

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 195

Alexandria, VA

1 March 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 March 2003 unless otherwise indicated.

J. P. MCLAURIN  
Deputy Assistant Secretary of  
the Army (MPP)

SALLY BRICE-O'HARA  
RADM, USCG  
Director of Personnel Management

ANITA BLAIR  
Deputy Assistant Secretary  
of the Navy (Personnel Programs)

EVELYN J. FIELDS  
RADM, NOAA  
Director, NOAA Corps

KELLY A. CRAVEN  
Deputy Assistant Secretary  
of the Air Force (FMP)

R. MICHAEL DAVIDSON  
RADM, USPHS  
Assistant Surgeon General

This change includes all material written in MAP Items 59-02(E); 60-02(E); and 69-02(E) and editorial changes U02038 through U02045 and U03010. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 194 cover page.

BRIEF OF REVISION

These are the major changes made by Change 195:

Introduction. Revises to update instructions on how to obtain copies of the JFTR.

U2600; U4173-D; U4130-B; U4175-B; U7150-C2b; U7150-C5b; Appendix E. Changes the mileage rates for privately owned automobiles to \$0.36, motorcycles to \$0.275, and airplanes to \$0.955 effective 1 January 2003.

U4520; Appendix O. Authorizes reimbursement for ATM administrative fees when an ATM or personal charge card is used by uniformed members exempt from the requirement to use the Government charge card for official travel and an advance is provided by EFT. Under the current regulations such reimbursement is not allowed if an advance is provided by EFT.

U5012-J; U5105-D; U5113-A; U5203-A; U5222-M5a; U5242-A3a(1); U5242a-A4a(1); U5246-C; U7115-B1a; U7210-B; U7215-C2; Appendix A. Adds a definition of Transportation-in-Kind to the JFTR. Since transportation-in-kind includes Government-procured transportation, some redundancy was removed from the JFTR.

U5310-F. Revises the statement in example 1, step 3.

U5720. Corrects an error in TLE computation.

U6003-A2; U6051-B; U7802; Appendix A. Shows the U.S. Coast Guard's transition from the Department of Transportation to the Department of Homeland Security, signed into law on 11-25-02.

U9200. Explains that members who retire, stay in the PDS area, and then move at a later date are not eligible for TLA because they no longer have a PDS.

Appendix L; Appendix S. Merges U.S. Northern Command stood up at Peterson AFB, CO and Space Command with Strategic Command 1 October 2002. Thule, Greenland was changed from Space Command to European command.

Appendix O, T4020-B3. Explains that CTO use is mandatory.

Appendix S. Adds Kathmandu, Nepal as a FEML location with Honolulu, Hawaii as the destination and Guantanamo Bay, Cuba with a destination of Jacksonville, Florida until 31 December 2004.

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.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
176	i	189	U3G-1	195	U5B-1	183	U5D-32-1	179	U6A-10-1
176	iii	194	U4-i	193	U5B-3	183	U5D-33	166	U6A-11
195	v	194	U4-iii	195	U5B-5	183	U5D-35	166	U6A-13
195	vii	194	U4-v	192	U5B-7	189	U5D-37	193	U6A-15
181	U-i	194	U4A-1	192	U5B-9	183	U5D-39	174	U6A-17
181	U-iii	193	U4B-1	192	U5B-11	183	U5D-41	174	U6A-18-1
191	U1-i	193	U4B-3	192	U5B-13	185	U5D-43	177	U6A-19
194	U1A-1	193	U4B-5	192	U5B-15	183	U5D-45	166	U6A-21
188	U1A-3	193	U4B-7	181	U5B-17	192	U5E1-1	195	U6B-1
185	U1A-5	194	U4B-9	195	U5C-1	183	U5E1-3	166	U6B-3
193	U1B-1	194	U4B-11	195	U5C-3	183	U5E1-5	193	U6B-5
183	U2-i	195	U4B-13	193	U5C-5	181	U5E1-7	193	U6B-7
180	U2-iii	195	U4B-15	187	U5C-7	181	U5E1-9	173	U6B-9
193	U2A-1	193	U4B-17	181	U5C-9	185	U5E1-11	173	U6B-11
193	U2B-1	193	U4B-19	176	U5C-11	192	U5E2-1	193	U6B-13
189	U2B-3	193	U4B-21	174	U5C-13	193	U5E2-3	173	U6B-15
191	U2C-1	194	U4C-1	195	U5C-15	192	U5E2-5	177	U6B-17
191	U2C-3	194	U4C-3	191	U5C-17	171	U5F-1	173	U6B-19
173	U2D-1	194	U4C-5	183	U5C-19	181	U5F-3	175	U7-i
176	U2E-1	194	U4C-7	171	U5C-21	174	U5F-5	182	U7-iii
186	U2F-1	194	U4C-9	171	U5C-23	183	U5F-7	182	U7-v
192	U2G-1	194	U4C-11	187	U5C-25	174	U5F-9	193	U7-vii
192	U2G-3	190	U4D-1	195	U5C-27	171	U5F-11	157	U7A-1
193	U2G-5	192	U4D-3	195	U5C-29	190	U5G-1	184	U7B-1
195	U2H-1	193	U4E-1	186	U5C-31	185	U5G-3	189	U7C-1
188	U3-i	195	U4F-1	186	U5C-33	194	U5G-5	168	U7D-1
191	U3-iii	195	U4F-3	187	U5C-35	194	U5G-7	168	U7E-1
184	U3A-1	195	U4F-5	195	U5C-37	185	U5G-9	195	U7F1-1
184	U3A-3	169	U4G-1	194	U5D-1	188	U5H-1	157	U7F2-1
186	U3B-1	194	U4H-1	195	U5D-3	195	U5H-3	169	U7F3-1
193	U3B-3	159	U4H-3	188	U5D-5	185	U5H-5	174	U7G-1
193	U3B-5	166	U4H-5	190	U5D-7	185	U5H-7	195	U7G-3
193	U3B-7	166	U4H-7	188	U5D-9	184	U5I-1	195	U7G-5
193	U3B-9	193	U4I-1	174	U5D-11	171	U5J-1	194	U7G-7
193	U3B-11	142	U4I-3	192	U5D-13	185	U5J-3	183	U7G-9
193	U3B-13	195	U5-i	192	U5D-14-1	183	U5J-5	154	U7G-11
193	U3B-15	191	U5-iii	194	U5D-15	183	U5J-7	194	U7H-1
193	U3B-17	186	U5-v	194	U5D-17	183	U5J-9	194	U7H-3
187	U3C-1	186	U5-vii	164	U5D-19	168	U6-i	194	U7H-5
185	U3D-1	186	U5-ix	180	U5D-21	177	U6-iii	195	U7H-7
184	U3D-3	192	U5-xi	185	U5D-23	179	U6A-1	194	U7H-9
183	U3E-1	186	U5-xiii	191	U5D-25	195	U6A-3	157	U7I-1
191	U3E-3	180	U5A-1	183	U5D-27	179	U6A-5	194	U7J-1
170	U3F-1	195	U5A-3	185	U5D-29	193	U6A-7	160	U7K-1
166	U3F-3	185	U5A-5	183	U5D-31	179	U6A-9	168	U7L-1

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
168	U7M-1	190	U9D-1	181	K-5	194	O-21		
184	U7N-1	192	U9D-3	181	K-7	194	O-23		
184	U7O-1	183	A-1	181	K-9	192	O-25		
184	U7P-1	184	A-3	181	K-11	176	P-1		
185	U7Q-1	174	A-5	181	K-13	173	Q-I		
168	U7R-1	172	A-7	181	K-15	173	R-1		
185	U7S-1	183	A-9	181	K-17	195	S-1		
160	U7T-1	190	A-11	194	L-1	195	S-3		
168	U7U-1	192	A-13	193	L-3	178	T-1		
195	U7V-1	183	A-15	195	L-5	178	T-3		
193	U7W-1	193	A-17	194	L-7	194	U-1		
161	U7X-1	193	A-18-1	194	L-9	193	i-1		
192	U7Y-1	177	A-19	191	M-i				
186	U8-i	195	A-21	191	M-1				
185	U8-1	195	A-23	191	M-3				
181	U8-3	195	A-25	191	M-5				
186	U8-5	185	A-27	193	M-7				
186	U8-7	185	A-29	191	M-9				
190	U9-i	174	B-1	191	M-11				
192	U9-iii	138	C-1	191	M-13				
172	U9A-1	174	D-1	191	M-15				
192	U9B1-1	160	E-1	191	M-17				
192	U9B1-3	188	E-3	191	M-19				
192	U9B1-5	188	E-5	191	M-21				
179	U9B1-7	179	E-7	191	M-23				
179	U9B1-9	195	E-9	191	M-25				
179	U9B1-11	184	E-10-1	191	M-27				
188	U9B2-1	182	E-11	168	N-1				
183	U9B2-3	181	E-13	168	N-3				
164	U9B2-5	181	E-15	186	N-5				
195	U9C-1	178	F-1	195	O-1				
188	U9C-3	133	F-3	192	O-3				
188	U9C-5	176	G-1	194	O-5				
188	U9C-7	176	H-1	192	O-7				
188	U9C-9	176	I-1	195	O-9				
188	U9C-11	192	J-1	192	O-11				
188	U9C-13	192	J-3	192	O-13				
188	U9C-15	192	J-5	192	O-15				
188	U9C-17	181	K-1	194	O-17				
188	U9C-19	181	K-3	194	O-19				

UTDs are effective on the indicated date. They may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute, some other date. When an effective date is earlier than the date assigned to the printed change page, changes are disseminated by message.

PDs make changes in the per diem rates contained in <http://www.dtic.mil/perdiem/opdrform.html> and <http://www.dtic.mil/perdiem/pdrform.html>, and changes to the tables contained in Appendices J and K. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas. They are transmitted by message to hundreds of DoD users and effect changes to the travel per diem allowances in <http://www.dtic.mil/perdiem/opdrform.html>.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements and administrative memoranda included in a printed change are shown on the cover sheet of the printed change.

New or revised provisions appearing on a change page are indicated by a \* symbol placed next to the new or revised portion.

#### FEEDBACK REPORTING

Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4179.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico VA 22134-5103;
4. Air Force - Through appropriate command channels to: HQ USAF/DPRC, 1040 AF Pentagon, Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (G-WPM-2), U.S. Coast Guard, 2100 2<sup>nd</sup> Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;
7. U.S. Public Health Service - Directly to: Division of Commissioned Personnel, PSC (Attn: PDTATAC MAP Member), Room 4A15 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001; or

8. Office of the Secretary of Defense and other DoD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building I, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

**\*HOW TO GET THE JFTR**

Requests for copies of the JFTR and its changes should be routed as follows:

1. Army. The Army no longer purchases printed paper JFTR copies. You can download and print copies at your desktop by accessing the following site: <http://www.dtic.mil/perdiem/trvlregs.html>.
2. Navy. Navy distribution of changes to the JFTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate MILSTRIP requisition must be submitted for *each* change/basic.
  - (a) **For up to 3 copies**, requisition through the normal supply channels in accordance with NAVSUP P2002 and NAVSUP P-437. You may order the changes on website [www.nll.navsup.navy.mil](http://www.nll.navsup.navy.mil), then go into P2003 search/order, fill out the MILSTRIP requisition on line.
  - (b) **For more than 3 copies**, send the request by mail or fax a letter of justification (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to SECNAV/AAUSN Publications Management Branch, 1000 Navy Pentagon, Room 4C449, Washington, DC 20350-1000. FAX COML 703-692-4900, DSN (312) 222-4900.
  - (c) **For changes in distribution**, mail or fax (including SNDL number, point of contact and phone number (DSN and commercial)) to the address in (b) above.
3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.
5. DoD Agencies/Components Not Specifically Listed. Through the appropriate agency/component publishing distribution office.
6. Homeland Security (Coast Guard). JFTR procurement and distribution, including copies and missing pages, are in accordance with instructions in the current edition of COMDTNOTE 5600, Coast Guard Directives, Publications, and Reports Index (DPRI). The JFTR is listed in Chapter 6 of the DPRI.
7. Commerce (NOAA). Through the NOAA Distribution Unit, 1315 East-West Highway (SSMC-3), Silver Spring, MD 20910-3233.

8. Health and Human Services (USPHS). From Division of Commissioned Personnel, PSC (ATTN: Distribution Control Officer), Room 4-04 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001.
9. Non-Uniformed Service Organizations. For a fee, the JFTR and changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.
10. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page <http://www.dtic.mil/perdiem/trvlregs.html>.

**PART H: MILEAGE & MALT RATES****\*U2600 TDY & LOCAL TRAVEL**

Effective 1 January 2003 the mileage rates for local and TDY travel are:

POC	Rate Per Mile
Airplane	\$0.955
Automobile	\$0.36
Motorcycle	\$0.275

**NOTE:** Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis, see par. U3305-C.

**U2605 PCS TRAVEL**

A. General. The monetary allowance in lieu of transportation (MALT) for the authorized use of a POC during official PCS travel depends on the:

1. official distance for which MALT may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); **and**
2. the number of authorized travelers transported.

B. PCS MALT Rates. MALT rates per authorized POC (see par. U5015) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	\$0.15
Two Authorized Travelers	\$0.17
Three Authorized Travelers	\$0.19
Four or More Authorized Travelers	\$0.20

**U2610 CONVERTING KILOMETERS TO MILES**

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers X .62 miles/km = Miles*.

**EXAMPLE:** To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km X .62 miles/km = 52 miles.

**U2615 SELF-PROPELLED MOBILE HOME**

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. See also par. U5510-B.

B. U.S. and Non-foreign OCONUS Lodging Taxes. 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. *Taxes on lodging in the U.S. and non-foreign OCONUS areas are separately reimbursable travel expenses, except when MALT PLUS per diem for POC travel is paid.*

C. Foreign Lodging Taxes. The maximum amount allowed for lodging in foreign areas (see foreign locations in <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

D. Examples.

<b>EXAMPLE 1</b>			
<b>Per Diem Rate</b>			
<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>	
\$57	\$30	\$87	
Actual lodging cost is \$62 per night and Government mess is not available at the TDY point.			
<u>Itinerary</u>			
<u>Date</u>	<u>Travel Status</u>	<u>Transportation Mode</u>	<u>Mileage</u>
<b>10 May</b>	Depart PDS	<b>POC</b>	
	Arrive TDY Station		340 miles
11 May	TDY		
12 May	TDY		
13 May	Depart TDY Station	POC	
	Arrive PDS		340 miles
<b>*Reimbursement:</b>			
5/10	75% times \$30 = \$22.50 plus \$57 (\$62 limited to \$57)		\$ 79.50
5/11	\$30 plus \$57		87.00
5/12	\$30 plus \$57		87.00
5/13	75% times \$30		22.50
1 round trip of 680 miles x \$0.36 per mile =			<u>244.80</u>
<b>Total Reimbursement =</b>			<b>\$520.80</b>

<b>EXAMPLE 2</b>		
<b>Per Dem Rate</b>		
<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>
\$55	\$30	\$85
Member TDY to a U.S. Installation. Lodging on the U.S. Installation in Government quarters is \$6 per night. The Government meal rate is directed. Breakfast is not available on the 17 <sup>th</sup> and the authorizing/order-issuing official approves the increase to the PMR for the 17 <sup>th</sup> . <b><i>NOTE: Government mess deductions are never made for arrival and departure days.</i></b> In this example, a GMR of \$8 is used, and a proportional meal rate (PMR) of \$18 is used.		

<b>Itinerary</b>		
<b>Date</b>	<b>Travel Status</b>	
15 March	Depart Residence	
	Arrive US Installation	
16 March	TDY	
17 March	TDY	
18 March	TDY	
19 March	Depart US Installation	
	Arrive Residence	
<b>Reimbursement</b>		
<b>Date</b>	<b>Computation</b>	<b>Total</b>
15 March	(\$30 (M&IE) x 75 maximum %) + \$6 (Govt. quarters) =	\$ 28.50
16 March	\$10 (GMR) + \$6 =	16.00
17 March	(\$18 (PMR) + \$6 =	24.00
18 March	\$10 + \$6 =	16.00
19 March	\$30 x 75% =	22.50
<b>TOTAL</b>		<b>\$ 107.00</b>

**U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS**

A. General. A member who voluntarily returns to the PDS, or residence from which the member normally commutes daily to the PDS, during a TDY period for personal reasons is authorized the lesser of:

1. per diem or AEA for the actual travel time (*no per diem or AEA while at the PDS*) and transportation expenses for the travel from the TDY point to the PDS and return; or
2. per diem or AEA that would have been allowed had the member stayed at the TDY point.

**NOTE:** *No allowances are credited for any day the member was in a leave status.*

B. Computation. The following are examples of computing per diem allowances and making cost comparisons under this paragraph:

**NOTE:** *The GMR used in the following example(s) are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.*

**EXAMPLE 1**

Member performed TDY. The member returned to the PDS during the intervening weekend.

<b>ITINERARY:</b>				
23 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
24-26 June	TDY			
27 June	Dep:	TDY Station	POC	
	Arr:	PDS (personal reasons)		325 miles
28 June	At PDS			
29 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
30 June – 2 July	TDY			
3 July	Dep:	TDY Station	POC	
	Arr:	PDS		325 miles

Lodging cost \$60 per night. Per diem rate is \$82, lodging is \$52 and M&IE maximum is \$30. Government mess is not available at the TDY point.

*In this example the member is due \$1,069 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.*

<b>*REIMBURSEMENT:</b>		
Cost Comparison		
Actual Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	\$ 74.50
6/24	\$30 plus \$52	82.00
6/25	\$30 plus \$52	82.00
6/26	\$30 plus \$52	82.00
6/27	75% times \$30	22.50
6/29	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52)=	74.50
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$42	82.00
7/2	\$30 plus \$42	82.00
7/3	75% times \$30	22.50
2 round trips of 650 miles = 1,300 x \$0.36 per mile =		468.00
<b>Total Reimbursement=</b>		<b>\$1,154.00</b>

<b>*Constructed Cost:</b>		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	\$ 74.50
6/24	\$30 plus \$52 =	82.00
6/25	\$30 plus \$52 =	82.00
6/26	\$30 plus \$52 =	82.00
6/27	\$30 plus \$52 =	82.00
6/28	\$30 plus \$52 =	82.00
6/29	\$30 plus \$52 =	82.00
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$52 =	82.00
7/2	\$30 plus \$52 =	82.00
7/3	75% times \$30 =	22.50
1 round trip of 650 miles = 650 x \$0.36 per mile =		234.00
<b>Total Reimbursement =</b>		<b>\$1,069.00</b>

**EXAMPLE 2**

Member performed TDY with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

<b>ITINERARY:</b>				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	

	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July	TDY			
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging on post in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use directed. Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

<b>*REIMBURSEMENT:</b>		
Cost Comparison		
Actual Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	75% times \$26 = \$19.50 =	19.50
7/13	75% times \$26 = \$19.50 plus \$6 =	25.50
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
2 round trips of 370 miles = 740 x \$0.36 per mile =		<u>266.40</u>
<b>Total Reimbursement =</b>		<b>\$404.40</b>

<b>*Constructed Cost:</b>		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	\$10.00 plus \$6 =	16.00
7/12	\$10.00 plus \$6 =	16.00
7/13	\$10.00 plus \$6 =	16.00
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
1 round trip of 370 miles = 370 x \$0.36 per mile =		<u>133.20</u>
<b>Total Reimbursement =</b>		<b>\$274.20</b>

In this example the member is due \$274.20.

**U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN [HTTP://WWW.DTIC.MIL/PERDIEM/PDRATES.HTML](http://www.dtic.mil/perdiem/pdrates.html)**

The Secretary concerned may authorize zero per diem or rates of per diem 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 Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. *In the absence of such an authorization, travel orders prescribing rates of per diem different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect and the locality rates in <http://www.dtic.mil/perdiem/pdrates.html> are used.* Reduced rates of per diem should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

**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;
- \*2. administrative fees for ATM use to obtain money with:
  - a. the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), or
  - b. an ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,up to the amount authorized for a cash advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 July 2002 and 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 information on personnel exempt from the requirement to use the Government charge card;
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.*

5. taxes on lodging (except when MALT PLUS for POC travel is paid) in *the United States and non-foreign OCONUS areas*, are limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the amount of taxes on \$55, which is the maximum authorized lodging amount);

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

6. fees for:

a. currency conversion ***NOTE: Travelers are not authorized reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***

b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries (this does *not* include cashing *salary* checks/drafts);

c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and

d. energy surcharge and/or resort fee (when the fee is not optional);

7. CTO service and processing fees;

8. transportation-related tips for taxis, limousines, and courtesy transportation;

9. public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

***Effective 26 September 2002***

10. customary tips for handling *any baggage* at transportation terminal;

***Effective 26 September 2002***

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

***Effective 26 September 2002***

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

B. **TDY Expenses.** In addition to those expenses listed in par. U4520-A, reimbursable expenses for members on TDY include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);

2. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) to and from the terminal (see par. U3320);

3. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures *of the foreign country* involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
4. authorizing/order-issuing official authorized/approved expenses for:
  - a. services, including associated equipment needed for reports/correspondence preparation;
  - b. clerical assistance;
  - c. services of guides, interpreters, packers, or vehicle drivers;
  - d. storage of property used on official business;
  - e. room rental (used for official business) at a hotel/other place;
  - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
  - g. official local and long distance phone calls (see par. U4505);
  - h. excess baggage transportation costs (see par. U3015-C);
  - i. conference registration fees;
  - j. dual lodging costs (see par. U4135);
  - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;
  - l. expedited charge card delivery (*effective 1 May 2001*);
  - m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card *only* for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
  - n. late check-out fees for lodging;
5. Certain laundry/dry-cleaning expenses:
  - a. The cost incurred during TDY travel (*not after returning to/arriving at PDS*) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).;
  - b. The cost incurred during TDY/PCS travel for personal laundry/dry-cleaning and pressing of clothing *is not* a separately reimbursable expense for *OCONUS* travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.;

6. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
  7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
  8. customary tips for handling Government property at terminals and hotels; and
  9. any per-day administrative fee called for in the MTMC rental car agreements.
- C. **PCS Travelers.** Members are authorized the expenses listed in par. U4520-A for PCS travel. In addition to those expense listed in par. U4520-A, the member is authorized reimbursement for:
1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);
  2. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels; and
  3. when dependents travel without the member MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, when POC used to and from the transportation terminal.

**U4535 REGISTRATION FEES**

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under par. U4165-2b.

**U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED**

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

**CHAPTER 5**  
**PERMANENT DUTY TRAVEL**

**PART A: APPLICABILITY AND GENERAL RULES**

---

<b>Paragraph</b>	<b>Contents</b>
<b>U5000</b>	<b>SCOPE</b> A. General B. Travel Covered
<b>U5002</b>	<b>APPLICABILITY</b> A. General B. Special Categories C. Persons Not Covered
<b>U5012</b>	<b>PCS ALLOWANCES</b> A. General B. Member and Dependent Travel and Transportation Allowances C. HHG Transportation and Storage D. Unaccompanied Baggage Transportation E. POV Transportation F. Mobile Home Allowances G. DLA H. TLE Allowance I. Travel and Transportation Allowance Extensions when a Member Separates from the Service J. Home of Selection K. PCS Order
<b>U5015</b>	<b>MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)</b> A. General B. Reimbursement for the Use of More Than Two POCs
<b>U5018</b>	<b>MEAL TICKETS</b> A. Issuance B. Procedures C. Value
<b>U5020</b>	<b>ADVANCE OF FUNDS</b>

**PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**

---

<b>Paragraph</b>	<b>Contents</b>
<b>U5100</b>	<b>GENERAL</b>
<b>U5105</b>	<b>TRAVEL AND TRANSPORTATION OPTIONS</b> A. General B. MALT PLUS for POC Travel C. Reimbursement for Common Carrier Transportation Plus Per Diem D. Transportation in Kind Plus Per Diem E. Travel by Mixed Modes

- U5106 PCS EXAMPLES – LODGINGS AND MALT PLUS PER DIEM**
- U5107 POC TRAVEL PROHIBITED**
- U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART A) DIRECTED**
- A. Transoceanic Travel
  - B. Members Traveling Together under Orders Directing No/Limited Reimbursement
  - C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction
  - D. Travel Reimbursement
- U5109 MISCELLANEOUS REIMBURSEMENT**
- U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED**
- A. Rate
  - B. Partial Travel Days
  - C. Travel Time
  - D. New PDS is a Ship
- U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS**
- A. General
  - B. When Land Travel only is Involved
  - C. Transoceanic Travel
  - D. Reimbursement for Transoceanic Transportation Costs
  - E. Reimbursement When Member Performs Circuitous Travel
- U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES**
- A. Travel when Orders to Active Duty are Received at a Place Other Than That to Which Addressed
  - B. PCS Orders Received at TDY Station
  - C. PCS Orders Received While on Leave
  - D. PCS with TDY at a Location Near (But Outside the Limits of) the Old or New PDS
  - E. Orders Canceled, Amended or Modified En Route
  - F. Orders Involving Units with Homeports or PDS Locations
  - G. Travel to/from a Designated Place
  - H. Member Escorts Dependents to/from a Designated Place in Connection with a Unit PCS Move to/from an OCONUS Unaccompanied Tour
  - I. Member Ordered PCS from OCONUS PDS from Which Dependents Have Been Evacuated
  - J. Unable to Travel with Member's Organization
  - K. PCS to Hospital
  - L. Member Dies While En Route to New PDS
  - M. Directed Travel Over Other Than a Usually Traveled Route
- U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**
- A. General
  - B. Separation from the Service or Relief from Active Duty to Continue in the Service
  - C. Discharge from the Service Under Other Than Honorable Conditions
  - D. Time Limitation
  - E. Member Ordered to a Place to Await Disability Proceedings Results
  - F. Member Ordered to a College

provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Chapter 5, Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Chapter 5, Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Chapter 5, Part H.

I. Travel and Transportation Allowance Extensions when a Member Separates from the Service. A written time limit extension that includes an explanation of the circumstances justifying the extension may:

1. be authorized/approved for a specific additional time period using the Secretarial Process;
2. be authorized/approved only when circumstances prevent use within the prescribed time; and must be for the shortest time appropriate under the circumstances;
3. not be granted merely to accommodate personal preferences or convenience (DoD/GC #99-1); and
4. *not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of separation, release from active duty, retirement, or from the date of receipt by a member's dependents of official notice that the member is dead, injured, missing, interned, or captured, unless a certified on-going medical condition prevents relocation of the member/dependent from the separation/retirement date.*

\*J. Home of Selection. *Once a home is selected, that selection is irrevocable if transportation-in-kind is furnished and used, or travel and transportation allowances are received after the travel is completed.*

K. PCS Order. For an order to be a PCS order it must in fact direct a PCS. A document directing a change at the same PDS is not a PCS order, regardless of any statement(s) on the document to the contrary. Please see definitions of PDS and PCS in Appendix A.

## U5015 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

### A. General

1. A member authorized dependents' travel and transportation allowances under par. U5203, is authorized MALT at the rates in par. U2605. When a member and dependents relocate on a member's PCS move, reimbursement is authorized for two POCs, if used.
2. Except as in par. U5015-B, the MALT rates authorized for dependents' travel are for the use of one or two POCs. ***NOTE: The member may be reimbursed for use of two POCs by dependents only if the member travels by other than POC (e.g., the member is not reimbursed automatically for three POCs to allow the member to use one and the dependents to use two.)***
3. MALT payment does not affect entitlement to transportation-in-kind for other dependents not taken into account in computing the authorized MALT amount.

### B. Reimbursement for the Use of More Than Two POCs

1. General. Reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process. Documentation of this authorization/approval should be made IAW Service procedures.

2. Monetary Allowance in Lieu of Transportation (MALT)

- a. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.
- b. If the same POC is used for more than one trip, the MALT and car ferry fees apply, except that the MALT rate must be determined on the basis of the number of family members making the trip to the PDS for the first time (e.g., member drives spouse and three children on first trip (and receives \$.20/mile for five authorized travelers) followed by a second trip in which the member and one of the already-transported children return to transport two remaining children (and the member is paid \$.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children.

**U5018 MEAL TICKETS**

A. Issuance. Meal tickets may be issued only:

- 1. as specifically authorized in this Chapter (for PCS), in Chapter 4 (for TDY and for members traveling together under orders directing no/limited reimbursement) and in Chapter 7 (for persons in special categories), and
- 2. to members traveling together with no/limited reimbursement directed in the orders (see Chapter 4, Part A) on commercial airline flights where courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply (see par. U1010-B3).

C. Value. The maximum rate per meal per member shall not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	\$ 6
Noon	\$ 6
Evening	\$16

**U5020 ADVANCE OF FUNDS**

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 authorize advance payment of travel and transportation allowances for members and dependents, HH

**PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE****U5100 GENERAL**

This Part prescribes members' travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are authorized these allowances whether or not they take leave en route.

***NOTE:** When residence relocation is unnecessary because the PCS is a short distance move, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.*

**U5105 TRAVEL AND TRANSPORTATION OPTIONS**

A. General. A member may elect to:

1. travel by POC (see par. U5105-B),
2. procure common carrier transportation (see par. U5105-C), or
3. be provided transportation in kind (see par. U5105-D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see par. U5105-E),
2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized MALT PLUS. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U3010). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Lodgings Plus per diem or AEA (as prescribed in Chapter 4, Part B or Chapter 4, Part C) may not be paid for the same day as MALT PLUS per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3). On any day that MALT PLUS and a Lodgings Plus per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), Lodgings Plus per diem is paid. In addition to Lodgings Plus per diem, the member is authorized the MALT for POC travel. See par. U5106 for examples.

1. MALT Rates. The MALT rate (see par. U2605 for rates) depends on the number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling due to the PCS order.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is authorized the MALT and expense reimbursement.

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

2. Per Diem. A flat per diem at the CONUS Standard per diem rate is paid for each PCS travel day between authorized points, up to the allowable travel time computed under par. U5160. ***If used, Government quarters and/or mess have no effect on the per diem amount paid.*** Each member traveling in a POC is authorized the CONUS Standard per diem rate.

C. Reimbursement for Common Carrier Transportation Plus Per Diem. ***It is MANDATORY DoD policy to use CTOs for all transportation requirements.*** A member who, despite the DoD policy, procures common carrier transportation at personal expense is authorized reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement shall not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route in accordance with a schedule necessary to meet the requirements of the order. ***Reimbursement under this subparagraph is based on the non-capacity-controlled city-pair fare (not the capacity-controlled city pair fare if both capacity-controlled and non-capacity-controlled fares are available) only if Government-procured transportation is available under par. U3120*** (B-163758, July 24, 1972). Per diem entitlement is computed under par. U5113.

\*D. Transportation in Kind Plus Per Diem. When the Government provides transportation-in-kind at no cost, the member is authorized per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U3010), entitlement is determined under par. U5105-E2.

***NOTE: The following is not considered in determining if mixed mode travel is involved in a journey:***

- a. travel between the duty station and local transportation terminal, or
- b. travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the MALT PLUS payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey. ***NOTE: Do not collect excess cost from the member if deducting the cost of the Government-procured transportation for the ordered travel from the MALT PLUS results in a negative amount.***

U5106 PCS EXAMPLES - LODGINGS AND MALT PLUS PER DIEM

EXAMPLE 1

15 July	Dep:	Old PDS	POC	
	Arr:	POE		114 miles
16 July	Dep:	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi \$25
	Arr:	New PDS		

Member spends \$115 for lodging on 15 Jul.  
 POE per diem rate is \$188 (\$126 for lodging and \$62 for M&IE).  
 POE is not the local terminal for the old PDS.  
 M&IE for new PDS is \$30.

A. Transoceanic Travel. *When travel is directed (as opposed to authorized) by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. U5116-D. **NOTE:** The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.*

B. Members Traveling Together under Orders Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the orders. The TDY rules in Chapter 4, Part A, also apply for PCS. **NOTE:** *This may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.*

C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations permitting authorizing/order-issuing officials to direct in travel orders the use of Government transportation or common carriers and/or meal tickets for travel of enlistees, reenlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. See par. U3002 if the directed transportation mode is not used. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government/Government-procured transportation and/or meal tickets are used, the member is authorized reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F.

D. Travel Reimbursement. Unless otherwise prohibited in this regulation, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. **NOTE:** *Member transoceanic PCS travel is a notable exception.*

#### U5109 MISCELLANEOUS REIMBURSEMENT

For reimbursement of miscellaneous travel expenses incurred during a PCS move, see Chapter 4, Part F and Chapter 5, Part I.

#### U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED

\*A. Rate. The per diem rate for the new PDS and the procedure in par. U4125 are used for PCS travel when transportation is personally procured (par. U5105-C), or furnished as transportation-in-kind (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for that day is the stopover or TDY location rate, as appropriate. M&IE for the arrival day at the new PDS is the new PDS rate whether or not there is a stopover. **NOTE:** *See par. U5113-D when the new PDS is a ship.*

B. Partial Travel Days. The 75% rate in par. U4147 applies to the departure and arrival days at PDSs, designated places, or COT leave locations when lodgings-plus per diem is paid. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4145). MALT PLUS per diem always is paid in whole day increments (see par. U5105).

C. Travel Time. When a member takes leave in connection with a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS Is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location where the ship is boarded. If the ship is at sea, then the last place departed is the "new PDS rate." The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS Nimitz homeported in Bremerton, WA. Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.
2. A member travels PCS from NAS Jacksonville, FL, to USS Carr, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS Carr arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.

3. A member travels PCS from USS Enterprise to USS Normandy, both of which are away from their homeports. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. (This does not preclude per diem under par. U5120-F.)

#### **U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS**

A. General. Except as specifically provided in pars. U5116-B and U5116-C, members traveling on PCS orders that neither direct a transportation mode nor specify that the members is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are entitled to:

1. the applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;
2. transportation by available Government aircraft or vessel, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and
3. the applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under par. U5116-A1 and/or U5116-A3, see par. U5413.

B. When Land Travel only Is Involved. Except as specifically provided in par. U5116-C, a member on PCS orders not involving transoceanic travel (see Appendix A) is entitled to the applicable allowances prescribed in par. U5105 for the official distance.

#### C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:
  - a. personal travel under par. U5116-A;

**PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES****U5200 PURPOSE**

This Part prescribes dependents' travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Chapter 7 includes dependents' travel and transportation allowances in other special circumstances.

**U5203 BASIC ENTITLEMENTS**

A. General. Members are entitled to dependents' PCS travel and transportation allowances (except as indicated in par. U5203-B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the entitlement conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, dependents' PCS travel and transportation allowances are:

- \*1. transportation-in-kind (see par. U5105-D) plus per diem (see par. U5210); or
2. reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or
3. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the required travel days between authorized points, up to the allowable travel time computed under par. U3005-C.

POC use for PCS travel, other than transoceanic, is advantageous to the Government. If a member elects not to move dependents when authorized, dependents' travel and transportation allowances for still-eligible dependents are payable incident to a subsequent PCS up to the greater of the distance to the new PDS from the:

1. HOR, PLEAD, designated place, or PDS from which the member elected not to move dependents; or
2. last PDS.

Any interim changes of station, for which a member did not claim dependents' travel and transportation allowances, are ignored.

B. When Dependents' Travel and Transportation Allowances Are Not Payable. Members are not entitled to dependents' travel and transportation allowances:

1. When a member is:
  - a. a cadet or midshipman;
  - b. assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);
  - c. an enlisted member of a Reserve component called (or ordered) to IADT for less than 6 months;
  - d. called (or ordered) to active duty (including active duty for training) for less than 20 weeks (except as noted in par. U2146-B), or active duty for training for 20 or more weeks when the active duty is at more than one location, but less than 20 weeks (except as noted in par. U2146-B) at any one location; or
2. When a dependent:
  - a. is a member on active duty on the effective date of the orders (see par. U5215-I for travel and transportation allowance entitlements when a spouse is no longer on active duty);

- b. travels at personal expense before PCS orders are issued or before official notice is received that such orders are to be issued (see par. U5203-C) (transportation in kind, including Government-procured transportation, shall not be furnished before PCS orders are issued);
  - c. is not a dependent on the effective date of the PCS order (see Appendix A) (entitlement to allowances in pars. U5215-I and U5240-G is unaffected);
  - d. receives any other type of Government travel allowances for this travel;
  - e. is a member's or spouse's parent, stepparent, or person in loco parentis as set forth in Appendix A, definition of Dependent item 8, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or
  - f. is a dependent child who is not under the member's legal custody and control on the effective date of PCS orders (B-131142, June 3, 1957) (see par. U5215-J for travel entitlement when legal custody and/or control changes after the effective date of PCS orders);
3. For dependents' travel:
- a. any portion of a journey they are transported by a foreign registered vessel or airplane, if U.S. registered vessels or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable);
  - b. between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (see definition in par. U5243-D1b), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);
  - c. when transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the United States or the member, under a contract or agreement with the United States (however, per diem is payable);
  - d. for transoceanic or OCONUS land transportation when the member is without dependents as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, U5222-F4, and U5222-G);
  - e. to an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary concerned grants an exception to the normal OCONUS tour on an individual case basis;
  - f. to an OCONUS PDS when the dependents are not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependents are scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;
  - g. to CONUS when the presence of the dependents at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
  - h. to a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);
  - i. when the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel Before Orders Issued. A member entitled to dependents' travel and transportation allowances is authorized the entitlements in par. U5203-A for dependents' travel performed during the period before PCS orders

are issued and after the member is advised that such orders will be issued. General information furnished to the member concerning orders issuance before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of retirement eligibility, and expected rotation date from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)). Vouchers must be supported by statements by the PCS orders-issuing official or a designated representative, that the member was advised in accordance with the requirements of this subparagraph. This subparagraph does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

D. Time Limitation. Unless otherwise prescribed in this Volume, a member's entitlement to dependent travel and transportation allowances may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the dependents' travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

#### U5205 Not Used

#### U5207 TRANSOCEANIC TRAVEL

##### A. Transportation Mode

1. Air travel is the usual transportation mode for dependents to, from, or between OCONUS areas.
2. Maximum use should be made of Government air transportation.
3. Dependents are not required to use Government air transportation. However, if they agree to do so, they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
4. When appropriate Government air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.

##### B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family must not be separated unless it agrees to be, or unless military necessity requires the member to travel separately.
2. When air travel is medically inadvisable, surface transportation provided must be the least costly first-class commercial ship passenger accommodations. See par. U3130-D concerning required U.S. registry ship use.
3. The provisions in par. U5116-D1 for directing a member to use Government/Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

#### U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL

A. General. A member is authorized a per diem allowance for each dependent's travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in pars. U5210-B and U5210-C.

B. Dependent(s) Accompany Member. When dependents travel with a member, the member is entitled to per diem for each dependent while traveling, and at points of delay, in an amount equal to the following percentage of the per diem to which the member is entitled:

1. three-fourths for each dependent 12 years of age or older; and

- 2. one-half for each dependent under 12 years of age.

*When more than one POC is used as provided for in par. U5051-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanied by the member. A member's TDY location is not a point of delay for a dependent. No per diem is authorized for a dependent for time at a TDY location.*

C. Dependent(s) Travel Independently. Dependents are not ‘accompanying the member’ when they travel separately from a member on different routes or at different times. The member is entitled to a per diem for these dependents as follows:

- 1. One Dependent Traveling Separately. An amount equal to the per diem to which the member would have been entitled for personal travel.
- 2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is entitled to per diem for one member-designated dependent, 12 years of age or older, in an amount equal to the per diem to which the member would have been entitled for personal travel. For each of the other dependents, who is 12 years of age or older, traveling with that dependent, the member is entitled to per diem in an amount of three-fourths of the per diem to which the member would have been entitled for personal travel. For each dependent under 12 years of age, the per diem is one half of the per diem to which the member would have been entitled.

D. Examples

EXAMPLE 1

(The CONUS Standard per diem rate used in this example may not be current. See <http://www.dtic.mil/perdiem/pdrform.html> for the current CONUS Standard per diem rate.)

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		600 miles
4 Aug	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi \$20
	Arr:	New PDS		

Member, spouse, and 4 year-old child travel PCS.  
 Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.  
 POE per diem rate is \$152 (\$110 for lodging and \$42 for M&IE).  
 M&IE for new PDS is \$60.  
 CONUS Standard per diem = \$85.

REIMBURSEMENT:		
8/01 - 8/2	2 days @ (\$85 + 63.75 + 42.50) =	\$ 382.50
8/03	\$110 + \$42 = (member)	152.00
	(75% x \$152) + (50% x \$152) = (dependents)	190.00
8/04	75% x \$60 =	45.00
	(75% x \$45) + (50% x \$45) =	56.25
600 miles x \$0.19 per mile =		114.00
Taxi		20.00
<b>Total Reimbursement =</b>		<b>\$959.75</b>

- b. if the homeport is changed to the port of overhaul or inactivation and the dependents are residing in the area of the homeport or former homeport,

may be provided transportation under par. U5222-M4 in lieu of member's entitlement, to the port of overhaul or inactivation, up to the cost of Government-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. Dependents shall not be provided transportation under this paragraph unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes entitled to a round trip before using a prior entitlement does not lose a previously earned entitlement. All travel authorized under this paragraph must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the homeport from which personnel customarily commute daily to the homeport.

2. Homeport of Ship Not Changed. When the homeport of the ship is not changed, dependent travel is authorized between the homeport and the overhaul/inactivation port unless the member has elected personal travel under par. U7115-A, in which case dependents' travel under this paragraph is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent(s), member, each time the entitlement becomes available. The dependents' travel under this paragraph may not exceed the cost of Government-procured round trip travel for the member.

3. Homeport of Ship Changed. When the ship undergoes a homeport change to the overhaul/inactivation port, dependents are authorized travel between the former homeport of the ship and the overhaul/inactivation port in lieu of PCS entitlements, if because of personal situations, dependents are not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/inactivation port.

4. Dependents Travel While the Ship Is Being Constructed. When the entitlement conditions in this paragraph are met, the dependents of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than:

- a. the designated future homeport of the ship; or
- b. the area where the dependents are residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of:

- a. the future homeport of the vessel; or
- b. the area where the dependents are residing;

unless the member has elected personal travel under par. U7115-B, in which case dependents' transportation under this paragraph is not authorized. Members have the option to personally travel or substitute dependent travel each time the entitlement becomes available. The entitlement to this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes entitled to a round trip before using a prior entitlement shall not lose a previously earned entitlement. All travel under this paragraph must begin before the ship departs the port of construction.

5. Transportation Allowances. A member whose dependents' travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

- \*a. transportation-in-kind;
- b. reimbursement for the cost of personally-procured commercial transportation;

- c. the automobile mileage rate (see par. U2600) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel up to the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c shall not exceed the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. ***NOTE: Per diem or reimbursement for meals and lodging may not be paid in connection with travel under this paragraph.***

#### **U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in pars. U5225-B, U5225-C, U5225 D through U5225-E and par. U5230-A1, is entitled to dependents' travel and transportation allowances up to the entitlement for travel from the PDS or place to which dependents were last transported at Government expense to the place to which the member elects to receive travel allowances under par. U5125.

B. Duty Station Erroneously Designated as HOR. An officer who upon:

1. being commissioned from an enlisted grade;
2. being commissioned in the regular establishment while on active duty as a member of the Reserves; or
3. accepting a new commission in the Reserves without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is entitled upon relief from active duty to dependents' travel and transportation allowances to the correct HOR if the:

1. member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and
2. certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the period of service during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. A member who is separated from the Service or relieved from active duty to continue on active duty in the same or another status or in the same or another of the Uniformed Services, is not entitled to dependents' travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.

D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to dependents' travel and transportation allowances.

E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of the reserve components who is ordered to:

1. active duty (including active duty for training) for less than 20 weeks; or

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

#### U5242 FUNERAL TRAVEL (For burial ceremonies before 15 March 2002)

##### A. Transportation for Survivors of a Deceased Member to Attend Member's Burial Ceremony

1. General. Under this subparagraph surviving dependents are entitled to travel and transportation allowances to attend a deceased member's burial ceremonies. "Surviving dependents," as used in this subparagraph, means:

- a. the member's spouse;
- b. children who are unmarried and
  - (1) under 21 years of age;
  - (2) under 23 years of age and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or
  - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

If there are no surviving dependents, the deceased member's parents (including stepparents or parents by adoption or any person including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age) may be authorized to travel under this subparagraph. For the surviving dependents to be eligible for travel, the member must have died while serving on active or inactive duty.

##### 2. Entitlements

- a. Member Called (or Ordered) to Active or Inactive Duty from a Place in the United States, Puerto Rico or a Possession of the United States. If the deceased member was called (or ordered) to active or inactive duty from a place in CONUS, Puerto Rico, or a possession of the United States, the eligible survivors are entitled to travel and transportation allowances as prescribed in par. U5242-A3 for travel from the place of duty, place of residence, or place of notification of death to the burial site in the United States, Puerto Rico, or possession of the United States and return to the place of duty or to the place of residence.
- b. Member Called (or Ordered) to Active Duty from a Foreign OCONUS Place. If the deceased member had been called (or ordered) to active duty from a foreign OCONUS place, the eligible survivors are entitled to travel and transportation allowances as prescribed in par. U5242-A3. Such allowances are authorized from the place of active duty, place of residence (anywhere in the world), or place of notification of death to the burial site located in the United States, Puerto Rico, or a possession of the United States or to the burial site at the PLEAD and return to the place of active duty or to the place of residence.
- c. Other Cases. For cases not covered by par. U5242-A2b, see par. U7205.

##### 3. Travel and Transportation Allowance

a. General. Survivors traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

- \*(1) transportation-in-kind,
- (2) reimbursement for the cost of personally procured commercial transportation,

- (3) automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242-A3a(2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured commercial transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A3a(3).

\*b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Surviving dependents traveling under par. U5242 are authorized LODGINGS PLUS per diem computed using the method in Chapter 4, Part B. The per diem payable must not exceed the appropriate rate in either <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the area concerned. Per diem shall not be paid for more than two days, except when traveling in accordance with par. U5242-A2b in which case, additional days of per diem may be authorized/approved to accommodate the time needed to perform the OCONUS travel.

c. Limitations. Per diem is not payable when the surviving dependents' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from the time of departure to return is 12 hours or less.

d. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A and U4520-C is authorized in connection with travel under this subparagraph.

***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***

#### B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict

1. General. This subparagraph applies to family members (as defined in par. U4252-B2 of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains have been returned to the United States, Puerto Rico, or any territory or possession of the United States (37 U.S.C. §406 (Note)).

2. Definition of Eligible Family Members. "Family members," as used in this subparagraph, includes a widow, children, stepchildren, mother, father, stepfather, stepmother, legally adoptive parents, and a person or persons who have stood in loco parentis to the member before the member became 21 years of age. If none of these desire to travel as authorized in this subparagraph, the brothers, sisters, half-brothers, half-sisters, adoptive brothers and sisters of the member are eligible family members.

3. Entitlements. The eligible family members are issued invitational travel orders under Chapter 7, Part T, and are entitled to transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

#### U5242a FUNERAL TRAVEL (For burial ceremonies on or after 15 March 2002)

##### A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 U.S.C. §411f)

1. General. Eligible Relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in this paragraph, means:

- a. the deceased member's surviving spouse (including a remarried surviving spouse);
- b. children who are unmarried and
  - (1) under 21 years of age;

- (2) under 23 years of age and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or
    - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.
  - c. if no person described in pars. U5242a-A1a or U5242a-A1b is provided travel and transportation allowances, the parent or parents of the deceased member as defined in 37 U.S.C. §401(b)(2) (see **NOTE 1** below);
  - d. if no person described in par. U5242a-A1a, U5242a-A1b, or U5242a-A1c is provided travel and transportation allowances; then
    - (1) the person who directs the disposition of the remains of the deceased member under 10 U.S.C. §1482(c) (see **NOTE 2** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under such section to direct the disposition of the remains if individual identification had been made; and
    - (2) up to two additional persons closely related to the deceased member who are selected by the person referred to in par. U5242a-A1d(1) above.
2. **Attendant.** An attendant accompanying an eligible relative provided travel and transportation allowances under par. U5242a-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:
- a. The accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reason acceptable to the authorizing/order issuing official; and
  - b. there is no other eligible relative of the deceased member traveling to the burial ceremony who is eligible for travel and transportation allowances under par. U5242a-A1 and is qualified to serve as the attendant.
3. **Entitlements**
- a. **Limitations.** Except as provided in pars. U5242a-A3b and U5242a-A3c, below, allowances under pars. U5242a-A1 and U5242a-A2 are limited to travel and transportation to the United States, Commonwealth of Puerto Rico, Guam and American Samoa. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the location concerned.
  - b. **Member Called (or Ordered) to Active Duty from Outside the United States, the Commonwealth of Puerto Rico, Guam and American Samoa.** If the deceased member was called (or ordered) to active duty from a place outside the United States, the Commonwealth of Puerto Rico, Guam and American Samoa, the travel and transportation allowances authorized under pars. U5242a-A1 and U5242a-A2 are authorized from the place called (or ordered) to active duty to the location of the burial ceremony and return. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the location of the burial ceremony.
  - c. **Interred in a Cemetery Maintained by the American Battle Monuments Commission.** If a deceased member is interred in a cemetery maintained by the American Battle Monuments Commission, the travel and transportation allowances authorized under pars. U5242a-A1 and U5242a-A2 are authorized to and from the cemetery. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the cemetery.
  - d. For cases not covered by par. U5242a-A3b, see par. U7205.

#### 4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242a-A are authorized one, or a combination, of the following for the authorized round trip travel:

- \* (1) transportation-in-kind,
- (2) reimbursement for the cost of personally procured commercial transportation,
- (3) automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242a-A4a(2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the personally procured commercial transportation cost between origin and destination (minus any used Government-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242a-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Eligible family members traveling under par. U5242a-A are authorized per diem computed using the 'LODGINGS PLUS' method in Chapter 4, Part B. The per diem payable must not exceed the appropriate rate in either <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A and U4520-B is authorized in connection with travel under this subparagraph.

e. Definitions. For the purposes of par. U5242a the term "burial ceremony" includes the following:

- (1) An interment of casketed or cremated remains.
- (2) A placement of cremated remains in a columbarium.
- (3) A memorial service for which reimbursement is authorized under 10 U.S.C. §1482(d)(2) (see **NOTE 4** below).
- (4) A burial, in a common grave in a national cemetery, of commingled remains that cannot be individually identified.

***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***

#### B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict

1. General. This subparagraph applies to eligible family members (as defined in par. U4252a-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the United States (37 U.S.C. §406 (Note)).

2. Definition of Eligible Family Members. For purposes of par. U5242a-B(1), eligible family members of the deceased member of the armed forces include the following:

- a. The surviving spouse (including a remarried surviving spouse) of the deceased member.

- b. while traveling directly to or from such training.

***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***

B. Definition. "Family members" as used in this paragraph are the member's spouse, children (including step, adopted, and illegitimate children), siblings of the member and parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

- \*1. transportation-in-kind;
2. reimbursement for the cost of personally-procured commercial transportation;
3. automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A, first itemization, item 2 for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Limitations. Per diem is not payable for travel in connection with this paragraph.

E. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A (except item 5, taxes on lodging) and U4520-C is authorized in connection with travel under this paragraph.

## **U5250 ADVANCE OF FUNDS**

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see par. U1010-B4). A member failing to complete at least 90 percent of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75 percent of the amount for the least costly mode of transportation available. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75 percent of the MALT.

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 more 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. 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 \$180.00 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% x \$112 = \$72.80
2. Multiply result in Step 1 by 46% (or 23% when applicable).	46% x \$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 x 4 days = \$210.76

**U6003 RESPONSIBILITIES****A. Authorizing or Ordering an Evacuation**

1. **Foreign Areas.** The decision to evacuate dependents from a foreign area rests with the State Department. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants ***NOTE: The authority of the Secretary of Defense does not apply to noncombatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DoD, 14 July 1998). If timely communication with the State Department is not possible or there is no State Department presence in the area concerned, the Commander of the Combatant command or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing or ordering an evacuation of the area. The Department of Defense (USD(P&R) DSN: 225-0711, Comm: (703) 695-0711) is primarily responsible for the evacuation of dependents at the U.S. Naval Base, Guantanamo, Cuba (DODD 3025.14, 5 November 1990).

\*2. **Non-foreign Areas.** The following officials are responsible for authorizing or ordering an evacuation of the dependents of uniformed service personnel from non-foreign OCONUS areas:

- a. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN (312) 225-0711, Comm (703) 695-0711), for the dependents of DOD components, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;
- b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (G-WP) Comm (202) 267-1652), for the dependents of Coast Guard personnel;
- c. The Secretary of Health and Human Services, or the Secretary's designated representative, for the dependents of Public Health Service personnel;
- d. The Secretary of Commerce, or the Secretary's designated representative, for dependents of NOAA personnel;
- e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependents of members of their respective Services (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);
- f. The head of a DOD component (see definition in Appendix A) or designated representative;
- g. The commander of a U.S. Installation (see definition in Appendix A) or Coast Guard District Commander (for the dependents of Coast Guard personnel) or designated representative; and
- h. The commander, director, head, chief or supervisor of an organization or office.

**B. Evacuation to Safe Haven or Designated Place.** The anticipated length of an evacuation is the key to determining if dependents should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve to the extent that the evacuated dependents can return to the member's PDS, dependents are evacuated to a safe haven. If circumstances are not expected to improve, dependents are evacuated to a designated place.

1. **Designation of Original Safe-Haven Location.** The original safe-haven location is normally designated by the Department of State, in coordination with DoD. The only exception is that DoD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or from non-foreign OCONUS areas. If CONUS is named in the evacuation order as the original safe haven,

evacuees select an exact safe-haven location in CONUS for themselves to which they shall travel at Government expense.

2. Designation of Alternate Safe-Haven Location. For DoD Services, the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) has the authority to authorize/approve an alternate safe haven for evacuated dependents and to authorize/approve transportation at Government expense from one safe haven to another safe haven when circumstances warrant. For non-DoD Services, that authority is vested in the Secretarial Process. For all Services, Secretarial Process may authorize/approve an alternate location within a safe haven for evacuated dependents and transportation at Government expense thereto when circumstances warrant.

3. Designating an OCONUS Designated Place. The Secretary concerned or designated representative must authorize/approve an OCONUS designated place.

C. Termination of Safe-Haven Status and Directing Dependents to Select Designated Place. For DoD Services, USD(P&R) has responsibility to determine when evacuated dependents at a safe haven must select a designated place and move thereto, or select their safe haven as their designated place. For non-DoD Services, that authority is vested in the Secretarial Process.

D. Termination of Evacuation Status. For DoD Services, USD(P&R) has responsibility to terminate evacuation status and to authorize the return of dependents to the overseas duty station. For non-DoD Services, that authority is vested in the Secretarial Process.

#### U6004 TRANSPORTATION OF DEPENDENTS

A. General. This paragraph provides for the necessary relocation of dependents incident to an evacuation, to include dependents of a member assigned to an OCONUS PDS who dies before or during an evacuation of that PDS. Entitlements for transportation of dependents under this paragraph are the same as those authorized for PCS. The accompanied baggage allowed in connection with such dependent travel is limited to the free checkable baggage allowed by the carrier. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting in the capacity of the transportation officer in the area being evacuated, or the order-issuing authority, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when deemed necessary by the circumstances.

B. Command Sponsored Dependents and Student Dependents at OCONUS PDS at Time Evacuation Authorized or Ordered. Command sponsored dependents and student dependents authorized to travel under par. U5243-D, who are at or in the vicinity of the member's PDS when the evacuation is authorized/ordered, are authorized transportation to a safe haven or to a designated place if competent authority directs the travel. Dependents are residing in the PDS vicinity when they reside in the foreign country or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependents and commutes to the PDS from a place located in an adjacent country (except the United States), the dependents also are residing in the vicinity of the member's PDS. A dependent, who was moved at Government expense to the member's OCONUS PDS and who became age 21 at the PDS is a dependent for transportation under this subparagraph. Further, such dependent, and any dependent transported under this subparagraph who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. U6004-11a.

C. Dependents Residing at or in Vicinity of Overseas Station (Other Than Member's Duty Station) at Time Evacuation Authorized or Ordered. Dependents who reside at or in the vicinity of a member's former duty station following the assignment of the member elsewhere, or who reside at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, when an evacuation of the duty station where the dependents reside is authorized or ordered, are entitled to transportation to a safe haven or to a designated place if such travel is directed by competent authority. A dependent, who was moved at Government expense to the member's former duty station or a duty station (other than the duty station of the member) and who became 21 years of age is a dependent for transportation under this subparagraph. Further, such dependent, and any dependent transported under this subparagraph who turns 21 years of age at the safe haven or designated place while the member is serving at the overseas PDS, is a dependent of the member while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated.

**PART B: AUTHORIZED OR ORDERED MOVEMENTS WITHIN  
THE CONTINENTAL UNITED STATES (CONUS)**

**U6050 GENERAL INFORMATION**

A. General. An evacuation or limited evacuation, as defined in pars. U6051-D and U6051-E, must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions of comparable magnitude). See pars. U6053-I (Transportation), U6054-D1 (Per Diem) for allowances applicable to an authorized or ordered limited evacuation. The evacuation and limited evacuation applies to:

1. dependents who, at the time the evacuation is authorized/ordered, are residing at (or in the vicinity of) the member's PDS;
2. dependents who are en route to the member's PDS (or the vicinity of the member's PDS) to establish a residence with the member;
3. a dependent who resides at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, if a departure of dependents is authorized/ordered by competent authority from the duty station at which or in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority; and,
4. dependents of a member assigned to a PDS in CONUS who dies before the dependents are evacuated from the PDS or while the dependents are in an evacuation status from there.

When a member whose dependent(s) are receiving evacuation allowances dies, the evacuation allowances shall continue for the dependent(s) in the same manner as if the member had not died.

***NOTE: Title 37 U.S.C. 405a, the statute pertaining to evacuation of dependents, does not apply to uniformed members. Uniformed members who are ordered to depart an area being evacuated must be either in a TDY or PCS status.***

B. Funding. The Joint Plan for DoD Noncombatant Repatriation contains the fund cites chargeable for evacuation allowances for dependents of members of each of the DoD Services. Questions relating to fund cites should be addressed to the proponent of the Joint Plan: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; telefax numbers: DSN 223-2708 or COML (703) 693-2708 for unclassified material; phone DSN 227-2186, COML (703) 697-2186.

C. Payment of Evacuation Allowances. The allowances authorized by this Part may be paid to the following individuals:

1. the member's evacuated dependent spouse,
2. any dependent at least 18 years of age or older if at a different location than the spouse or when there is no spouse present,
3. the member (as the natural guardian) for dependents who are under 18 years old, or
4. the member's dependent spouse, any dependent at least 18 years of age or the member (as the natural guardian) under the circumstances described in par. U6050-A, item 3.

***NOTE: Dependents are entitled to evacuation allowances only if they actually evacuate their homes.***

D. When Payments of Allowances May Be Made. Allowances authorized in this Part may be paid beginning on the date one of the officials described in par. U6051-B authorizes/orders an evacuation.

#### U6051 DEFINITION OF TERMS USED IN THIS PART

A. Designated Place. As used in this Part, a designated place is a location selected by evacuated dependents as a permanent residence when competent authority determines that they may not return to the PDS, if at all. Dependents transported to a designated place must establish a permanent residence there as soon as practicable.

\*B. Authorizing or Ordering an Evacuation or Limited Evacuation. The following officials are responsible for authorizing or ordering an evacuation or limited evacuation of the dependents of uniformed service personnel from any CONUS location:

1. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) DSN (312) 225-0711, Comm (703) 695-0711), for the dependents of DOD components, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;
2. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (G-WP) Comm (202) 267-1652), for the dependents of Coast Guard personnel;
3. The Secretary of Health and Human Services, or the Secretary's designated representative, for the dependents of Public Health Service personnel;
4. The Secretary of Commerce, or the Secretary's designated representative, for the dependents of NOAA personnel;
5. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependents of members of their respective Services (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);
6. The head of a DOD component (see definition in Appendix A) or designated representative;
7. The commander of a U.S. Installation (see definition in Appendix A) or Coast Guard District Commander (for the dependents of Coast Guard personnel) or designated representative; and
8. The commander, director, head, chief or supervisor of an organization or office.

C. Evacuated Dependent. A dependent (as defined in Appendix A) who:

1. at the time of the evacuation, is residing at the member's PDS or in its vicinity;
2. is temporarily absent from the member's PDS or its vicinity;
3. is en route to the member's PDS or its vicinity for the purpose of establishing a residence with the member; or
4. resides at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to orders in connection with an unaccompanied tour of duty of the member, if a departure of dependents is authorized/ordered by competent authority from the duty station at which or in the vicinity of which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

D. Evacuation. The authorized/ordered movement of dependents from a specific area in CONUS, when authorized/ordered by the appropriate authority indicated in par. U6051-A. Evacuation refers to movement or departure from one area to another (both areas may be in the same city or each may be in a different city).

## PART F1: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS

### U7100 CERTAIN MOBILE UNITS

A. Entitlement. While away from the PDS, a member on duty with, or under training for:

1. the Air Mobility Command,
2. Marine Corps Transport Squadrons,
3. Fleet Logistics Support Squadrons,
4. Naval Aircraft Ferrying Squadrons, or
5. any other unit determined by the Secretary concerned to be performing duties similar to the duties performed by such command or squadrons,

is entitled to travel and transportation allowances under Chapter 4, without specific travel orders (47 Comp. Gen. 477 (1968)). Chapter 3, Parts C and E apply at locations other than the PDS.

B. Approval. A member's commanding officer, or the designated representative, must approve per diem and transportation claims.

### U7105 DUTY ABOARD COMMERCIAL CARRIERS

Members who perform duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are entitled to the allowances prescribed in Chapter 4, Part B or C, as applicable. Mileage is not payable when carriers provide transportation.

### U7110 RIVER AND HARBOR AND FLOOD CONTROL ACTIVITIES

The Chief of Engineers, Department of the Army, may prescribe the temporary travel allowances within the maximum per diem or AEAs authorized in Chapter 4, Part B or C, consistent with activity requirements, for officers engaged in river and harbor and flood control activities, if meals and/or lodgings are furnished on a floating plant or on shore.

### U7115 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOMEPORT

A. Entitlement. Members with dependents are entitled to the following authorized transportation allowances for themselves or their dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

1. Overhaul or Inactivation. If the overhaul or inactivation is at a location other than the homeport, round-trip transportation is authorized between that location and the homeport. If the homeport is changed to the overhaul or inactivation location, round-trip transportation is authorized between the new and old homeport in lieu of PCS travel entitlements for dependents if, for personal reasons (e.g., necessary dependent medical care not available), dependents do not relocate to the new homeport. In either case, the dependents must reside in the vicinity of the original homeport (i.e., within the normal daily commuting area).
2. Construction. If construction is at a location other than the ship's designated future homeport or place dependents reside, round-trip transportation is authorized between the construction location and the future homeport or place dependents reside. A member's dependents must not reside at the construction location.

B. Authorized Transportation Allowances

1. Authorized transportation allowances are:
  - \*a. transportation in kind,
  - b. reimbursement for member or dependent-procured transportation, or
  - c. the automobile mileage rate for the official distance.
2. Government transportation must be used, if practicable. Reimbursement under par. U7115-B1b is subject to par. U3110 (or par. U5203-A, first item 2) for overland travel and par. U5116-D or U5207 for transoceanic travel. Mixed mode overland travel reimbursement is in par. U5105-E. Payments under pars. U7115-B1b and U7115-B1c must not exceed the Government-procured round-trip least expensive unrestricted commercial air transportation cost for the member between the:
  - a. overhaul or inactivation location and the original homeport under par. U7115-A1, or
  - b. construction location and future homeport or location where dependents reside under par. U7115-A2.

***NOTE: See par. U5222-M for dependent travel. If dependents travel instead of the member, the transportation cost for the family is limited to the cost of Government procured commercial round trip travel for the member.***

3. If two or more members travel together by POC, only the POC operator is entitled to mileage.
4. Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.

**C. Conditions of Entitlement**

1. The transportation allowance entitlements under this paragraph accrue on the 31<sup>st</sup> day (and every 60<sup>th</sup> day thereafter) after the later of the day the:
  - a. ship enters the overhaul or inactivation port, or
  - b. member is permanently assigned to the ship.
2. A member must be permanently assigned to the ship for more than 30 consecutive days.
3. A member who does not use one or more of the entitlements as accrued, retains all entitlements, but all travel under this paragraph must begin before the ship departs the construction, overhaul or inactivation location.
4. If a member elects dependent transportation allowances for one entitlement, member transportation allowances are not authorized. Each entitlement, however, as it is used is an independent election, and a member may alternate member or dependent travel as desired.

**U7120 AERIAL SURVEYS**

A member assigned to duties involving aerial surveys of rivers and harbors or governmental projects, other than those pertaining to the Service, and otherwise authorized either through enactments providing for such activities generally or enactments authorizing a particular project, is authorized a per diem or AEA for the entire period a travel status exists at the rates otherwise prescribed for members in a travel status (see Chapter 4, Part B or C, as applicable).

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, per diem or AEA is payable at any location where the duty is for less than 20 weeks as provided for TDY in Chapter 4.

d. Active Duty and Active Duty Extensions (Other Than Training) of 140 or More Days

(1) Except when paid station allowances under par. U7150-H2, a member away from home for other than training purposes who is called to active duty for:

- (a) a period of 140 or more days, or
- (b) less than 140 days but extended to be 140 or more days (from the extension date),

may be authorized per diem for the entire period if the call to active duty/extension is required by:

- (c) unusual circumstances,
- (d) emergency circumstances, or
- (e) exigencies of the Service concerned,

as determined by the Secretarial Process.

(2) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A4c(1), per diem or AEA is computed under Chapter 4.

B. Active Duty Without Pay

1. Standby Reserve. There is no entitlement to travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

***NOTE: par. U7150-B2 is effective as of 10 February 1996.***

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 U.S.C. §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 U.S.C. §6323(d)) outside the United States.

3. Others. Except as provided in par. U7150-B2, other reserve component members who perform duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters (see par. U4510). ***They are not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).***

C. Inactive Duty Training With Pay

1. General. The following definitions apply to this subparagraph.

a. Assigned Unit. For travel allowance purposes, a reserve member's assigned unit is the designated post of duty.

b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member's assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Entitlement. There is no entitlement to travel or transportation allowances for:

(1) inactive duty training at the:

- (a) training duty station,
- (b) drill site,
- (c) city/town where the assigned unit is located, or in the
- (d) local area of assigned unit or home, or

(2) travel between home and:

- (a) the assigned unit,
- (b) the place of attendance at unit training assemblies, or
- (c) the place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

- (1) training duty station,
- (2) drill site, or
- (3) city/town,

may be authorized/approved under Chapter 3, Part F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

**\*Effective 1 January 2003**

Example 1: A member's home is Springfield, VA, and assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to alternate duty site at the Pentagon (38 miles roundtrip). The member is due reimbursement for 20 miles  $(38 - 18) @ \$0.36 = \$7.20$ .

\*Example 2: A member's home is St. Louis, MO, and assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Washington National and takes subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local area. The member flies to Washington National and takes a taxi to Andrews AFB, MD (850 miles from St. Louis). The member is due reimbursement for 8 miles  $(850 - 842) \times 2$  (round trip)  $@ \$0.36 = \$5.76$ .

3. Travel from Home/Assigned Unit to TDY Station

a. Entitlement. A member directed to travel from the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member travels directly from home to Dover, DE. The member is due travel cost from Salt Lake City, UT to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

4. Travel from a Location Other than Home/Assigned Unit to a TDY Station

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member is authorized to travel from another location, Chicago, IL, a location where the member is on business for a civilian job. The member is due travel cost from Chicago, IL, to Dover, DE, limited to travel cost from Denver, CO, to Dover, DE.

5. Travel from a Location other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not entitled to travel and transportation allowances.

b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid mileage for the distance limited to the distance *from the assigned unit* to the alternate site less distance from home to assigned unit.

**Effective 1 January 2003**

\*Example: A member's home is Springfield, VA, assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX to the Pentagon (1315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1315 NTE 16 - 9 = 7) x 2 (round trip) @ \$0.36 = \$5.04.

6. Reimbursement of Service Charges for Transient Government Housing Use. Reservists not entitled to per diem or AEA, who occupy transient Government housing (while performing inactive duty training with pay) may be reimbursed the actual cost of lodging.

D. Inactive Duty Training without Pay

1. Standby Reserves. There is no entitlement to travel and transportation allowance for members of the Standby Reserve of the Armed Forces who voluntarily perform inactive duty training without pay.

2. Other Than Standby. Other members authorized to perform inactive duty training without pay are entitled to travel and transportation allowances in par. U7150-C.

Reservists not entitled to per diem or AEA, who occupy transient Government housing while performing inactive duty training without pay, may be reimbursed the actual cost of lodging.

**E. SROTC Members**

1. Applicability. This subparagraph applies to designated SROTC applicants and members appointed under 10 U.S.C. §2104 and §2107.

2. Advanced Training (10 U.S.C. §2104)

a. Transportation for Field or At-Sea Training. SROTC Advanced Training members or designated applicants are authorized transportation between home or the location of the SROTC unit, as specified in the orders, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. SROTC Advanced Training members or designated applicants may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from installations: 1) for medical or other examinations, 2) to observe military functions or operations, or 3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. Government or Government-procured transportation and Government-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, entitlement is to the automobile mileage (no per diem) for the distance of the ordered travel up to the constructive cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).

f. Per Diem Not Authorized. There is no per diem entitlement for members and designated applicants appointed under 10 U.S.C. §2104 (53 Comp. Gen. 957 (1974)).

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Government quarters or mess are available (B-195791, March 31, 1980). Reimbursement for the cost of occasional meals/quarters is made in accordance with par. U4510.

3. Financial Assistance Program for Cadets or Midshipmen in SROTC (10 U.S.C. §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is entitled to PCS allowances in Chapter 5, Part B, but they may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Entitlement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was in connection with appointment.

b. Travel under TDY Orders. TDY travel entitlements are the same as the travel and transportation allowances prescribed for cadets and midshipmen of the Service academies in par. U7001 for TDY, except while performing field or at-sea training when both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the orders) to the place designated for field or at-sea training and return. For the purpose of this subparagraph, a Government mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before members depart

- 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,
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 is authorized for the travel. The Government-procured transportation cost must not exceed the cost for transportation between the ship's old and new locations.

**PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND  
PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL  
AMATEUR SPORTS COMPETITIONS**

**U7800 GENERAL**

This Part applies to members of the Armed Forces who have been authorized to train for, attend, and/or participate in Armed Forces, national and international sports competition in accordance with 10 U.S.C. §717, 37 U.S.C. §420, and:

- a. DoD Directive 1330.4 for DoD members (and Coast Guard when operating as a service of the Navy), or
- b. COMDTINST 1710.5 (series) for Coast Guard members.

**U7801 POLICY**

Members of the Armed Forces may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports (to include qualifying and preparatory events) when authorized to do so under par. U7800. Participation in the Pan American Games, Olympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederatio of Reserve Officers (CIOR) has been approved by the Secretary of State. Participation in other international competitions is contingent upon a determination by the Secretary of State that the interests of the United States are served by participating in each such event.

**\*U7802 FUNDING**

Funds appropriated to DoD or the Department of Homeland Security as the case may be, may be expended for the payment of travel and per diem allowances for Armed Forces athletes, and the training associated with animals of the Armed Forces, to support the attendance of Armed Forces athletes at, and participation in, those competitions listed in par. U7801. Funds may be expended only when such participation has been authorized under par. U7800.

**U7803 ENTITLEMENT**

Members of the Armed Forces who have been authorized to attend, train for, and/or participate in the competitions listed in par. U7801 are entitled to travel and transportation allowances at the rates and subject to the same provisions and deductions as provided for members on TDY in Chapter 4.

**\*PART C: TEMPORARY LODGING ALLOWANCE (TLA)****U9200 GENERAL**

A. Purpose. TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, January, 31 1983) and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available;
2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control, it is necessary for a member, once established in permanent quarters in the PDS vicinity, to vacate permanent quarters permanently or temporarily, and to use temporary lodgings in the PDS vicinity while looking for other permanent quarters or waiting to reoccupy the vacated permanent quarters;
3. While seeking permanent housing following a TDY period when a member without dependents vacated permanent housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));
4. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, January 31, 1983) after Government quarters are vacated in connection with a PCS order or after giving up other permanent accommodations;
5. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period; or
- \*6. A member who retires, stays in the PDS area, and then moves at a later date is not eligible for TLA.

B. Implementation

1. In countries/areas where only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.
2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.
3. *A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to:*

Director, PDTATAC  
Attn: T&T Branch  
Hoffman Building #1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

*for review IAW DoDD 5154.29 before implementation.* This written material must be coordinated in the country/area with the Services present there, must be consistent with this paragraph, and must be designed to uniformly authorize TLA to members of all Services.

**U9201 TLA PAYMENT CONDITIONS**

A. General

1. TLA may be authorized when it is mandatory that a member, the dependents, or both occupy temporary

lodgings at personal expense.

2. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.
3. An initial TLA period and an additional authorized TLA period do not have to be continuous.
4. A member serving an all-others tour under pars. U9109-B and U9155 is not authorized TLA when an available Government mess is not used or available Government quarters are not occupied because non-command sponsored dependents are in the PDS vicinity.

B. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

- a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an OCONUS PDS.
- b. If temporary lodgings occupancy is necessary, the requirements below must be met for TLA payment.
- c. If Government quarters are not available, finance regulations may require the member's written certification to support any voucher documentation submitted.
- d. ***When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).***
- e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:
  - (1) Upon arrival, of the responsibility to aggressively seek permanent quarters (not applicable when it is known that the member is assigned Government quarters), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent quarters;
  - (2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent quarters. ***NOTE: The member does not have to report progress in obtaining permanent quarters when it is known that the member is assigned Government quarters.;***
  - (3) Of the responsibility to furnish a statement indicating TLA commencement and/or termination;
  - (4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for an allowance extension to the maximum number of days in pars. U9202 and U9204;
  - (5) Of the requirement to relocate to other permanent quarters or to reoccupy the quarters formerly occupied, as soon as practical if the conditions in par. U9200-A2 apply;
  - (6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;
  - (7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and
  - (8) That lodging expenses are not allowed while staying with friends/relatives.

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

**PRIVATIZED HOUSING.** Housing units on or near military installations in the U.S. and its territories and possessions that are acquired or constructed by private persons, under 10 U.S.C. §§2871-2885. The Service Secretary determines which privatized housing is suitable for use as military family housing.

**PROCEED TIME.** A period of time that a member is authorized, by Service regulations, to delay in the execution of travel orders.

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

- A. reference material;
- B. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- C. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
- D. communication equipment used by members in association with the MARS (see DoDD 4650.2);
- E. individually owned or specially issued field clothing and equipment;
- F. an official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
- G. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

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

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

**REDUCED PER DIEM.** Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

**REPEAT TRAVEL ORDERS.** *See BLANKET TRAVEL ORDERS.*

**RESERVE COMPONENT:**

- A. The Army National Guard of the United States,
- B. the Army Reserve,
- C. the Naval Reserve,
- D. the Marine Corps Reserve,
- E. the Air National Guard of the United States,
- F. the Air Force Reserve,

- G. the Coast Guard Reserve, and
- H. the Reserve Corps of the Public Health Service.

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

**SECRETARIAL PROCESS.** Action by the Secretary concerned or the Secretary's designated representative.

**\*SECRETARY CONCERNED.** As defined in 37 U.S.C. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

*When this term is used in the JFTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.*

**SEPARATED FROM THE SERVICE.** Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SERVICES.** See **UNIFORMED SERVICES**.

**SHORT DISTANCE MOVE.** A move:

- A. involving HHG drayage or shipment for a short distance between residences;
- B. to or from a NTS facility in the member's PDS area;
- C. in the member's last PDS area when the member is authorized a final move during a separation or retirement;
- D. incident to reassignment or PCS to a new PDS near the old PDS;
- E. between residences within a metropolitan area; or
- F. not during a PCS, a move between residences within the daily commuting distance of the PDS.

***NOTE:*** A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

**SPARE PARTS FOR A POV.** See **POV, SPARE PARTS**.

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

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

**STANDARD CONUS PER DIEM RATE.** The per diem rate for any CONUS location not included in a defined

locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>.

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

**SUBSISTING OUT.** The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment does not require one.

**TEMPORARY DUTY (TDY).**

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

B. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

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

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

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

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

**TEMPORARY STORAGE.** Short-term storage that is part of HHG transportation. May be at any combination of the origin, destination, and en route locations. Usually for 90 or fewer days, but may be extended. See par. U5375. Also referred to as storage in transit (SIT).

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

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

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

- J. Midway Islands
- K. Navassa Island
- L. Palmyra Atoll
- M. Virgin Islands
- N. Wake Island

**TERRITORY OF THE UNITED STATES.** Also see *TERRITORIES AND POSSESSIONS OF THE UNITED STATES*. An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States. **NOTE:** *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

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

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

**TRANSPORTATION EXPENSES.** The costs related to transportation.

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

**\*TRANSPORTATION-IN-KIND.** Transportation provided by the Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-procured transportation via commercial carriers.

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

**NOTE 1:** *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.*

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

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

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

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

**TRAVEL ADVANCE.** Prepayment of estimated travel expense.

**TRAVEL AUTHORIZATION (ORDERS).** See *Travel Orders*.

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

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

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

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

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

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

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

A. ***Unlimited Open.*** An authorization allowing a member to travel on official business without further authorization for a specified period of time. ***NOTE: Unlimited Open travel orders are not used in DTS.***

B. ***Limited Open.*** An authorization allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. ***NOTE: Limited Open travel orders are not used in DTS.***

C. ***Repeat.*** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time. ***NOTE: Repeat travel orders are not used in DTS.***

D. ***Trip-by-trip.*** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

**TRAVEL STATUS.** The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. ***NOTE: See par. U2200 for more detail.***

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

**UNACCOMPANIED MEMBER.** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

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

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

**UNITED STATES.** The 50 states and the District of Columbia.

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

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

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

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

**UNUSUALLY ARDUOUS SEA DUTY.** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

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

*Effective 13 September 2002*

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

**YEARS OF SERVICE.** Any service authorized to be credited in computation of basic pay under 37 U.S.C. §205.

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

The sample format below may be used as a guide (for all Services) to prepare an ITO. Use of the sample format is not mandatory.

INVITATIONAL TRAVEL ORDER

Name \_\_\_\_\_ TRAVEL ORDER NUMBER \_\_\_\_\_

Address \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

You are invited to proceed from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_ (Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus  
See below for travel by Privately-Owned Conveyance

- The order-issuing agent has arranged Transportation.
- Transportation tickets are included with this order.
- Transportation tickets shall be provided at a later date

***NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, NTE the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.***

To arrange transportation call: (\_\_\_\_) \_\_\_\_\_

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

(a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and

(b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

**\*Effective 1 January 2003**

You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.36 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

You are authorized to travel by privately owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

**Receipts:** Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Order, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned. Even if your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents;
- c. HQ USAF. Authorizing/order-issuing officials;
- d. Air Force Reserve Members:
  - (1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
  - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
  - (3) For reserve units – Wing commander or equivalent, *who may delegate no further than the group commander level.*
- 6. Coast Guard (Military Personnel): Authorizing/order-issuing official.
- 7. National Oceanic and Atmospheric Administration Corps: Authorizing/order-issuing official.
- 8. Public Health Service: Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
- 9. Combatant Commands:
  - a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;
  - b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;
  - \*c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Blvd., Peterson AFB, CO 80914-3302;
  - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
  - e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN 836-5487, Commercial (757) 836-5487;
  - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
  - g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
  - h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91<sup>st</sup> Ave., Miami, FL 33172;
  - i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.
- 10. Special Operation Commands:
  - a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

- b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN 299-5469, Commercial (813) 828-5469;
- e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
- f. Commander, Special Operations Command Pacific, Attn: RM, P.O. Box 64046, Camp H. M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOPCOM NORFOLK VA//RM//J4//. Telephone: DSN 646-5841, Commercial (757) 443-5854. Email address: j41director@socjcom.navy.mil;
- h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM/. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;
- i. Commander, Special Operations Command South, Attn: RM, PSC 1008 Box 3900, FPO AA 34051-3900. Message address: COMSOPCOM PUERTO RICO//RM//J4//. Telephone: DSN 865-8780, Commercial (787) 865-8782. Email address: J8@socso.southcom.mil;
- j. Commander, Special Operations Command Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM//COMP//. Telephone: DSN 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil;
- k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM//COS//FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

#### 11. Schools:

- a. Uniformed Services University of the Health Sciences, Attn: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
- b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;
- c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

#### 12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

## 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. C2510. 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. It is *mandatory* that travelers arrange commercial transportation, rental cars (if authorized), through an available 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 reimbursement basis.

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

**JOINT TASK FORCE OPERATIONS TDY OPTIONS**

**SUBSIST ASHORE**

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

**SUBSIST ABOARD GOVERNMENT VESSEL <sup>3/</sup>**

	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

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

2/ Discount Meal Rate = Food costs only.

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

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

Table 1. Deployment - Joint Operations TDY Options

**D. Lodging Overnight Not Required**

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

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

***Effective 26 September 2002***

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

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

\*2. ATM Fees

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

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

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

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

b. Applicable to civilian employees. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), up to the amount authorized for a cash advance for the travel concerned. (Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.);

3. passports and visas fees (including photographs) for OCONUS travel;

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;

5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

***NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;***

**\*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*:

<b>Authorized FEML Location</b>	<b>Command Region</b>	<b>Authorized Destination</b>	<b>Recertification Due Date</b>
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
Cuba, Guantanamo Bay	Southern	Jacksonville	31 December 2004
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 *	European	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
Nepal, Kathmandu	Pacific	Honolulu	31 December 2004
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.