Point. If authorized travel requires more than 1 day and a stopover for the night is required, per diem at the stopover point is based on the stopover point locality per diem rate.

C. M&IE Payment. The M&IE rate is payable to the member without itemization of expenses and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes.

D. Meal Rate. The meal rate established by the order cannot be reduced after—the—ordered travel has been completed except for a deductible meal (Government meals paid for by the member and consumed in a Government mess are not deductible meals, see par. U4165). However, authorizing/order-issuing officials/schoolhouse commanders may amend the orders to direct immediate and/or future meal rate changes.

**U4147 PER DIEM COMPUTATION FOR DEPARTURE FROM AND RETURN DAYS TO PDS.**

1. 75% of the appropriate M&IE rate (see <http://www.dtic.mil/perdiem/pdrates.html>) is paid for the days of departure from and/or return to the PDS in connection with TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR shall not apply.

2. The M&IE rate for the days of departure from and/or return to the PDS is the M&IE rate (see <http://www.dtic.mil/perdiem/pdrates.html>) applicable to the first/last TDY station, except when en route travel requires more than one day and a stopover for the night is required. When that occurs, the M&IE rate for the en route stopover point applies to the day of departure from/return to the PDS.

3. Stopover Point. If authorized return travel to the PDS requires more than 1 day and multiple stopovers are required, the maximum per diem is based on the locality per diem rates of the additional stopover points with the locality per diem rate for the final stopover point applying to the final day of travel to the PDS.

4. Lodging Not Procured. The per diem rate for the day of departure from the PDS is based on the member's TDY location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the destination is the applicable M&IE rate.

**U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS**

A. Locality Rate. See <http://www.dtic.mil/perdiem/pdrform.html> for the applicable locality rate.)

B. Government Meal Rate (GMR). The standard GMR for meals in a Government mess plus \$2 for incidental expenses is paid. This rate applies each day that:

1. Adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
2. The GMR is directed,

3. The Government mess is available for all three meals on the U.S. installation to which the member is assigned TDY, and
4. The member is not traveling, or

C. Proportional Meal Rate (PMR). The PMR plus \$2 for incidental expenses is paid. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
2. At least one meal is available and directed where the member is assigned TDY, and
3. The member is not traveling.

**\*U4150 PER DIEM AND AEA ON A SINGLE TRIP**

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is entitled to the allowances prescribed in par. U4260-D.

**U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS**

A. Applicable Locality Rate. See <http://www.dtic.mil/perdiem/opdrform.html>. Use \$3.50 for the incidental expense rate instead of the incidental expense rate for the locality concerned when adequate Government quarters are available on the U.S. installation to which the member is assigned TDY, or

B. The Standard GMR for Meals in a Government Mess Plus \$3.50 for Incidental Expenses. This rate applies each day that:

1. Adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
2. The GMR is directed,
3. The Government mess is available for all three meals on the installation to which the member is assigned TDY, and
4. The member is not traveling.

C. PMR Plus the Incidental Expense Rate. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
2. At least one meal is available and directed in a Government mess on the U.S. installation to which the member is assigned TDY, and
3. The member is not traveling.

D. OCONUS Incidental Expense Rate. The OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. Installation (see <http://www.dtic.mil/perdiem/opdrform.html>), or \$3.50 when the member is TDY to a U.S. installation and Government quarters are available on that U.S. Installation. Two exceptions are noted below. The authorizing/order-issuing official can determine that \$3.50 is:

1. Adequate when the member *is not lodged* on a U.S. Installation. ***The OCONUS incidental expense rate of \$3.50 may be authorized and must be stated in the travel order.***
2. Not adequate when the member is lodged on a U.S. Installation. The locality incidental expense rate (see <http://www.dtic.mil/perdiem/opdrform.html>) may be authorized and must be stated in the travel order.

**U4153 PER DIEM ON ARRIVAL OR DEPARTURE AT TDY POINT**

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the port of embarkation/debarkation M&IE rate applies.

**U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)**

The schoolhouse commander is authorized to determine the appropriate meals rate – regardless of what the authorizing/order-issuing official may put in a TDY order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in the order. If that information is not available prior to order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

**U4157 LODGING PER DIEM COMPUTATION**

Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location in <http://www.dtic.mil/perdiem/pdrform.html>, or <http://www.dtic.mil/perdiem/opdrform.html>. The lodging cost, or the locality lodging ceiling whichever is less, is added to the M&IE rate for that location to determine the per diem rate for the day. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Chapter 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply. See par. U4129-G.

**U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS**

A. M&IE Rate. M&IE of 75% of the M&IE rate for the TDY location in <http://www.dtic.mil/perdiem/pdrform.html>, or <http://www.dtic.mil/perdiem/opdrform.html> is payable. If more than one TDY location is involved and the member is not required to obtain lodging, M&IE of 75% of the highest M&IE rate is payable. If the member must obtain lodging, the rules for travel of more than 24 hours apply. ***Per diem is not authorized under this subparagraph when travel is performed in the local area (see par. U4510 for occasional meals authority).***

B. Lodging Not Required. If lodging is not required, per diem is 75% of the TDY location M&IE rate for one day even if the time period is over two calendar days.

C. Lodging Required with/without Cost. If lodging is required, the rules for travel of more than 24 hours apply.

**U4161 GOVERNMENT MESS USE UNDER SPECIAL CIRCUMSTANCES**

Under the following conditions, members are not entitled to the meals portion of the M&IE allowance:

1. Field duty,
2. Duty on a U.S. Government vessel,
3. Members traveling together under orders directing no/limited reimbursement, or
4. Essential unit messing (EUM).

**U4163 ESSENTIAL UNIT MESSING (EUM)**

When the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that Government messing is essential to accomplish training and readiness, there is no entitlement to the meal portion of the M&IE allowance. The incidental expense rate is \$2 in CONUS, or the appropriate OCONUS incidental rate at <http://www.dtic.mil/perdiem/opdrform.html>, or \$3.50 OCONUS when the authorizing/order-issuing official determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 rate must be stated on the order for it to be paid.*** Members ordered to use EUM, who must procure occasional meals, are entitled to reimbursement under par. U4510. ***In accordance with par. U4151-D, if orders do not state otherwise, the locality incidental rate is paid.***

**U4165 DEDUCTIBLE MEALS**

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided (see par. U2555-E3).
2. A deductible meal is a meal:
  - a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
  - b. Included in a registration fee paid by the Government;
  - c. Furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
  - d. Furnished by the Government at no cost to a member.
3. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$2 in CONUS, or the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/opdrform.html>) or \$3.50 OCONUS) is payable.

**U4167 NON-DEDUCTIBLE MEALS**

1. The following are not deductible meals:
  - a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the *only method* of providing adequate subsistence to members,
  - b. In-flight meals,
  - c. Rations furnished by the Government on military aircraft,
  - d. Government meals paid for by the member and consumed in a Government mess,
  - e. Meals furnished on commercial aircraft, or
  - f. Meals provided by private individuals.
2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$2 in CONUS, or the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/opdrform.html>) or \$3.50 OCONUS) is payable.

**U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS**

When lodging is required on the day travel ends and the authorizing/order-issuing official authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

**U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A HOTEL**

Meals provided by a common carrier or complimentary meals provided by a hotel/motel do not affect per diem.

**U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES**

A. Government Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Please check Appendix A for current GMR.

## PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

### U4200 GENERAL

An actual expense allowance allows members to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. *When authorized/approved, AEA is in lieu of the per diem allowances in Part B, or <http://www.dtic.mil/perdiem/pdrates.html>.*

### U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at <http://www.dtic.mil/perdiem/pdrates.html> is insufficient for a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. U4225-A have escalated temporarily due to special/unforeseen events.

### U4210 AUTHORIZATION/APPROVAL

#### **AEA:**

1. May be authorized before travel begins, or approved after travel has been performed, except for an AEA under par. U4245 which may be authorized *only in advance* of travel;
2. Should be stated in the travel order when authorized in advance of travel;
3. May be authorized/approved for the entire period of a trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);
4. Authorizations/approvals cover individuals specifically listed in the request and alternate/additional personnel not specifically listed, but who actually performed the duty covered by the request.

### U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA must not be authorized as part of a 'blanket' travel order.
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request (see par. U4140) for a per diem rate adjustment.
4. The definitions and rules applicable to the member's entitlement to a per diem incident to a TDY assignment in Chapter 4, Part B apply to travel on an actual expense basis unless otherwise stated in this Part.
5. Members are financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

### U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant authorization/approval of AEA include travel:

1. With a dignitary that requires use of the same hotel;

2. To an area where the costs have escalated for a short time period during a special function/event such as:
  - a. Missile launch,
  - b. Sports events,
  - c. World's fairs,
  - d. Conventions, or
  - e. Natural disasters;
3. To locations at which affordable lodgings are not available within a reasonable commuting distance of the member's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the member to incur unusually high expenses (e.g., the member must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the member incurs unusually high expenses because of an assignment to accompany another member in the situation in par. U4220-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member who is directed to travel as part of the party of any of the dignitaries listed in Appendix L, par. E.

C. Air Crew Travel. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other Government aircraft that provide transportation even when assigned exclusively to that duty. *For this reason, AEA may be authorized/approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.*

#### U4225 EXPENSES

- A. Expenses Allowed. AEAs include expenses ordinarily covered by per diem as defined in Appendix A.
- B. Expenses Not Allowed. The following expenses are not allowed since they are incurred as a result of the member's personal preference. The cost of meals:
  1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government; or
  2. Procured at the member's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which the member's travel begins/ends (B-189622, March 24, 1978).

**U4230 AEA REQUESTS****A. General**

1. AEA requests should contain any of the following data that is relevant to the trip, or an explanation as to why it is not available:
  - a. Specific reason for travel (see Appendix H for general travel purposes);
  - b. Identity of the senior party member (civilian or military), including grade, full name, SSN and branch of the Service/employing DoD component;
  - c. Roster of other employees or Uniformed Services members who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DoD component;
  - d. Proposed itinerary showing places at which an AEA is required, the length of duty at each place, and the travel dates;
  - e. Information available that indicates the expenses that may be incurred, amount of AEA necessary, and/or reasons why locality per diem does not suffice;
  - f. A reimbursement limitation recommendation; and
  - g. The name and phone number (commercial (and DSN with area code if available)) of a PoC for the request.
2. *Vouchers/receipts are not submitted with the AEA request.*
3. Uniformity of allowances among Uniformed Services members and civilian employees must be ensured (if possible) when they travel together or to the same place at which an AEA is warranted.

B. Channels of Submission. See Appendix L.

**U4235 150% MAXIMUM AEA**

- A. CONUS. Ordinarily, the daily maximum needed for an AEA is 150% of the TDY locality per diem rate in <http://www.dtic.mil/perdiem/pdrform.html> (rounded to the next higher dollar).
- B. OCONUS. Ordinarily, the daily maximum needed for an AEA at the TDY locality per diem rate in <http://www.dtic.mil/perdiem/opdrform.html> (rounded to the next higher dollar) is the greater of the following:
1. 150% of the per diem rate; or
  2. \$50 plus the per diem rate in <http://www.dtic.mil/perdiem/opdrform.html>.

*See Appendix L for a list of who may authorize/approve AEAs up to 150%.*

**U4240 300% MAXIMUM AEA**

Daily maximums for CONUS/OCONUS travel in excess of 150% but not exceeding 300% of the TDY locality per diem rate (rounded to the next higher dollar) in <http://www.dtic.mil/perdiem/pdrates.html> may be authorized/approved if required to meet mission-associated expenses.

*See Appendix L for a list of who may authorize/approve AEAs up to 300%.*

**U4245 SPECIAL ACTUAL EXPENSE AUTHORIZATION (AEA)**

The PDTATAC Director may issue an AEA for any Uniformed Service member in support of the mission stated in the AEA. These authorizations may be issued with/without expiration dates. Copies of existing Special AEAs may be obtained from:

Per Diem, Travel and Transportation Allowance Committee  
Attn: Travel & Transportation Branch  
Hoffman Building #1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

or by email to [pdttac@perdiem.osd.mil](mailto:pdttac@perdiem.osd.mil) with "AEA REQUEST" in the subject line.

**U4250 OVER 300% MAXIMUM AEA**

Under special/unusual circumstances or when a member has no alternative but to obtain *OCONUS* lodging that exceeds 300% of the rate in <http://www.dtic.mil/perdiem/opdrform.html>, an amount in excess of 300% may be authorized *in advance only* by an AEA issued by:

1. The Director, PDTATAC. These requests must be submitted IAW par. U4210 to:

Per Diem, Travel and Transportation Allowance Committee  
Attn: Travel and Transportation Branch  
Hoffman Building #1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

or by email to [pdttac@perdiem.osd.mil](mailto:pdttac@perdiem.osd.mil) with "AEA REQUEST" in the subject line; or

2. The Secretary concerned for specific OCONUS classified missions. *This authority shall not be re-delegated.*

*NOTE: AEAs in excess of 300% must be: (1) made in advance of travel, (2) for an OCONUS location, and (3) for a Uniformed Service member. This type of AEA shall not be authorized for civilian employees.*

**U4255 REIMBURSEMENT****A. Limitations**

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the maximum amount.
2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.
3. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:
  - a. 150% of the M&IE rate for the TDY location,
  - b. \$25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. U4235-B2. or
  - c. 300% of the M&IE rate for the TDY location when authorized/approved under par. U4240.

B. Incidental Expense. When Government quarters are available on a U.S. Installation, the maximum reimbursement for incidental expenses is:

1. CONUS. \$2.00 in CONUS, and
2. OCONUS
  - a. \$3.50 OCONUS for all full TDY days, except the days travel begins/ends, or
  - b. The locality incidental expense rate when the order-issuing official determines the \$3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the Lodgings Plus system (see pars. U4149 and U4151) while the lodging cost is reimbursed on an actual expense basis.
2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.
3. EXAMPLE:
  - a. A member is authorized/approved an AEA for lodging.
  - b. The member is paid M&IE on a per diem basis. Itemization is not required when M&IE is paid on a per diem basis.
  - c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).
  - d. The AEA must not exceed 150% of the *total* locality per diem rate.
  - e. The AEA for the maximum amount allowed for *lodging* is computed as follows:
    - (1) \$106 (Total Per Diem) x 150% = \$159,
    - (2) \$159 - \$46 (M&IE) = \$113 maximum allowed for lodging.

***NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for meals and incidental expenses above 150% or 300% (depending on which level is authorized/approved).***

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for TDY members, and actual expense reimbursement is authorized/approved, the total daily amount paid by the Government to the vendor(s) and reimbursed to the member for lodging, and M&IE may not exceed the daily maximum authorized under pars. U4235, U4240, U4245 and U4250 (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees) must be submitted for AEA reimbursement. For M&IE reimbursement on a per diem basis (and AEA for lodging only), itemization of meals and incidental expenses is not required.

**U4260 AEA COMPUTATION**

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the authorizing/order-issuing official to be paid. ***In no case shall the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; reimbursement of actual expenses for such meals is limited to the charge for each meal, not to exceed the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes meals and incidental expenses, the daily amount of incidental expense items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved for the member. These expenses include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (see the Incidental Expenses portion of the PER DIEM definition in Appendix A), hotel maid tips, and similar expenses. ***Averaging incidental expenses does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.***

2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (*not after returning to PDS*) is:

a. A separately reimbursable expense (up to an average of \$2 per day) in addition to per diem/AEA when CONUS travel requires at least 7 consecutive nights of CONUS TDY lodging, or

b. Not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

3. OCONUS EXAMPLE: A member on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the member may indicate that \$4 was paid daily.

4. CONUS EXAMPLE: A member on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY to equal a \$4 per day average cost. The member may only be reimbursed for \$2 per day so the total reimbursement paid to the member is \$20.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the member's status and TDY location at 2400 of that calendar day (see par. U4145-A). Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.

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

3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. U4147 for reimbursement method.

**U4265 COMPUTATION EXAMPLES**

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

**NOTE:**

*1. The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Lodging taxes in the U.S. and non-foreign OCONUS areas are a separately reimbursable expense in addition to AEA.*

*2. The maximum amount allowed for lodging in foreign OCONUS areas/countries (see <http://www.dtic.mil/perdiem/opdform.html>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.*

<p><b>EXAMPLE 1</b>                  Travel to single TDY point.                  AEA authorized for lodging and M&amp;IE</p>			
<p><b>Per Diem Rate for the CONUS TDY Location</b></p>			
<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>	
\$99	\$46	\$145	
<p><b>Actual Expense Allowance Computation for the CONUS TDY Location</b>                  AEA authorized NTE \$217.50 (\$145 x 150%)                  Lodging NTE \$148.50 (\$99 x 150%)                  M&amp;IE NTE \$69 (\$46 x 150%)</p>			
<p><b>Itinerary</b></p>			
<u>Date</u>	<u>Travel Status</u>		
10 Aug	Depart Residence Arrive CONUS TDY Location		
11 Aug	TDY in CONUS TDY Location		
12 Aug	TDY in CONUS TDY Location		
13 Aug	Depart CONUS TDY Location Arrive Residence		
<p><b>Daily Expenses</b></p>			
<u>Date</u>		<u>Total</u>	
10 Aug	Lodging Dinner Total <b>Total Daily Reimbursement</b>	\$130.00 <u>+ 25.00</u> \$155.00	<b>\$155.00</b>
11 Aug	Lodging Breakfast Lunch Dinner Incidentals Total <b>Total Daily Reimbursement</b>	\$130.00 6.00 10.00 24.00 <u>+ 3.00</u> \$173.00	<b>\$173.00</b>
12 Aug	Lodging Breakfast Lunch Dinner Incidentals Total * Total reimbursement for this day is limited to \$199 (\$130 (lodging) + \$69 (max M&IE)) since the total M&IE (\$77) exceeds the 150% M&IE ceiling of \$69. <b>Total Daily Reimbursement</b>	\$130.00 15.00 20.00 40.00 <u>+ 2.00</u> *\$207.00	<b>\$199.00</b>
13 Aug	Breakfast Lunch Total <b>Total Daily Reimbursement</b>	5.00 <u>+12.00</u> \$17.00	<b>\$ 17.00</b>
<b>TOTAL REIMBURSEMENT</b>			<b>\$544.00</b>

<b>EXAMPLE 2</b>			
Travel to multiple TDY points. AEA authorized for lodging in CONUS TDY Location A M&IE paid on a per diem basis.			
<b>Per Diem Rate for CONUS TDY Location A</b>			
<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>	
\$150	\$46	\$196	
<b>Actual Expense Allowance Computation for CONUS TDY Location A</b>			
AEA lodging NTE \$248 (((\$196 x 150%)-\$46)			
<b>Per Diem Rate for CONUS TDY Location B</b>			
<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>	
\$77	\$30	\$107	
<b>Per Diem Rate for CONUS TDY Location C</b>			
<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>	
\$77	\$38	\$115	
<b>Itinerary</b>			
<u>Date</u>	<u>Travel Status</u>		
7 Sep	Depart Residence Arrive CONUS TDY Location A		
8 Sep	TDY – CONUS TDY Location A		
9 Sep	Depart CONUS TDY Location A Arrive CONUS TDY Location B		
10 Sep	TDY – CONUS TDY Location B		
11 Sep	Depart CONUS TDY Location B Arrive CONUS TDY Location C		
12 Sep	Depart CONUS TDY Location C Arrive Residence		
<b>Daily Expenses</b>			
<u>Date</u>			<u>Total</u>
7 Sep	Lodging	\$170.00	
	M&IE (\$46 x 75%)	+ 34.50	
	Total	\$204.50	
	<b>Total Daily Reimbursement</b>		<b>\$204.50</b>
8 Sep	Lodging	\$170.00	
	M&IE	+ 46.00	
	Total	\$216.00	
	<b>Total Daily Reimbursement</b>		<b>\$216.00</b>
9 Sep	Lodging	\$70.00	
	M&IE	+ 30.00	
	Total	\$100.00	
	<b>Total Daily Reimbursement</b>		<b>\$100.00</b>
10 Sep	Lodging	\$70.00	
	M&IE	+ 30.00	
	Total	\$100.00	
	<b>Total Daily Reimbursement</b>		<b>\$100.00</b>
11 Sep	Lodging	\$75.00	
	M&IE	+ 38.00	
	Total	\$113.00	
	<b>Total Daily Reimbursement</b>		<b>\$113.00</b>

12 Sep	M&IE (\$38 x 75%) Total <b>Total Daily Reimbursement</b>	+ 28.50 \$28.50	<b>\$ 28.50</b>
<b>TOTAL REIMBURSEMENT</b>			<b>\$762.00</b>

<b>EXAMPLE 3</b>			
Travel to two TDY points. Lodging and M&IE paid on a per diem basis in CONUS TDY Location A AEA authorized for lodging and M&IE in CONUS TDY Location B			
<b>Per Diem Rate for CONUS TDY Location A</b>			
<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>	
\$71	\$38	\$109	
<b>Per Diem Rate for CONUS TDY Location B</b>			
<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>	
\$93	\$38	\$131	
<b>Actual Expense Allowance Computation for CONUS TDY Location B</b>			
AEA authorized NTE \$196.50 (\$131 x 150%) Lodging NTE \$139.50 (\$93 x 150%) M&IE NTE \$57 (\$38 x 150%)			
<b>Itinerary</b>			
<u>Date</u>	<u>Travel Status</u>		
1 Oct	Depart Residence Arrive CONUS TDY Location A		
2 Oct	TDY – CONUS TDY Location A		
3 Oct	Depart CONUS TDY Location A Arrive CONUS TDY Location B		
4 Oct	Depart CONUS TDY Location B Arrive Residence		
<b>Daily Expenses</b>			
<u>Date</u>		<u>Total</u>	
1 Oct	Lodging M&IE (\$38 x 75%) Total <b>Total Daily Reimbursement</b>	\$70.00 + 28.50 \$98.50	<b>\$98.50</b>
2 Oct	Lodging M&IE Total <b>Total Daily Reimbursement</b>	\$70.00 + 38.00 \$108.00	<b>\$108.00</b>
3 Oct	Lodging (CONUS TDY Location B) Breakfast (CONUS TDY Location A) Lunch (CONUS TDY Location B) Dinner (CONUS TDY Location B) Total <b>Total Daily Reimbursement</b>	\$120.00 5.00 15.00 + 30.00 \$170.00	<b>\$170.00</b>
4 Oct	Breakfast Lunch Total <b>Total Daily Reimbursement</b>	\$10.00 + 15.00 \$25.00	<b>\$25.00</b>
<b>TOTAL REIMBURSEMENT</b>			<b>\$401.50</b>

<b>EXAMPLE 4</b>			
Travel to multiple TDY points Lodging and M&IE paid on a per diem basis in CONUS TDY Location A and OCONUS TDY Location B AEA authorized for lodging and M&IE in OCONUS TDY Location C			
<b>Per Diem Rate for CONUS TDY Location A</b>			
<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>	
\$208	\$46	\$254	
<b>Per Diem Rate for OCONUS TDY Location B</b>			
<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>	
\$209	\$85	\$294	
<b>Per Diem Rate for OCONUS TDY Location C</b>			
<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>	
\$172	\$71	\$243	
Actual Expense Allowance Computation for OCONUS TDY Location C AEA authorized NTE \$364.50 (\$243 x 150%) Lodging NTE \$258 (\$172 x 150%) M&IE NTE \$106.50 (\$71 x 150%)			
<b>Itinerary</b>			
<u>Date</u>	<u>Travel Status</u>		
5 Aug	Depart Residence Arrive CONUS TDY Location A		
6 Aug	TDY – CONUS TDY Location A		
7 Aug	Depart CONUS TDY Location A Arrive OCONUS TDY Location B		
8 Aug	TDY – OCONUS TDY Location B		
9 Aug	TDY – OCONUS TDY Location B		
10 Aug	Depart OCONUS TDY Location B Arrive OCONUS TDY Location C		
11 Aug	TDY – OCONUS TDY Location C		
12 Aug	Depart OCONUS TDY Location C Arrive Residence		
<b>Daily Expenses</b>			
<u>Date</u>			<u>Total</u>
5 Aug	Lodging	\$200.00	
	M&IE (\$46 x 75%)	+ 34.50	
	Total	\$234.50	
	<b>Total Daily Reimbursement</b>		<b>\$ 234.50</b>
6 Aug	Lodging	\$200.00	
	M&IE	+ 46.00	
	Total	\$246.00	
	<b>Total Daily Reimbursement</b>		<b>\$ 246.00</b>
7 Aug	Lodging	\$205.00	
	M&IE	+ 85.00	
	Total	\$290.00	
	<b>Total Daily Reimbursement</b>		<b>\$ 290.00</b>
8 Aug	Lodging	\$205.00	
	M&IE	+ 85.00	
	Total	\$290.00	
	<b>Total Daily Reimbursement</b>		<b>\$ 290.00</b>

9 Aug	Lodging M&IE Total <b>Total Daily Reimbursement</b>	\$205.00 <u>+ 85.00</u> \$290.00	<b>\$ 290.00</b>
10 Aug	Lodging Breakfast (OCONUS TDY Location B) Lunch (OCONUS TDY Location C) Dinner (OCONUS TDY Location C) Total <b>Total Daily Reimbursement</b>	\$200.00 7.00 20.00 <u>+ 35.00</u> \$262.00	<b>\$ 262.00</b>
11 Aug	Lodging Breakfast Lunch Dinner Total <b>Total Daily Reimbursement</b>	\$200.00 10.00 18.00 <u>+ 30.00</u> \$258.00	<b>\$ 258.00</b>
12 Aug	Breakfast Total <b>Total Daily Reimbursement</b>	<u>\$8.00</u> \$8.00	<b>\$ 8.00</b>
<b>TOTAL REIMBURSEMENT</b>			<b>\$1878.50</b>

**PART F: MISCELLANEOUS REIMBURSABLE EXPENSES****U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

**U4505 COMMUNICATION SERVICES**

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The authorizing/order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U4520-B4g.

**U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS**

A. General. A member is authorized reimbursement for meals and/or quarters as provided in par. U4510-B when the authorizing/order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority;  
or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
2. engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
6. pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
8. par. U4163 (Essential Unit Messing);
9. par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
10. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS;

11. par. U7025 (travel incident to application processing);
12. par. U7125-D (bed-patient or inpatient);
13. par. U7150-A1 (Reserve Component Travel); or
14. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

#### B. Computation for Occasional Meals and Quarters

\*1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4230 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4135.

2. Meals. If the authorizing/order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as in pars. U4149-C or U4151-C1 based on the per diem rate in <http://www.dtic.mil/perdiem/pdrates.html> for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

#### U4520 MISCELLANEOUS EXPENSES

A. General. Travelers are authorized reimbursement for necessary travel and transportation-related 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;

##### *Effective 26 September 2002*

2. administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel (per OSD Comptroller memo of 19 Jul 2002), up to the amount authorized for a cash advance for the travel concerned (See Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: [http://www.dtic.mil/comptroller/fmr/09/09\\_03.pdf](http://www.dtic.mil/comptroller/fmr/09/09_03.pdf), for personnel exempt from the requirement to use the Government charge card). Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if advance is not otherwise provided by cash/check/EFT;

3. passport and visa fees (including photographs) for OCONUS travel;

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel (Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable.);

***NOTE: Travelers ordinarily travel on the no-fee passport. However, when travel on official orders is to 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 such 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.***

## PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

### U4700 GENERAL

#### *Effective 1 April 1997*

This Part prescribes TDY HHG shipping and storage entitlements. For POV storage when member is TDY on a contingency operation, see Chapter 5, Part E.

### U4705 AUTHORIZING/APPROVING TDY HHG SHIPMENTS

Carrier baggage limits may preclude a member from transporting necessary HHG items without cost. An authorizing/order-issuing official or commanding officer may authorize/approve shipment of HHG required for the member's personal comfort and well-being while on TDY.

### U4710 BASIC ENTITLEMENT

A. Shipments In Addition to Authorized TDY Weight Allowance. When TDY, the following may be shipped in addition to the TDY weight allowances:

1. professional books, papers, and equipment (see par. U5310-C), and
2. required medical equipment (see par. U5310-K).

\*B. Weight Allowance. The maximum weight allowances in the following table do not include accompanied baggage transported free on a commercial ticket. They are the actual weight of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining net shipment weight for specific transportation modes, see pars. U5335-B, U5335-C, U5335-D, U5335-E, and U5335-F.

<i>*TDY Weight Allowances (Pounds)</i>			
<b>Service and Grade 1/</b>			
<b>Army, Air Force, &amp; Marine Corps</b>	<b>Navy, Coast Guard, &amp; National Oceanic and Atmospheric Administration Corps</b>	<b>Public Health Service</b>	<b>Weight Allowance</b>
<i>Officer Personnel</i>			
General/General of the Army	Admiral	N/A	2000 2/
Lieutenant General	Vice Admiral	Surgeon General	1500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1000
Brigadier General	Rear Admiral (lower half)	Assistant Surgeon General	1000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
<i>Enlisted Personnel</i>			
E-9	E-9	N/A	600 3/
E-8	E-8	N/A	500
E-7 to E-1	E-7 to E-1	N/A	400
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

1/ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the United States.

2/ The Secretarial Process may authorize additional weight up to 2,000 pounds total for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

3/ The allowance for a member selected as a Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps is 800 pounds for travel orders issued after receiving notice of selection to that position and for the remainder of the military career.

**PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND  
NONTEMPORARY STORAGE (NTS)**

**U5300 GENERAL**

This Part prescribes PCS HHG transportation and NTS entitlements including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

**U5305 ELIGIBILITY**

A member is entitled to HHG transportation or NTS when the member is ordered to perform a PCS move.

**U5310 BASIC ENTITLEMENT**

A. General. Subject to the conditions in this paragraph a member ordered on a PCS is entitled to HHG transportation. (See par. U5203 for dependent transportation.)

1. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see par. U5310-B) in one lot between authorized places at the lowest overall cost (except for a Personally-Procured Transportation move) to the Government.
2. As used in this paragraph, a "former PDS" includes an individual's HOR.
3. If a member does not transport all the authorized HHG to a new PDS, a later shipment may be transported from a former PDS if:
  - a. the HHG were in the member's possession before the effective date of orders from that former PDS, and
  - b. the HHG previously transported plus the HHG being transported do not exceed the authorized weight allowance on the effective date of the orders from the former station.
4. HHG transportation includes temporary storage (see par. U5375), unless specifically prohibited.
5. For cases involving mobile home allowances, see par. U5330-F and Part F.
6. Unaccompanied baggage weight is always part of the member's authorized HHG weight allowance.

For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited through the Secretarial Process.

B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, PCS authorized weight allowances are:

<i>PCS &amp; NTS Weight Allowances (Pounds)</i>		
<b>Grade 1/ &amp; 3/</b>	<b>With Dependents 2/</b>	<b>Without Dependents</b>
<i>Officer Personnel</i>		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
<i>Enlisted Personnel</i>		
E-9	14,500 4/	12,000 4/
E-8	13,500	11,000
E-7	12,500	10,500
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

1/ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the United States.

2/ For this table, members "with dependents" are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's *first PCS after*:

- a. the death of all of the member's dependent(s), or
- b. a divorce which leaves the member with no dependent(s) eligible to travel at Government expense,

the member has the weight allowance of a member "with dependents".

3/ A member of the Uniformed Services appointed from:

- a. an enlisted or warrant officer grade to a commissioned officer grade, or
- b. an enlisted grade to a warrant officer grade or rating,

is authorized the weight allowance of the grade:

- a. held on the effective date of the member's PCS orders used for HHG transportation, or
- b. from which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade:

- a. held on the effective date of the member's PCS order then being used for HHG transportation, or
- b. held before reversion,

whichever is greater.

/4 A member selected as Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of 17,000 pounds with dependents and 14,000 pounds without dependents under PCS orders issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Professional Books, Papers, and Equipment (PBP&E). A member is authorized PBP&E transportation, when the member certifies the PBP&E as necessary for official duty. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E. Articles which lose their identify as PBP&E are HHG, if otherwise qualified.

***NOTE: PBP&E must be declared at origin and documented in accordance with transportation policy and procedures.***

**Effective 10 November 1998**

D. Additional Consumable Goods. A member, assigned to a PDS designated in Appendix F, Part I is entitled to transportation of consumable goods in addition to the authorized HHG weight allowance. The consumable goods must be for the personal use of the member and/or dependents. OCONUS locations and their consumable goods weight allowances are contained in Appendix F, Part I. Instructions for adding a location to the list are contained in Appendix F, Part II.

E. Certain Articles Involving a Weight Additive. When HHG include an article (such as a boat or trailer in excess of 14 feet) for which a weight additive is assessed by a carrier (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. U5310-B. In instances when an article that involves a weight additive also requires special packing, crating, and handling, the member is responsible for these expenses.

F. Excess Costs for Transportation of Boats as HHG. The following examples outline excess cost determination, using various rates available from MTMC, in connection with transportation of a boat as HHG. ***NOTE: The various Government ‘rates’ in the examples are used strictly for the examples and should not be used for actual calculations.***

**EXAMPLE 1**

Member on PCS from San Diego, CA, to Washington, DC (2,595 miles).  
 Member is 0-6 with a weight allowance of 18,000 lbs.  
 Member transports HHG weighing 12,000 lbs. (net less 10%) and a boat (no trailer) weighing 20,000 lbs. (includes weight additive, see par. U5310-E).  
 The lowest usable applicable Government rate (MTMC’s D-X or discount rate plus the MaxPac rate) for HHG transportation of 18,000 lbs. between authorized points is \$69.65/cwt.  
 The MTMC one-time-only (OTO) rate for movement of boat between authorized points is \$5,000.

**EXCESS COST COMPUTATION**

**STEP 1:**

Government’s Maximum Transportation Cost Liability. Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat’s actual weight plus any weight additive(s).

***NOTE: If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable Government rate, times the member's maximum weight allowance.***

HHG transported (net less 10%)		12,000 lbs.
Weight of boat and additive(s)		+ 20,000 lbs.
Total weight of HHG and boat (including additive(s))		32,000 lbs.*
Exceeds member's maximum weight allowance		
Member's maximum weight allowance (18,000 lbs. = 180 cwt)	180 cwt	
Times lowest usable applicable Government rate	x \$69.65/cwt	
Gov’t’s maximum transportation cost liability	\$12,537.00	

**STEP 2:**

Actual HHG Transportation Cost.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable Government rate, times the weight of HHG actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		\$ 5,000.00
Weight of HHG actually transported (12,000 lbs. = 120 cwt)	120 cwt	
Times lowest usable applicable Government rate	X 69.65	\$ 8358.00
Total		\$13,358.00

**STEP 3:**

Compare the results of STEPS 1 and 2.

In this case, the cost in STEP 2 is less than the cost in STEP 1.

The member owes for excess:

Total STEP 2	\$13,358.00
Less STEP 1	- \$12,537.00
Difference (if negative amount enter zero)	\$ 821.00
Additional accessorial costs member owes (lift on/off charges)	+ \$ 300.00
Total cost member owes for transportation	\$ 1,121.00

**EXAMPLE 2**

Member on PCS from Scott AFB, IL, to Andrews AFB, MD (790 miles).

Member E-6 (with dependents) with a weight allowance of 11,000 lbs.

Member transports HHG weighing 8,000 lbs. (net less 10%) and a 17' bass boat and trailer weighing 2,800 lbs. (includes weight additives, see par. U5310-E).

The lowest usable applicable Government rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 11,000 lbs. between authorized points is \$39.05/cwt.

The MTMC OTO rate for movement of boat/trailer between authorized points is \$900.

**EXCESS COST COMPUTATION**

**STEP 1:**

Government's Maximum Transportation Cost Liability.

Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight plus any weight additive(s).

**NOTE:** *If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable Government rate, times the member's maximum weight allowance.*

HHG transported (net less 10%)		8,000 lbs.
Weight of boat and additive(s)		+ 2,800 lbs.
Total weight of HHG and boat (including additive(s))		10,800 lbs.*
Does not exceed member's maximum weight allowance		
Weight of HHG actually transported (10,800 lbs. = 108 cwt)	108 cwt	
Times lowest usable applicable Government rate	X \$ 39.05/cwt	
Gov't's maximum transportation cost liability	\$ 4,217.40	

**STEP 2:**

Actual HHG Transportation Cost.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable Government rate, times the weight of HHG actually transported, other than a boat.

C. HHG Transportation other than between Authorized Locations

1. General. A member may have HHG transported between any points. However, the Government's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized point or home of legal heir, is limited to that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Government. This also applies to members on orders from administratively weight restricted areas.

2. HHG Moved from Designated Place at Personal Expense. When HHG are transported to a designated place at Government expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the same weight from the designated place to the new PDS. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the same weight of HHG from Detroit, MI.

D. Transportation of Unauthorized Articles. Non-HHG articles (see "HHG" definition in Appendix A) should be transported apart from authorized HHG. The member should arrange for separate transportation. When non-HHG articles are disclosed, the member is liable for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. U5340-B.

E. HHG Transportation with Special Routing or Services Provided. When special routing or services have been furnished at the member's request, the member is liable for the transportation cost above the cost of transporting the HHG without the special routing or services. Subject to pars. U5340-A through U5340-D and upon the member's or heirs' (of deceased members) written request and agreement to pay any additional cost, the member or heirs may:

1. turn over the HHG to a transportation officer for transportation at different times to the same destination;
2. have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;
3. have transportation between any points, limited to the cost in par. U5340-C (This may be applied to transportation to the HOS (see par. U5365) when, upon the member's release from active duty, HHG are located at the HOR or PLEAD and were not brought into the Service. However, it shall not be applied to HHG if the member is not entitled to a HOS move.);
4. have HHG transportation of one final shipment of HHG articles legally awarded to a former-spouse incident to a divorce when a member has a transportation entitlement under PCS orders, including separation and retirement (61 Comp. Gen. 180 (1981)).

**U5345 TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS**

(See par. U5222 for related dependent travel.)

A. Entrance into the Service

1. Initial Reporting. Commissioned, reinstated or warrant officers appointed or reappointed in the regular services, and persons enlisted from civil life or reserve components are authorized HHG transportation from the home or PLEAD to the first PDS (see U5345-A2).

2. Members Who Reenter the Service within 1 Year of Discharge or Release from Active Duty. A member who reenters any Uniformed Service, within 1 year from the date of discharge or separation under honorable conditions, is entitled to HHG transportation to the new PDS from any combination of the following places:

- a. home or PLEAD;
- b. the last or any previous PDS;
- c. an authorized place of storage; or
- d. any place to which HHG were transported at Government expense.

B. Called/Ordered to Active Duty

1. Called/Ordered to Active Duty for 20 or More Weeks at One Duty Station. A member of a reserve component called/ordered to active duty under conditions other than those in par. U5345-B2 is entitled to HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

2. Called/Ordered to Active Duty for Less Than 20 Weeks at One Duty Station. A member of a reserve component called/ordered to active duty under the following conditions is entitled to HHG transportation within the TDY weight allowance from HOR (or HOS, if applicable) to the first or any subsequent duty station:

- a. initial active duty for training for less than 6 months,
- b. active duty (including active duty for training) for less than 20 weeks, or
- c. active duty for training for 20 or more weeks with less than 20 weeks at any one location.

HHG transportation under this subparagraph is subject to the same limitations and requirements as in par. U4705.

3. Recalled to Active Duty. A member released from active duty, entitled to HHG transportation to a HOS as in par. U5365-A and recalled to active duty, is entitled to HHG transportation from the:

- a. selected home, or
- b. PLEAD, if recalled after selecting a home, or
- c. place to which such HHG were last transported at Government expense (including place of NTS) in any event.

4. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including a graduate of officer candidate's school), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned or appointed if such place is, in fact, the member's first PDS as a commissioned or warrant officer.

\*5. Commissioned from Service Academies. Members of a graduating class of a Service academy commissioned as officers are authorized HHG transportation from the:

- a. academy to the officer's home,
- b. academy to the first PDS, and
- c. officer's home to the first PDS (See NOTE below).

***NOTE: HHG transported from the academy to the home cannot then be transported from the home to the first PDS using the order under which they were shipped to the home (see par. U5318).***

C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment

1. PCS with TDY En Route or while on TDY. A member, ordered to make a PCS with TDY en route, or while on TDY is ordered to make a PCS without return to the old PDS, is entitled to HHG transportation to the new PDS. The member may elect HHG transportation of up to the TDY weight allowance to the new PDS via TDY station(s) if such HHG are necessary for the member's personal use. This entitlement to TDY HHG transportation exists regardless of the provisions of par. U4705. The member also is entitled to NTS under par. U5380-L, table item 1, for the TDY. Temporary storage of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the order-issuing official, the destination transportation officer, or any other Service-designated official at the TDY station, if necessary. Upon completion of TDY, the member's TDY HHG may be transported (including temporary storage under par. U5375) to locations authorized under the basic orders. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic orders.

2. PCS Following TDY Pending Further Assignment. A member, whose HHG were placed in NTS at Government expense when the member was ordered to a TDY station pending further assignment, is entitled to NTS for the full TDY period. When the new PDS is OCONUS or at a station to which HHG transportation is prohibited or restricted, or when for reasons beyond the member's control the HHG cannot be withdrawn during the first 90 days after the date of arrival at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, or within 90 days following TDY completion, an additional 90 days of NTS may be authorized/approved as under par. U5375-B2. When the new assignment is to sea duty, OCONUS duty, or duty at a PDS to which HHG transportation is prohibited and the designated place under par. U5222-D is at or in the vicinity of the NTS location, HHG transportation from storage to the residence is authorized under par. U5310-I3.

D. Course(s) of Instruction of 20 or More Weeks at One Location

When member is on/ordered to active duty to attend a course(s) of instruction (including Foreign Service Schools) at a school/installation (where the scheduled cumulative duration at one location is 20 or more weeks):

1. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the home or PLEAD to the place where the course is conducted; and/or

2. NTS. Upon authorization/approval by the Service concerned, NTS at origin may be converted to temporary storage at the member's request, in whole or in part if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. However, any storage costs accruing for periods in excess of 180 days are the member's responsibility. Unless otherwise provided in par. U5375-B3, no additional storage of the HHG is authorized before further PCS orders are issued.

A member who, at the conclusion of the course is permanently assigned to the place where the course is conducted, is entitled to transportation of HHG placed in NTS to the PDS and to transportation of any HHG not placed in storage under par. U5370-G. A member, called/ordered to active duty under this subparagraph, is entitled to transportation of HHG in NTS from the place of storage to the HOR or PLEAD upon release from active duty, or to the PDS if retained on active duty. (See par. U5317, item 7.)

E. CONUS Area to Which HHG Transportation Is Prohibited. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is entitled to:

1. HHG transportation from the last PDS to a CONUS designated place; and/or
2. NTS.

When the restriction is removed or the member is ordered on PCS to a PDS where HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

**F. Ordered to a CONUS Hospital**

1. General. Except when the PDS or hospital from which a member is transferred is OCONUS, the entitlement to HHG transportation incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and the period of observation and/or treatment in that hospital is expected to be prolonged. Unaccompanied baggage, not to exceed 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization. Unaccompanied baggage improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the opinion of the commanding officer at origin, circumstances require use of this mode. For HHG transportation of members officially reported as injured or ill under 37 U.S.C. §554, see par. U5372.

2. From CONUS Duty Stations or Hospitals. A member on active duty, who's transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is entitled to HHG transportation as for a PCS. The HHG entitlement shall not exceed the cost from any of the combination of the last or any previous PDS, the place to which the HHG were last transported at Government expense, or the place of storage, to the hospital. In lieu of transportation, HHG may be placed in NTS. At the member's option, part of the HHG may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized may be continued in storage.

3. From OCONUS Duty Stations or Hospitals. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is entitled to HHG transportation from any authorized place(s) to the hospital or to NTS or, at the member's option, part may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized, may be continued in storage. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, as prescribed in par. U5345-F1, is not required. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. U5345-F2 applies.

4. Transportation to Another Location. Upon transfer to a hospital, a member is entitled to HHG transportation to any place in CONUS; cost may not exceed the cost of transporting the HHG to the hospital. When HHG transportation is from OCONUS, the entitlement to CONUS transportation is limited to the cost of transportation to the hospital from the port through which transportation was made. For overland transportation from Canada and Mexico, the entitlement is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the place of origin to the CONUS hospital.

5. Completion of Hospitalization. A member, released from observation and/or treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to HHG transportation from the last or any prior PDS or place where HHG were last transported at Government expense, or any combination thereof, to a destination otherwise authorized in this Part. HHG previously transported incident to hospitalization may be transported from the place where located; cost may not exceed the cost from the hospital to the authorized destination.

**G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation**

1. Ordered from CONUS PDS. A member, ordered from a CONUS PDS, may place HHG into NTS. Upon receipt of orders assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

2. Ordered from OCONUS PDS. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown. If orders to the new PDS are not available when HHG arrive at the place to which transported, the HHG may be placed in NTS. Upon receipt of the orders naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the orders involving detachment from the OCONUS PDS and the orders naming the new PDS are one PCS order. However, if the member takes physical possession of the HHG, the Government shall not transport the HHG (see par. U5318).

14. Both Spouses Below Grade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below grade E-6) is authorized a DLA if the spouses:

- a. *have no dependents,*
- b. are assigned simultaneously to permanent duty aboard ship(s),
- c. elect not to occupy assigned shipboard quarters, and
- d. occupy non-Government or family-type Government quarters ashore,

(73 Comp. Gen. 6 (1993)).

\*15. Housing Moves at a PDS for Government Convenience. A partial DLA of \$523.50 (effective 1 January 2003) must be paid to a member who is ordered to occupy/vacate Government family-type quarters due to:

- a. privatization,
- b. renovation, or
- c. any reason other than PCS.

***NOTE: Partial DLA is not authorized for those local moves from Government quarters upon separation/retirement.***

***Effective for PCS orders issued on or after 1 January 2002***

C. Special Categories DLA *Not* Authorized. DLA is *not* authorized in connection with a PCS:

1. from home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place in connection with the PCS;
2. from last PDS to home or to the PLEAD;
3. from last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. when the member does not relocate the household ***NOTE: Relocation of a household is not limited to HHG shipment. A member may relocate the household and not ship HHG or move dependents (e.g., A member with dependents who leaves the dependents in place, takes some personal belongings and moves to the new PDS has in fact relocated the household and the member may be eligible for a DLA if Government quarters are not available at the new PDS.); or***
5. for a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, U5203-B1d, U5203-B2a, U5203-B2b, U5203-B2c; U5203-B2e, U5203-B2f; and U5203-B3b.

D. Relocation of Household Incident to Alert Notification. A member with dependents,

1. who relocates the household incident to official alert notification,
2. but before PCS orders are issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

is entitled to the DLA only when the PCS has been completed.

E. Entitlement when a Member Married to a Member Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type Government quarters, if both:

1. are without dependents, and
2. move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2003		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,708.27	\$3,333.86
O-9	\$2,708.27	\$3,333.86
O-8	\$2,708.27	\$3,333.86
O-7	\$2,708.27	\$3,333.86
O-6	\$2,484.63	\$3,001.84
O-5	\$2,393.02	\$2,893.49
O-4	\$2,217.65	\$2,550.63
O-3	\$1,777.27	\$2,110.24
O-2	\$1,409.79	\$1,801.89
O-1	\$1,187.15	\$1,610.78
O-3E	\$1,919.14	\$2,267.89
O-2E	\$1,631.47	\$2,046.23
O-1E	\$1,402.90	\$1,890.56
W-5	\$2,253.11	\$2,461.97
W-4	\$2,000.90	\$2,257.05
W-3	\$1,681.72	\$2,067.90
W-2	\$1,493.54	\$1,902.40
W-1	\$1,250.18	\$1,645.26
E-9	\$1,643.30	\$2,166.42
E-8	\$1,508.31	\$1,996.97
E-7	\$1,288.62	\$1,854.12
E-6	\$1,166.44	\$1,713.24
E-5	\$1,075.82	\$1,540.82
E-4	\$935.92	\$1,540.82
E-3	\$918.18	\$1,540.82
E-2	\$745.78	\$1,540.82
E-1	\$665.01	\$1,540.82

Table U5G-2

**NOTE:** These rates are only payable when a second DLA is paid IAW par. U5630-B6.

<b><u>SECONDARY DLA RATES EFFECTIVE 1 JANUARY 2003</u></b>		
<b>Grade</b>	<b>Without Dependent Rate</b>	<b>With Dependent Rate</b>
O-10	\$2,166.61	\$2,667.08
O-9	\$2,166.61	\$2,667.08
O-8	\$2,166.61	\$2,667.08
O-7	\$2,166.61	\$2,667.08
O-6	\$1,987.72	\$2,401.49
O-5	\$1,914.41	\$2,314.78
O-4	\$1,774.11	\$2,040.52
O-3	\$1,421.82	\$1,688.21
O-2	\$1,127.84	\$1,441.52
O-1	\$949.72	\$1,288.62
O-3E	\$1,535.31	\$1,814.31
O-2E	\$1,305.17	\$1,636.97
O-1E	\$1,122.32	\$1,512.44
W-5	\$1,802.48	\$1,969.57
W-4	\$1,600.73	\$1,805.65
W-3	\$1,345.36	\$1,654.32
W-2	\$1,194.83	\$1,521.91
W-1	\$1,000.16	\$1,316.20
E-9	\$1,314.63	\$1,733.14
E-8	\$1,206.66	\$1,597.56
E-7	\$1,030.88	\$1,483.30
E-6	\$933.17	\$1,370.58
E-5	\$860.67	\$1,232.66
E-4	\$748.74	\$1,232.66
E-3	\$734.55	\$1,232.66
E-2	\$596.63	\$1,232.66
E-1	\$532.00	\$1,232.66

C. Maximum Reimbursement. A member:

- \*1. may be reimbursed a maximum of \$180 per day for TLE (B-221732, April 10, 1987), (this applies if a member and dependent(s) occupy temporary quarters on the same *or* different days) ***NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.***
- 2. may choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s);
- 3. and dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same days; and
- 4. should use available Government quarters (see par. U1045).

***NOTE: When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).***

D. Reimbursement Example:

- 1. A member occupies temporary quarters at the new PDS for 12 days (1-12 April).
- 2. The member's dependent(s) also occupy temporary quarters for 12 days (18-29 April).
- 3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.

\*4. Reimbursement for the daily ***combined*** total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) shall not exceed \$180 per day. ***NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.***

E. Reimbursement Computation

**Step 1: Determine Maximum Daily TLE Allowance.** Multiply the percentage in the following table by the applicable locality per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrform.html>.

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent add:	25%

***NOTE: For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent.***

**Step 2: Determine M&IE Equivalency**

- a. Multiply the daily TLE allowance computed in Step 1 by 46% if:
  - (1) it is the first or last day of TLE, or

- (2) lodgings used do not have facilities for preparing/eating meals, or
- (3) lodgings are provided by a friend/relative, or
- (4) a Government mess is not used for all three meals, *otherwise*

b. Multiply the daily TLE allowance computed in Step 1 by 23%

The installation commander determines if temporary lodging facilities (see Appendix A) are adequate for preparing/eating meals. The member certifies adequacy/inadequacy of facilities for preparing/eating meals at other than temporary lodging facilities.

**Step 3: Determine Gross Daily Equivalency.** Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes).

**Step 4: Determine Net Daily Equivalency.** Deduct the total daily allowances (housing allowances and BAS) received from the result in Step 3.

**NOTE: Do not deduct:**

1. *housing allowances when staying with friends/relatives,*
2. *housing allowances for a member with a dependent(s) if the claim is for the member only,*
3. *housing allowances if the member is assigned to Government quarters that are uninhabitable or the member does not receive a housing allowance, and*
4. *BAS when not paid, or if TLE is being computed only for dependents.*

**Step 5: Determine Applicable Daily Rate**

Compare \$110.00 with the amounts found in Steps 1 and 4. Pay the least of these three amounts for each day.

#### EXAMPLE 1 -- TLE ALLOWANCE

**NOTE: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.**

A member with no dependents is ordered on a PCS from one CONUS PDS to another. Each PDS has a different per diem rate. After reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights \$47.50 (42.75 per night plus \$4.75 tax). The new PDS locality per diem rate is \$112. The member certifies that Government quarters are not available. The member is authorized TLE computed as follows:

1. Determine maximum rate (given percent x locality rate).	$65\% \times \$112 = \$72.80$
2. Multiply result in Step 1 by 46% (or 23% when applicable).	$46\% \times \$72.80 = \$33.49$
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	$\$33.49 + \$47.50 = \$80.99$
4. Deduct daily allowance(s) from Step 3.	$\$80.99 - \$28.30 = \$52.69$
Housing Allowance =	\$22.60
BAS =	<u>\$ 5.70</u>
Total =	\$28.30
5. Compare \$180 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$52.69 per day.	\$180 vs. \$72.80 vs. \$52.69; $\$52.69 \times 4 \text{ days} = \$210.76$

from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the orders).

c. Travel Upon Discharge. Upon discharge from the Financial Assistance Program, members are entitled to the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 U.S.C. §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is entitled to the PCS allowances in Chapter 5, Part B. The entitlement is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the orders.

F. Travel Allowances for Member Entitled to Medical and Dental Care. A member, entitled to medical or dental care under 10 U.S.C. §1074a for an illness, disease, or injury incurred or aggravated while:

1. on active duty for a period of 30 days or less;
2. on inactive duty training;
3. on funeral honors duty;
4. traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1 through U7150-F3; or
5. remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is entitled to travel and transportation allowances in Chapter 3 and Chapter 4 for TDY for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no entitlement.

G. 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. §1115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for TDY under Chapter 3 and Chapter 4.

H. Station Allowances

1. General. A member of a reserve component, called (or ordered) from a residence OCONUS to active duty/active duty for training, is entitled to station allowances in Chapter 9 in the circumstances described in pars. U7150-H2, U7150-H3 and U7150-H4. When a member is authorized station allowances at the with-dependent rate for the PLEAD, there are no command sponsorship requirements. The only requirement is that the member must reside permanently in the area concerned at the time called (or ordered) to active duty (55 Comp. Gen. 135 (1975)). See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH regulations for members of reserve components called (or ordered) to active duty from Alaska or Hawaii locations.

2. Called to Active Duty for 20 or More Weeks. Except as provided in par. U7150-H3, a member of the reserve component called (or ordered) to active duty from a location OCONUS for 20 or more weeks at one location is entitled to station allowances for the location from which called (or ordered) to active duty, beginning on the day the member is entitled to a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty orders. Entitlement to station allowances for the PDS location begins on the day the member reports at that location. A member called (or ordered) to active duty from a location in the CONUS for 20 weeks or more at one location is entitled to station allowances in the same manner as a regular member.

3. Called (or Ordered) to Active Duty for 20 or More Weeks but Not Authorized HHG Transportation. Except when transportation of HHG is authorized, a member of a reserve component called or ordered to active duty (other than for training), and a DoD retired member ordered to active duty under 10 U.S.C. §688(a), for 20 or more weeks at one location, away from the member's OCONUS principal place of residence (at the time called or ordered to active duty) shall be:

- a. considered to be assigned to duty at that residence, and
- b. be paid station allowances at the rate for that location.

Shipment of HHG under TDY orders in accordance with Chapter 4, Part H, does not affect this entitlement. Entitlement to station allowances begins on the day the member is entitled to a housing allowance. Per diem is payable as indicated in par. U7150-A4d.

4. Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of a reserve component called (or ordered) to active duty from an OCONUS location for less than 20 weeks is entitled to station allowances: 1) if the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation"); or 2) whenever there is no per diem entitlement. The member is entitled to station allowances at the rate prescribed for the location of the member's principal place of residence at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)).

**U7155 RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY**

Except for periodic physical examinations covered by par. U7250, retired members (including those on the TDRL and members in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, are entitled to travel and transportation allowances as provided in par. U7150 for members of the reserve components.

**\*U7175 MUSTER DUTY ALLOWANCE FOR READY RESERVE**

A member of the ready reserve (not a member of the National Guard or the Selected Reserve) is authorized a muster duty allowance if that duty is for at least 2 hours (37 U.S.C. §433). The allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the year preceding the calendar year in which the muster duty is performed. See par. 580106 of the DoD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DoD

(<http://www.dtic.mil/comptroller/fmr/07a/07A58.pdf>) and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard (<http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/MANUALS.HTM>):

**Effective 1 January 2003**

Muster Duty Pay is \$166.25

**PART H: LEAVE TRAVEL AND TRANSPORTATION**

**EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002**

**U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)**

A. Entitlement. Eligible members and their eligible dependents, if any, are authorized the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
  - a. consecutive tour of duty at the same (old) PDS, or
  - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
    - (1) one of the tours is unaccompanied, or
    - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).
2. Eligible Dependents. An eligible dependent is one who:
  - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
    - (1) the last day of the member's first tour at the old OCONUS PDS; or
    - (2) the effective date of the member's PCS order to the new OCONUS PDS; and
  - b. is command sponsored for both tours;
  - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
  - d. accompanies the member during both tours.

\*3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city pair fares ***may*** be used.

- a. Travel between authorized locations is travel:
  - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
  - (2) from the old to the new OCONUS PDSs via an authorized destination; or
  - (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.
- b. An authorized destination is the member's HOR or an alternate place to which travel is no more expensive than to the HOR. ***If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process.*** If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city pair fares are not authorized to the alternate place.

**Example 1:**

Member's PDS is in Germany and the HOR is Ames, Iowa.

No city pair to Ames, Iowa and least expensive unrestricted fare (incorporating some city pair fare connections) is \$1,200.

Member desires to utilize COT leave to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair fare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair fare may not be used to Boston. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400). (The member is not responsible for the additional \$200 cost if travel to Boston, MA is authorized/approved by the Secretarial process making the city pair fare to Boston available.)

**Example 2:**

Member's PDS is in Germany and the HOR is Washington, DC.

City pair trip cost is \$980.

Member desires to utilize COT leave to St. Louis, MO.

City pair fare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to HOR.

c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B and U5120-C (members) and U5218 (dependents).

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if separate COT leave travel is authorized/approved in accordance with Service regulations.

b. PCS Travel Not Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Deferred COT leave travel must begin within a year after the member:

a. begins the consecutive tour at the old OCONUS PDS, or

b. reports to the new OCONUS PDS.

***Exception to Time Limit for Contingency Operation: (Effective 1 November 1995)*** If unable to travel within a year because of duty in connection with a contingency operation, members and dependents may defer travel for an additional year after that duty ends.

C. Reimbursements

1. Member-Procured Transportation

a. A member, directed to use Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures other transportation at personal expense, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is authorized to MALT PLUS under par. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:

a. travel is to other than an authorized location, or

b. a member elects:

(1) transportation under par. U7305, or

(2) either option available in lieu of transportation under par. U7305.

**U7205 TRANSPORTATION IN PERSONAL EMERGENCIES**

A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) <http://www.dtic.mil/whs/directives/corres/html/13275.htm>) for DoD Services and/or Service regulations (see par. U1010-B9) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. ***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).*** See par. U7205-C for definition of "authorized locations". The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.

***NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.***

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.

3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

**B. Eligibility**

1. Eligible Members. Eligible members are those:

- a. on permanent duty OCONUS,
- b. assigned to an OCONUS ship or unit operation, or
- c. with OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

***NOTE: Cadets/midshipmen are not eligible members for this transportation.***

2. Eligible Dependents. Eligible dependents are those who:

- a. are command sponsored and reside OCONUS with the member,
- b. reside at an OCONUS location and for whom the member receives a station allowance, or
- c. reside in CONUS and the member:
  - (1) is on permanent duty OCONUS, or
  - (2) has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in this paragraph, domicile is a member's HOR or place:

- a. from which first called (or ordered) to active duty,
- b. of first enlistment, or
- c. of permanent legal residence.

***A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.***

\*C. Authorized Locations. Eligible members and dependents are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under this paragraph. The authorized locations listed below (including those in par. U7205-C1b(3)) are official travel locations, and therefore available contract city pair fares *may* be used.

***NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.***

1. Members and Dependents OCONUS. For members described in pars. U7205-B1a and U7205-B1b and dependents described in pars. U7205-B2a and U7205-B2b:

- a. Authorized originating locations are:

- (1) a member's PDS;
  - (2) dependents' other OCONUS location; or
  - (3) member's or dependents' location when notified of the personal emergency;
- b. Authorized destination points are:
- (1) Either:
    - (a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or
    - (b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; ***NOTE: This creates a cost limit to be used for transportation.*** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.); or
  - (2) an airport in a nonforeign OCONUS area (see Appendix A); or
  - (3) any other OCONUS location, as determined by the Secretarial Process.

***NOTE: There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS.***

2. Members and Dependents in CONUS. For members described in par. U7205-B1c and dependents described in par. U7205-B2c:
  - a. Authorized originating locations are the international airports nearest the:
    - (1) member's PDS, or
    - (2) member's or dependents' location when notified of the personal emergency.
  - b. Authorized destination points are:
    - (1) an international airport in a nonforeign OCONUS area; or
    - (2) any other OCONUS location, as determined by the Secretarial Process.

**U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT**

1. Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are authorized round-trip (*if applicable*) personal emergency transportation between the TDY/unit location or ship and the:
  - a. PDS,
  - b. homeport, or

c. other location.

2. Space-required Government transportation must be used if reasonably available, otherwise transportation entitlements are the same as if traveling on TDY. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

3. Transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the transportation cost between the TDY/unit location and the PDS or homeport.

***4. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's transportation cost to the PDS directly from the other location is limited to the balance of the transportation cost from the TDY/unit location to the PDS not used under item 3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).***

\*5. The locations listed in par. U7206, item 1 above are official travel locations (including par. U7206, item 1c 'other location'), and therefore available contract city pair fares *may* be used. ***If the member travels to a more expensive 'other location' city pair fares are not authorized to the other location.***

***NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.***

#### U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEMLE) TRANSPORTATION

A. Policy. FEMLE policy is established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19.

B. Eligibility

1. Members. A member is eligible for FEMLE if stationed at an authorized FEMLE PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEMLE if they:

- a. are command sponsored, and
- b. reside with the member at the FEMLE PDS.

C. Limitation

1. Number of FEMLE Trips

a. The number of FEMLE trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

Tour Length	Number of FEMLE Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.
  - c. Personnel taking *IPCOT assignments* are entitled to additional FEML trips based on the above table.
2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.
- D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.
- 1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.
  - 2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
  - \*3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares may be used. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***
  - 4. Location Designation/Recertification
    - a. Designating Authorities. The following are designating authorities for FEML locations/destinations:
      - (1) DoD Services: USD (P&R);
      - (2) NOAA: Director, NOAA Corps;
      - (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
      - (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.
    - b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.
    - c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) ***before*** the indicated recertification date.
- E. Transportation
- 1. Member/Dependent. Members and dependents may travel together or independently.
  - 2. Restrictions. A member/dependent(s) taking a FEML trip:
    - a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
    - b. may use commercial air transportation if military air transportation is not reasonably available, and
    - c. may not use cruise or tour packages.
- NOTE: Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.***
- 3. Procurement. Commercial air transportation may be purchased by the Government or member (see par. U3120).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. (*See par. U3320, and Chapter 3, Part E.*)

b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

5. Transportation Funded by a Host Government. If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

**U7210 CONVALESCENT LEAVE TRANSPORTATION**

A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay or imminent danger pay under 37 U.S.C. §310, is entitled to transportation allowances for one trip:

1. from the place of medical treatment in the United States to a place selected by the member and authorized/approved by the Secretarial Process, and
2. from the selected place to the place of original medical treatment or to a different medical treatment facility.

B. Transportation Allowances. A member performing travel under par. U7210-A is entitled to select:

1. transportation in kind or Government-procured transportation,
2. reimbursement for the commercial transportation cost when the member travels at personal expense, or
3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under par. U7210-B2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel. When land travel is performed partly at personal expense and partly by Government transportation, reimbursement is prescribed in par. U5105-E2. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for convalescent leave travel.*

**U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE**

A. Entitlement. Members are entitled to MALT PLUS under par. U5105-B for a portion of return travel to their assigned ships that relocate during their absence on authorized leave or liberty (pass), but only if they are not notified of the relocation before their departure.

B. Limitation. MALT PLUS is payable for the additional distance, if any, members must travel to return to a ship's new location over that required to return to its old location, but only for the additional distance that does not exceed the distance between the ship's old and new locations.

C. Special Circumstances

1. Members without Funds. Members without funds, who receive land transportation under Part N of this Chapter, receive MALT PLUS under this paragraph, if otherwise eligible.

2. Transoceanic Travel. If return to a relocated ship requires transoceanic travel, transportation in kind or Government-procured transportation is authorized for such travel, but Government-procured transportation costs shall not exceed the costs for travel between the ship's old and new locations.

**U7220 RECALL FROM LEAVE**

A. Member's Responsibility. Except as prescribed in par. U7220-B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Entitlement. Eligible members are entitled to the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

- a. beginning the day they depart from the leave location or place they receive orders canceling leave, and ending the day of arrival at the duty station; and
- b. if authorized to resume leave, beginning the day they depart from the duty station, and ending on the day of arrival at a leave location no farther distant from the duty station than the place they received orders canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

- a. actual contingency or emergency war operations, or
- b. an urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
  - (1) within 24 hours of departure, or
  - (2) more than 24 hours after departure, if the commanding officer authorizes/approves after determining that:
    - (a) a substantial portion of the scheduled leave period has been eliminated by the recall, or
    - (b) the purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

**PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION**

**U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION**

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DoD Directive 1327.5, subsection 6.17. (37 U.S.C. §411c). This transportation may not be combined with TDY travel.

B. Eligibility. A member is eligible if assigned to a designated location outside the United States. The number of R&R leaves authorized is:

- a. Standard Tour: One per 12-month period.
- b. Contingency Tour: One per contingency tour.

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5 as follows:

- a. a dependent-restricted tour area;
- b. designated for hostile fire or imminent danger pay;
- c. in an area in which entry of members on official or unofficial travel is controlled; and
- d. an area where ordinary annual leave programs are restricted for reasons of military necessity.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

\*3. Alternate Destination. The R&R destination authorized for an R&R location listed in Appendix U that a member selects. The alternate location is an official travel location, and therefore available contract city pair fares may be used. *If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.*

4. Location Designation/Redesignation

a. Designating Authorities. The following may designate R&R locations/destinations:

- (1) DoD Services: OASD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services must send designation requests through Unified Command channels to OASD (MPP). OASD (MPP) must redesignate R&R location/destination designations every two years.

c. Redesignation Requests. DoD Services must send redesignation requests through Unified Command channels to reach OASD (MPP) before the indicated redesignation date.

D. Transportation

1. Uniformed Members only
2. Restrictions. A member taking a R&R trip may use:
  - a. military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
  - b. commercial air transportation if military air transportation is not reasonably available, and
  - c. may not use cruise or tour packages to and from the authorized destination.

***NOTE: Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.***

3. Procurement. Commercial air transportation must be in accordance with par. U3120.
4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between a member’s duty station and the authorized destination as determined in par. U7300-C2.
5. Time Limitation
  - a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1<sup>st</sup> R&R leave.
  - b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

**U7305 TRANSPORTATION FOR SR&R ABSENCE**

A. Entitlement. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 U.S.C. §705(b)).

B. Eligible Members. Enlisted members of the armed forces must meet the following requirements of DoDD 1327.5:

1. are entitled to basic pay,
2. have a specialty designated for SR&R purposes,
3. complete a tour of duty at a designated OCONUS PDS,
4. extend that tour for not less than a year, and
5. do not elect a non-transportation option under 10 U.S.C. §705.

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized, and if possible, members must use them. Otherwise, round-trip transportation procured by the member per par. U3120 is authorized with reimbursement for:

1. transoceanic travel and overland air travel under par. U5116-D,
2. overland surface travel at actual cost, and
3. travel by POC at actual cost as in par. U3305-B.

## APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA)  
SUBMISSION CHANNELS

\*A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (*this authority shall not be re-delegated*), or as designated by the Service concerned. The authorizing/order-issuing official, or the official who requires the TDY assignment determines if an AEA is warranted. *Requests should arrive at least 10 days before travel begins.* Authority to authorize/approve AEAs is delegated below.

***NOTE: Do not send AEA requests up to 300% directly to the PDTATAC.***

\*B. AEA Requests Up to but Not Exceeding 150%. Authority to authorize/approve AEA requests, not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4602-B1 and C4602-B2) is delegated as indicated below.

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

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

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

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

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

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

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

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

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

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

\*14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. AEAs may be approved by the authority of the sponsoring Uniformed Service/Defense Agency for all attendees regardless of Service/Defense Agency affiliation.

\*C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4602-B3) are submitted to the appropriate office listed below.

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

2. Air Force:

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

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

c. Air Force Reserve Members:

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

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

***This authority shall not be further delegated.***

3. Navy:

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

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

4. Special Operations Commands:

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

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

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

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

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

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

\*D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Employees. The following officials may authorize/approve AEAs up to 300% for their own official travel and for accompanying uniformed service members and DoD civilian employees. JTR, par. C4603 provisions (for employees) are not applicable to this paragraph.

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

Director, NOAA Corps,  
Surgeon General/Deputy Surgeon General, U.S. Public Health Service,  
Assistant/Deputy Assistant Secretary for Health, U.S. Public Health Service,  
Commanders/Deputy Commanders of combatant Commands and Directors of Defense Agencies.

E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member who is directed to travel as part of the party of any of the following dignitaries:

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. cabinet members;
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Supreme Court Justices;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences/meetings; and
10. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

## 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 rates are found in JFTR, par. U2600, and JTR, par. C2500. Government mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 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 (see JFTR, par. U2010 and JTR, par. C1058).
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

**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. U4250). 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.*

## 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 contract flights use. ***NOTE: Contract fare travel must not be used for personal travel. (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.)*** 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 or 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

***Effective 13 September 2002***

(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. ***However, contract fare travel must not be used for personal travel. (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.)*** 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, JTR, par. C4563-C applies. 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.

\*19. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://www.dtic.mil/perdiem/pdrates>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

#### 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>
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Must, shall	Action is mandatory
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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.

## \*APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) and, effective 2 November 2002, for civilian employees and their dependents*:

<u>Authorized FEML Location</u>	<u>Command Region</u>	<u>Authorized Destination</u>	<u>Recertification Due Date</u>
Albania, Tirana	European	Frankfurt	1 January 2003
Argentina	Southern	Miami	31 May 2003
Armenia, Yerevan	European	Frankfurt	1 January 2003
Australia, Alice Springs	Pacific	Honolulu	31 August 2003
Australia, Exmouth	Pacific	Perth	31 August 2003
Australia, Learmonth	Pacific	Perth	31 August 2003
Azerbaijan, Baku	European	Frankfurt	1 January 2003
Bahrain	Central	Frankfurt	31 October 2004
Bangladesh	Pacific	Honolulu	31 August 2003
Barbados	Southern	Miami	31 May 2003
Belarus	European	Frankfurt	1 January 2003
Belize	Southern	Miami	31 May 2003
Bolivia	Southern	Miami	31 May 2003
Botswana	European	Frankfurt	1 January 2003
Brazil	Southern	Miami	31 May 2003
Bulgaria	European	Frankfurt	1 January 2003
Burma	Pacific	Honolulu	31 August 2003
Cambodia, Pnom Penh	Pacific	Honolulu	31 August 2003
Cameroon	European	Frankfurt	1 January 2003
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	1 January 2003
Chile	Southern	Miami	31 May 2003
China, Beijing	Pacific	Honolulu	31 August 2003
Columbia	Southern	Miami	31 May 2003
Costa Rica, San Jose	Southern	Miami	31 March 2004
Croatia, Zagreb	European	Frankfurt	1 January 2003
Cyprus	European	Frankfurt	1 January 2003
Democratic Republic of Congo	European	Frankfurt	1 January 2003
Djibouti	Central	Frankfurt	31 October 2004
Dominican Republic	Southern	Miami	31 May 2003
Ecuador	Southern	Miami	31 May 2003
Egypt	Central	Frankfurt	31 October 2004

El Salvador	Southern	Miami	31 May 2003
Eritrea, Asmara	Central	Frankfurt	31 October 2004
Estonia	European	Frankfurt	1 January 2003
Ethiopia, Addis Ababa	Central	Frankfurt	31 October 2004
Fiji	Pacific	Honolulu	31 August 2003
Gabon, Libreville	European	Paris	31 October 2004
Georgia, Tbilisi	European	Frankfurt	1 January 2003
Ghana, Accra	European	Frankfurt	1 January 2003
Greece, Athens	European	Frankfurt	1 January 2003
Greece, Larissa	European	Frankfurt	1 January 2003
Greenland, Thule *	Space	Baltimore	31 March 2004
Guatemala	Southern	Miami	31 May 2003
Guyana, Georgetown	Southern	Miami	31 May 2003
Haiti	Southern	Miami	31 May 2003
Honduras	Southern	Miami	31 May 2003
Hong Kong	Pacific	Los Angeles	31 August 2003
India, New Delhi	Pacific	Honolulu	31 August 2003
Indonesia	Pacific	Honolulu	31 August 2003
Israel, Tel Aviv	European	Frankfurt	1 January 2003
Ivory Coast	European	Frankfurt	1 January 2003
Jamaica	Southern	Miami	31 May 2003
Jordan	Central	Frankfurt	31 October 2004
Kazakhstan, Almaty	Central	Frankfurt	31 October 2004
Kenya	Central	Frankfurt	31 October 2004
Kuwait	Central	Frankfurt	31 October 2004
Kyrgyzstan, Bishkek	Central	Frankfurt	31 October 2004
Latvia	European	Frankfurt	1 January 2003
Lithuania, Vilnius	European	Frankfurt	1 January 2003
Macedonia	European	Frankfurt	1 January 2003
Malaysia, Kuala Lumpur	Pacific	Sydney	31 August 2003
Mali, Bamako	European	Frankfurt	30 April 2002
Marshall Islands, Majuro	Pacific	Honolulu	31 August 2003
Mexico	Southern	San Antonio	31 May 2003
Moldova, Chisnau	European	Frankfurt	1 January 2003
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 August 2003
Morocco	European	Frankfurt	1 January 2003
Mozambique	European	Frankfurt	1 January 2003
Namibia, Windhoek	European	Frankfurt	30 April 2002
Nicaragua	Southern	Miami	31 May 2003

Niger, Niamey	European	Frankfurt	1 January 2003
Nigeria	European	Frankfurt	1 January 2003
Oman	Central	Frankfurt	31 October 2004
Pakistan	Central	Frankfurt	31 October 2004
Panama, Panama City	Southern	Miami	31 May 2003
Paraguay	Southern	Miami	31 May 2003
Peru	Southern	Miami	31 May 2003
Philippines, Metro Manila	Pacific	Honolulu	31 August 2003
Poland	European	Frankfurt	1 January 2003
Qatar	Central	Frankfurt	31 October 2004
Romania	European	Frankfurt	1 January 2003
Russia, Moscow	European	Frankfurt	1 January 2003
Rwanda, Kigali	European	Frankfurt	1 January 2003
Saudi Arabia	Central	Frankfurt	31 October 2004
Senegal	European	Frankfurt	1 January 2003
Singapore	Pacific	Sydney	31 August 2003
South Africa	European	Frankfurt	1 January 2003
Sri Lanka, Columbo	Pacific	Frankfurt	31 August 2003
Suriname	Southern	Miami	31 May 2003
Syria	European	Frankfurt	1 January 2003
Tanzania, Dar Es Salaam	European	Frankfurt	30 April 2002
Thailand, Bangkok	Pacific	Honolulu	31 August 2003
Thailand, Chiang Mai	Pacific	Honolulu	31 August 2003
Trinidad, Port of Spain and Tobago	Southern	Miami	31 May 2003
Tunisia	European	Frankfurt	1 January 2003
Turkey, Ankara	European	Frankfurt	1 January 2003
Turkey, Izmir	European	Frankfurt	1 January 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 October 2004
Uganda, Kampala	European	Frankfurt	1 January 2003
Ukraine, Kiev	European	Frankfurt	1 January 2003
United Arab Emirates	Central	Frankfurt	31 October 2004
Uruguay	Southern	Miami	31 May 2003
Uzbekistan, Tashkent	Central	Frankfurt	31 October 2004
Venezuela	Southern	Miami	31 May 2003
Vietnam, Hanoi	Pacific	Honolulu	31 August 2003
Yemen	Central	Frankfurt	31 October 2004
Zambia, Lusaka	European	Frankfurt	31 October 2004
Zimbabwe	European	Frankfurt	1 January 2003

\* Exception to the 24-month tour requirement approved by ASD(FMP) on 18 March 2002 memo.

## \*APPENDIX U

## AUTHORIZED REST AND RECUPERATION (R&amp;R) LOCATIONS/DESTINATIONS

**NOTE 1:** See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation

**NOTE 2:** The footnoted locations are authorized R&R for specific missions only!

The following are authorized Rest and Recuperation (R&R) locations/destinations *for members of the Uniformed Services and, effective 2 November 2002, for civilian employees:*

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Recertification Due Date
Afghanistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Bahrain 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Former Republic of Yugoslavia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Kuwait 2/, 6/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Kyrgyzstan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Oman 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Pakistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Qatar 3/, 6/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Saudi Arabia 4/, 6/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Tajikistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
UAE 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Uzbekistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Yemen 5/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002

1/ Only for the mission of Operation Southern Watch.

2/ Only for the missions of Combined Joint Task Force – Kuwait (CJTF-KU) (Operation Desert Spring) and U.S. Army Central Command – Kuwait (ARCENT-KU).

3/ Only for the mission of U.S. Army Central Command – Qatar (ARCENT-QA).

4/ Only for the missions: a) U.S. Army Central Command – Saudi Arabia (ARCENT-SA), b) 320<sup>th</sup> Air Expeditionary Group (AEG) (Operation Desert Shift will transition JTF-SWA to Prince Sultan Air Base with target date of 1 April 01), c) U.S. Central Command Air Forces (CENTAF) elements Airborne Early Warning (AEW) at Prince Sultan Air Base, Ali Al Saleem and Al Jabbar.

5/ Only for Humanitarian Mission (Demining).

6/ Only for the mission of Enduring Freedom.