

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 199

Alexandria, VA

1 July 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 July 2003 unless otherwise indicated

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This change includes all material written in MAP Items 70-02; 73-02; 76-02 through 79-02; 10-03(E); 11-03(E); 13-03(E) through 15-03(E) and military editorials U03018 through U03027. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 198 cover page.

BRIEF OF REVISION

These are the major changes made by Change 199:

U5240. Proposes revisions to allow OCONUS emergency dental care under certain circumstances.

U5246. Permits per diem to be paid to dependents visiting members seriously ill or injured beginning 16 April 2003, through and including 30 September 2003.

U5320-D. Clarifies that there is no reimbursement for HHG shipment if the move is paid for by a third party.

U5455. Implements FY 2003 National Defense Authorization Act, Section 622, which allows for the shipment of two POVs of members who are reported missing.

U5462; U5464; U5466; U5468; U5472; U5476. Implements FY 2003 National Defense Authorization Act, Section 575, which revises the definition of "non-foreign OCONUS area", and allows for vehicle storage in most OCONUS areas as defined in this item, not just foreign OCONUS areas. ***These changes are effective 2 December 2002.***

U5720-B. Clarifies that the locality per diem rate used for TLE and TQSE is the PDS rate, not the lodging location rate.

U6005-B2; U6005-D1; U6005-D4. Allows USD (P&R) the authority to extend safe haven allowances beyond 180 days for dependents of DoD Service members and by the Secretarial Process for dependents of non-DoD Service members.

U7140. Explains that the JFTR is not the authority to reduce a UN mission per diem reduction.

U7150-A1c; U7150-C6; U7150-D; Appendix A. Changes the regulation to indicate that Reservists may be reimbursed for lodging service charges when they occupy transient Government housing or they may be provided lodging in kind but reimbursement for other than service charges for the use of Government quarters is not authorized.

U7200-B. Lets a member authorized COT leave to defer the travel until the end of the tour or if unable to take deferred COT leave due to a contingency until one year after that duty ends. This change implements section 621 of the FY 03 National Defense Authorization Act. ***This change is effective 2 December 2002.***

U7200-C3. Identifies the two additional options members may take in lieu of transportation under COT leave.

U9103; U9109-C; U9110-E. Permits a member reassigned under a low-cost or no-cost PCS to be authorized OHA based on the old PDS. This change implements section 602 of the FY 03 National Defense Authorization Act. ***This change is effective 28 April 2003.***

Appendix A; Appendix E. Corrects the term “travel order” to “travel authorization” for DoD civilians.

Appendix S. Re-certifies the U.S. European and U.S. Southern FEML locations until 30 April 2005.

Chapter 7, Part Z1; Appendix E. Approves payment for travel by defense personnel of countries participating in the NATO Partnership for Peace Program. This change implements new travel allowances authorized by Section 1202 of the FY 03 National Defense Authorization Act (NDAA) for the Bilateral or Regional Cooperation Program.

Chapter 7, Part Z2; Appendix E. Authorizes travel and per diem allowances for Coalition Liaison Officers of developing countries while the officers are temporarily assigned to the headquarters of a U.S. combatant command to plan or conduct a coalition operation. This change implements new travel allowances authorized by changes to Title 10 U.S.C. §1051a made by section 1201 of the FY 03 NDAA

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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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 2nd 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.

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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.nl.navsup.navy.mil, then go into P2003 search/order, fill out the MILSTRIP requisition on line.
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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.
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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.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE

SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON-FOREIGN OCUNUS (see par. U5462) PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY

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CHAPTER 5**PERMANENT DUTY TRAVEL****PART A: APPLICABILITY AND GENERAL RULES****U5000 SCOPE**

A. General. This Chapter prescribes a member's entitlements to personal and dependent travel and transportation allowances, HHG and POV transportation allowances, mobile home transportation allowances, DLA, and TLE allowance incident to a PCS. It also prescribes entitlements for travel and transportation of dependents, and for HHG, POV, and mobile home transportation under unusual or emergency circumstances, and various other situations not directly related to a PCS. For non PCS travel entitlements, see Chapter 7.

B. Travel Covered. This Chapter discusses the following types of PCS travel:

1. Transfer. Travel in connection with a transfer from one station to another for permanent duty.
2. Change in Homeport or PDS Location of a Unit. Travel in connection with a vessel's homeport or mobile unit's PDS location change.
3. Call to Active Duty. Travel from home or from the PLEAD to the first PDS upon:
 - a. appointment or re-appointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. reserve members being called (or ordered) to active duty (including duty for training) for 20 weeks or more at one station;
 - c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or
 - d. enlistment or induction into the Service (regular or during emergency).
4. Separation or Retirement. Travel from last PDS to home upon:
 - a. discharge, resignation, or separation from the Service under honorable conditions;
 - b. reserve members' release from active duty (including active duty for training) to which called for 20 weeks or more at one station;
 - c. transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - d. retirement; or
 - e. temporary disability retirement.
5. Travel (other than TDY) Not Directly Related to PCS Orders. In addition to PCS entitlements, this Chapter includes entitlements for travel and transportation of dependents, and for HHG, POV and mobile home transportation, under unusual or emergency circumstances, and other situations not involving a PCS.

U5002 APPLICABILITY

A. General. The provisions of this Chapter apply to PCS of all regular and reserve members.

B. Special Categories. The following special categories of personnel are entitled to PCS allowances as indicated:

1. cadets and midshipmen (see par. U7000),
2. applicants and rejected applicants of the regular service (see par. U7025),
3. reserve components (see par. U7150), or
4. members whose enlistment has been voided (see par. U7375).

C. Persons Not Covered. The following categories of personnel are not entitled to PCS allowances:

1. absentees and stragglers being returned to their PDSs (see par. U7400),
2. members discharged under other than honorable conditions (see par. U7500), and
3. prisoners (see par. U7451).

U5012 PCS ALLOWANCES

A. General. Following is a general description of PCS travel entitlements. Parts B through H of this Chapter prescribe specific entitlements. Entitlements depend on the member's individual travel circumstances. Table 5-1 provides a general guide.

B. Member and Dependent Travel and Transportation Allowances. When a member must travel under an order, the Government either furnishes transportation, reimbursement, or a payment in lieu of transportation at rates prescribed in this Part. Generally, members select the transportation mode (i.e., airplane, train, bus, POC) for travel between the old and new PDSs. Sometimes an order directs a particular mode for the member but not the dependents. For travel time computation when a mode is not directed, see par. U5160. For authorized PCS travel reimbursements, see par. U5105; for travel to the first PDS, see par. U5108-C. For dependents' travel and transportation, see Chapter 5, Part C.

*C. HHG Transportation and Storage. A member directed to make a PCS is entitled to transportation and/or storage of HHG. A member's weight allowance depends on the member's grade and dependency status (see par. U5310-B). The Service concerned may administratively limit the amount shipped. For example, an E-6 with dependents may ship 11,000 pounds of HHG, if the member is transferred between two CONUS PDSs. However, only a portion of the member's PCS HHG weight allowance may be shipped if the member is transferred to a "weight restricted" OCONUS PDS. The remainder may be placed in NTS or transported to a designated place. Ordinarily, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS. HHG precluded from shipment due to an administrative weight restriction are placed in NTS until the next PCS. PCS HHG transportation entitles a member to temporary storage, until the member arranges for a new permanent residence, unless prohibited. Temporary storage may be authorized at any combination of the point of origin, in transit, or at destination. See Chapter 5, Part D. ***See JTR, par. C8050 for HHG transportation for a DoD civilian employee married to a uniformed member when both are authorized HHG shipments to the same new PDS.***

D. Unaccompanied Baggage Transportation. See Appendix A definition of baggage, unaccompanied. The Service concerned may limit unaccompanied baggage weight. See Chapter 5, Part D.

E. POV Transportation. A member ordered to make a PCS to, from, or between OCONUS PDSs, or upon official change in vessel's homeport or mobile unit's PDS location, may be authorized to have one POV, owned or on a long-term lease by the member or dependent(s), shipped to the vehicle processing center serving the member's new PDS or other authorized place. The POV must be for the member's or dependents' personal use. There are some limitations, restrictions or prohibitions. See Chapter 5, Part E.

F. Mobile Home Allowances. A member ordered on a PCS, or the dependent of a deceased member entitled to HHG transportation, is entitled to any combination of the allowances in Part F for mobile home transportation, including temporary storage, from the old PDS to the new PDS or between other authorized points. Except as

B. Time Limits1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty. A member entitled to dependents' travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is entitled to dependents' travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment. A longer time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

b. During 1-Year Period After Date of Termination of Active Duty. A member entitled to dependents' travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is entitled to dependents' travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period. A longer time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

2. Member Undergoing Education or Training. A member entitled to dependents' travel and transportation allowances under par. U5230-A1 who:

a. is undergoing education or training to qualify for acceptable civilian employment on the active service termination date; or

b. begins such education or training during the 1-year period after active service termination, or during the longer period authorized/approved under par. U5230-B1 (if applicable);

is entitled to dependents' travel and transportation allowances to the HOS provided:

a. travel begins within 1 year after completion of education or training, or 2 years after the active service termination date, whichever is earlier; and

b. the transportation is authorized/approved through the Secretarial Process. Further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5230-B1 or U5230-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. U5230-B1 and U5230-B2 when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the time limit. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service. Such extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension through the Secretarial Process. An additional specific entitlement time period may be authorized/approved through the Secretarial Process (B-126158, April 21, 1976). The delays authorized under this subparagraph must be incident to separation of the member from the Service (B-207157, February 2, 1983).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Recalled to Active Duty before Choosing a HOS. A member recalled to active duty before choosing and traveling to a HOS is entitled to travel and transportation allowances for dependents' travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status. The time limits prescribed in pars. U5230-A and U5230-B apply from the date of last release from active duty. If the member dies after the last release, par. U5230-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon ultimate release from active duty under honorable conditions to resume the same or a different status,

entitled to dependents' travel and transportation allowances to that HOS or the PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired. A member who is on the TDRL at the time of discharge with severance pay or who is retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) is not entitled to dependents' travel and transportation allowances in connection with such discharge or retirement. See par. U5230-A or U5230-B for entitlement in conjunction with placement on the TDRL.

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member specified under par. U5230-A dies after claiming personal travel allowances under par. U5130 to a HOS and the dependents have not traveled to the HOS and the member has not shipped HHG there, the dependents are entitled to travel and transportation allowances for travel to the member's HOS or to some other place selected by them up to the entitlement for travel to the member's HOS from the place to which the dependents were last transported at Government expense.

2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. U5230-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependents are entitled to travel and transportation allowances to a home of their selection at a place the member would have been authorized to select under par. U5130 from the place to which the dependents were last transported at Government expense.

G. Member Ordered to a Place to Await Disability Retirement. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Government's convenience, is ordered to a place to await further orders in connection with disability retirement, is entitled to dependents' travel and transportation allowances to that place, in addition to any entitlement to dependents' travel and transportation allowances when retirement or other orders later are issued. However, entitlement upon final disposition of retirement proceedings is limited to the entitlement for travel from the PDS at the time the member received the orders directing the member to proceed in an awaiting-orders status to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for dependents' travel and transportation to the waiting point.

U5237 DEPENDENTS' TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

Dependents traveling at Government expense, whether or not accompanied by the member, may be furnished transportation procurement documents when those dependents are stranded en route because their documents or funds needed to purchase authorized transportation have been lost or stolen. The member's consent must be obtained in accordance with Service regulations before transportation procurement documents may be furnished. The cost of the documents issued shall be charged to the member in accordance with Service regulations.

U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

NOTE: For HHG transportation under unusual/emergency circumstances, see par. U5905-C2.

*A. General

1. This paragraph covers dependent travel situations that are in:

- a. advance of the member's PCS, and
- b. the Government's best interest.

2. These situations include changes in OCONUS duty station status; medical/dental travel; IPCOT PCS-like travel (for COT leave travel, see par. U7200); certain dependent travel ICW courts martial of members; tour extensions; and alerts.

3. Orders authorizing dependents' travel and transportation must cite the specific subparagraph (below) under which the travel is authorized.
4. For dependents' evacuation travel, see Chapter 6.
5. For early return of dependents, including dependents in CONUS whose member spouses are court-martialed OCONUS, see Part J.

B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives orders to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, entitlement to dependents' travel and transportation allowances to a designated place under par. U5222-D1c is as prescribed in this subparagraph. In this subparagraph, "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.

2. Restriction or Change in Designation Imposed after Orders Received. When the restriction or change in designation is imposed after the date the member first receives PCS orders but before dependents begin travel from the member's old PDS, the entitlement to dependents' travel and transportation allowances is determined under par. U5222-D1.

3. Restriction or Change in Designation Imposed after Dependents Begin Travel. When the restriction or change in the designation is imposed after dependents begin travel, circuitously or otherwise, on or after the date the member first receives PCS orders, dependents' travel and transportation allowances are authorized from the old PDS to the place at which they received notification of the restriction or change in designation and from that place to a designated place authorized in par. U5240-B1. However, the entitlement in such cases shall not exceed that accruing from the old PDS to the appropriate:

- a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. U5240-B1 in the case of a change to a dependent-restricted tour, or
- b. homeport of the vessel concerned and from the homeport to a place authorized in par. U5240-B1 in the case of a change in designation of the duty of a ship.

4. Restriction or Change in Designation Imposed while Dependents at Designated Location. If the dependents are at a designated place authorized in par. U5240-B1 where they were located under prior orders on the date they receive notification of the restriction or change in designation, no dependents' travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed after Dependents Leave Designated Location. When the restriction or change in designation is imposed after dependents begin travel from a designated place authorized in par. U5240-B1, circuitously or otherwise, on or after the date the member first receives PCS orders, dependents' travel and transportation allowances are authorized from that designated place to the place at which they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the entitlement in this case shall not exceed that from the designated place at which travel began to the homeport in CONUS or the appropriate POE serving the member's OCONUS PDS and from that homeport or that POE to the designated place last chosen.

6. Restriction or Change in Designation Imposed while En Route from Old PDS or Homeport. When the restriction or change in designation is imposed after dependents begin travel, but before they arrive at or in the vicinity of the member's OCONUS PDS or homeport, dependents' travel and transportation allowances are authorized from the old PDS or homeport where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

- a. designated place in CONUS;

- b. temporary OCONUS location as may be authorized/approved through the Secretarial Process; or
- c. designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed after Dependents Arrive at Member's Duty Station. When the restriction or change in designation is imposed after the dependents arrive at the member's OCONUS PDS or homeport, or the restriction or change in designation is not made known to them until their arrival at or in the vicinity of that PDS, dependents' travel and transportation allowances under this subparagraph are authorized to the same locations and under the same conditions as set forth in par. U5240-B6. If dependents' evacuation is necessary, par. U6005 applies.

8. Subsequent Entitlement. A member, otherwise entitled to dependents' travel and transportation allowances under par. U5203-A:

- a. whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or
- b. the duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or
- c. who is transferred to a station to which dependents' transportation is authorized,

is entitled to dependents' travel and transportation allowances to the PDS or homeport of the vessel concerned, up to those for travel from the place to which they were transported under this subparagraph to the PDS or appropriate homeport. *However, when dependents are in CONUS, their return transportation to the same or another OCONUS PDS or appropriate homeport may be authorized only when at least 12 months remain in the member's OCONUS tour following the estimated date of arrival of dependents at the PDS or homeport concerned or on the date command sponsorship is granted, whichever is later.* If the member elects, the dependents may be retained at the place to which they traveled under pars. U5240-B1, U5240-B2, U5240-B3, U5240-B4, U5240-B5, U5240-B6 and U5240-B7 until further transportation is authorized. ***NOTE: Dependents may be retained at a temporary OCONUS location to which they were transported under par. U5240-B6 and par. U6005 only when authorized/approved through the Secretarial Process.*** Travel of dependents of members not entitled to travel and transportation allowances under par. U5203-B is governed by par. U6005.

C. Dependents' Travel and Transportation OCONUS for Medical Care

1. Definition of Dependent. As used in this subparagraph, a "dependent" is **any** dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

*2. Local Medical/Dental Care Not Available

a. active duty may authorize/approve dependent transportation if the dependent: Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS

- (1) Is accompanying the member for more than 30 days; and
- (2) Requires care not available in the member's OCONUS PDS area.

b. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical facility where adequate medical/dental care is available, except as noted in par. U5240-C2c.

c. Exceptions. A dependent participating under a dental plan established under 10 USC §1076a (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is **except for**:

- (1) Emergency dental care,
- (2) Dental care provided at an OCONUS location, or
- (3) Dental care not covered by the dental plan.

d. Transportation. Transportation may include ambulance transportation to and from carrier terminals. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the authorizing/order-issuing official.

3. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical facility, and lodging when the dependent is receiving outpatient care at a medical facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical facility and lodging may be reimbursed for the number of trips the dependent must make between those two places on any day. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When it is determined that a POC is the mode, reimbursement for the actual expenses incurred, as in par. U3305-B1, is authorized. Payment may not be on a commuted basis, such as a mileage allowance, for transportation costs (B-202964, February 23, 1982). The actual cost of the dependent's lodging (including taxes (see **NOTE**), tips, and service charges) and meals (including taxes and tips) may be reimbursed up to the per diem rate for the area concerned. Funds may be advanced to cover expenses reimbursable under this subparagraph.

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

4. Elective Surgery. ***Travel and transportation expenses are not authorized for a dependent who travels for elective surgery not medically indicated by a medical official of the Service concerned.***

5. Attendants for Dependents. If a dependent is unable to travel unattended, round-trip travel and transportation allowances are authorized for necessary attendants as provided in Chapter 7, Part Q.

6. Use of Government Transportation. When practicable, Government transportation is used for transportation authorized by this subparagraph.

7. Dependents' Transportation. When the transportation mode described in par. U5240-B6 is not available or its use is not practicable, dependent patients shall be transported by one of the following modes:

- a. Government-procured commercial transportation,
- b. personally procured commercial transportation, or
- c. POC.

When the transportation mode in par. U5240-C7b is used, reimbursement for the actual cost of the transportation used is authorized. When the transportation mode in U5240-C7c is used, reimbursement for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel) is authorized. However, reimbursement for the travel performed by the mode in par. U5240-C7b or U5240-C7c shall not exceed what it would have cost if the transportation had been furnished by the Government (i.e., Government or Government-procured transportation). ***NOTE: This limit does not apply when Government or Government-procured transportation is not available.*** If a dependent is transported by POC

and an attendant is entitled to a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

8. Administrative Provisions. Orders authorizing/approving dependents' travel for medical or surgical care must cite this subparagraph as authority. The order must be supported by a statement by a competent medical official (military or civilian, as available) as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the order must so indicate and the authorizing/order-issuing official's statement in the order that proper medical facilities are not available then suffices. For non-emergency conditions, agreement to accept the patient by the receiving medical facility must be obtained before orders are issued.

9. Subsequent Entitlement. A member otherwise entitled to dependent travel and transportation allowances under par. U5203-A, whose dependent is transported to a place other than the member's PDS under this subparagraph, is entitled, upon reassignment, to travel and transportation expenses for that dependent from that place to the destination authorized in the reassignment orders.

D. Dependents' Travel and Transportation Incident to Alert Notice

1. General. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. U5222-D (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

2. Member Not Transferred to Dependent-restricted OCONUS Tour after Alert Notice Announcement. When dependents have traveled to a designated place under par. U5240-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependents' travel and transportation allowances are authorized from the designated place to the new PDS. This also applies to return transportation that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Dependents' Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependents' travel and transportation allowances upon assignment to that PDS, is entitled to dependents' travel and transportation allowances from the place dependents are located to that PDS. ***NOTE: The entitlement limit is up to that from the old to the current PDS.*** Entitlement under this subparagraph is limited to the situation in which a member's tour is extended due to:

1. unusual circumstances, and
2. the needs of the Service.

Entitlement under this subparagraph also is limited to the situation where a member did not move dependents to that PDS initially because of the anticipated short time of assignment (B-208861, November 10, 1982).

F. Dependent Travel and Transportation Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members Stationed in CONUS)

1. Travel and Transportation Allowances. A member (with dependents) stationed in CONUS who:
 - a. is sentenced by a court martial to:
 - (1) confinement for more than 30 days,
 - (2) receive a dishonorable/bad-conduct discharge, or
 - (3) dismissal from a Uniformed Service, or
 - b. receives an administrative discharge under other than honorable conditions,

is entitled to dependents' PCS travel and transportation allowances.

2. Travel Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:

- a. the authorized destination, and
- b. that a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

3. Travel Requests. Travel may be requested by:

- a. the member,
- b. the member's spouse, or
- c. another dependent (if the member has no spouse, or the spouse is not available).

4. Travel Destination. The dependents' destination must be a designated place, except that dependents who are foreign-born may be returned to their native country.

5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to:

- a. the member, or
- b. the dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, February 21, 1979)).

6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:

- a. the court-martial is completed, or
- b. of administrative discharge.

G. Dependents' Travel and Transportation Incident to an In Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Accompanied Tour

- a. Dependents may be moved at Government expense from a designated place to the current PDS if the dependents are command-sponsored at the PDS prior to their travel to the PDS.
- b. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, not to exceed the allowances for travel from the member's old PDS to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of U5222-C4 apply. A member may leave command-sponsored dependents at the old PDS (which then is a designated place) if authorized/approved through the Secretarial Process. ***NOTE: This authority may not be delegated below the headquarters that directs transportation policies or procedures for the Service concerned. The member*** receives station allowances at the with-dependent rate (par. U9301-B1. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances.

3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, up to the cost from the member's old PDS to the current PDS.

U5241 DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This subparagraph applies to dependents of a member (without regard to command sponsorship (B-158661, December 22, 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), or who dies while entitled to basic pay (37 U.S.C. §406(f)).

B. Definitions

1. Dependent. See Appendix A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became 21 years of age while the member was serving at that PDS (see par. U5215-B).

2. Transportation. "Transportation," as used in this paragraph, includes transportation-in-kind or reimbursement therefor under pars. U5203-A, first itemization, item 2, and MALT under par. U5015-A.

C. Limitations

1. Destination. No travel may be authorized/approved under this subparagraph unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.

2. Time. Entitlement to dependents travel and transportation allowances ends if the dependents do not begin travel to their final home within 1 year from the date of the official status report, or within 1 year after the member dies while entitled to basic pay. However, travel at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). No travel and transportation allowances are authorized under this paragraph when travel is delayed until after receipt of official notice that the member has returned to an active status.

3. Per Diem. A dependent entitled to the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 U.S.C. §406(f)), also is entitled to per diem under par. U5210. Per diem is not payable in connection with the other dependent transportation authorized in this paragraph.

D. When Authorized

1. General. Dependents may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when dependents receive official notice that the member is:

a. dead; or

b. injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

c. absent for a period of more than 29 days in a missing status.

When dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the dependents may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the entitlement to a final move at Government expense. That final move must be exercised within the time limit established in par. U5241-C2.

2. Additional Moves

a. Status Change. Dependents moved under par. U5241-D1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. Dependents moved under par. U5241-D1 may be moved again under that subparagraph when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, entitlement to dependents' travel and transportation allowances under par. U5203 is determined in accordance with this Part.

E. Administrative Instructions. Each of the Services must issue regulations or instructions deemed necessary for the judicious adm

7. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under this subparagraph.

8. Baggage Storage. During a student's annual trip between the school and the member's PDS, a member may store the student's unaccompanied baggage in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. *However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.*

U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

**NOTE: See par. U5246-F regarding per diem beginning on 16 April 2003 through and including 30 September 2003.*

A. General. Not more than two family members of a member described in par. U5246-A1 or U5246-A2 may be provided round-trip transportation under this paragraph as determined by appropriate authority. See par. U1010-B1 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS.

2. Member of the Reserve Components Entitled to Disability Pay and Allowances. Round-trip transportation is authorized to visit a reserve component member entitled to disability pay and allowances under 37 U.S.C. §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel at <http://www.uscg.mil/hq/g-w/g-wp/gwpm/manuals.htm>, who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS if that member became ill or injured or was diseased:

- a. in line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
- 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.

Effective 16 April 2003 through and including 30 September 2003, (Section 1318 of the Emergency Wartime Supplemental Appropriations Act, dated 16 April 2003.)

*F. Per Diem. Per diem may be paid for family members traveling to and from visits (and while at the site during visits) with a member who is seriously ill or injured as a result of service on active duty in support of Operation Noble Eagle, Operation Enduring Freedom or Operation Iraqi Freedom. Only the same two family members who are transported under this paragraph may receive per diem. (See Appendix E for ITO issuance guidance.) The requirement in par. U5246-C, that a determination in writing is necessary from an attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member that the presence of family member is necessary for the health and welfare of the member, is not applicable.

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.

U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation shall not be made for a member's convenience to some other place for re-transportation later.

U5320 METHODS OF TRANSPORTATION

A. HHG. HHG transportation is authorized by the transportation mode which provides the required services satisfactorily at the best value to the Government.

B. Unaccompanied Baggage. Unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. Unaccompanied baggage in excess of 1,000 pounds (net) may be transported if authorized in accordance with Service regulations.

C. Government-procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with par.U5320- A.

*D. Personally-procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Claims should be prepared and submitted in accordance with Service regulations (see par. U1010-B7). The Government's cost limit is based on the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) (See par. U5385.)

NOTE 1: Members (or next of kin, when appropriate) who personally arrange for HHG shipment (i.e., move the HHG themselves, or arrange directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

1. Government-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is entitled to reimbursement of the actual cost:

- a. when a shipping or transportation officer is not available, or
- b. the member is instructed by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

(See Transportation of HHG in Appendix A and NTS in par. U5380.) The cost of the direct hire or rental of a conveyance (with or without operator) and/or hire of an operator of a conveyance is included as part of the actual cost. The special routing and services in par. U5340-E are not included as part of the actual cost.

2. Government-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is entitled to:

- a. reimbursement of the actual cost not to exceed the Government's constructed transportation and/or NTS cost, or
- b. payment of a monetary allowance equal to 95% of the Government's constructed cost

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructive cost.

b. When Weight Certificates are Unobtainable. Through the Secretarial Process, use of constructive weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

- (1) a public scale or a Government scale was not available; or
- (2) if HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructive weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructive HHG weight. When Government-procured transportation and/or NTS is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess shall be charged to the member.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

E. Split Shipment. A member may ship HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed:

1. the member's authorized HHG weight allowance, and
2. the cost of Government-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

U5330 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to:

1. a joint residence in the vicinity of the new PDS of the member remaining on active duty from which that member is to commute to the new PDS, or
2. a joint residence being established by both retirees/separatees at the HOS/HOR (limited by the lesser entitlement.)

If one member/spouse dies, see par. U5372-F for the authorized weight allowance of the surviving spouse/member.

B. Impact of Effective Date of Orders. The entitlement to HHG transportation accrues and becomes fixed on the effective date of PCS orders. Except as authorized in par. U5370-F for members reduced in grade, the weight allowance is based on the grade held on the effective date of the orders authorizing the HHG transportation.

2. Entitlement on Next PCS. *A member who has transported a POV under par. U5455-A1 has no further POV transportation entitlement on the PCS from that PDS.*
3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS.

A member whose PDS is OCONUS, and who is not entitled to transportation of a POV in connection with early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without orders, dependents are not returning to CONUS, etc.), is entitled to, and orders may be issued providing for, transportation of a POV to the designated POV VPC/unloading port serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

B. Member Reassigned from OCONUS PDS to Which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. delivered a POV to a designated CONUS POV VPC/loading port for transportation to the OCONUS PDS, and
2. after reporting for duty at that PDS, but before the POV is shipped from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized,

transportation is authorized to the CONUS POV VPC/unloading port ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member entitled to dependents' transportation under par. U5240-D is entitled to POV transportation under par. U5410-B.

D. PDS Evacuation. See pars. U6008 and U6057.

Effective 2 December 2003

*E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be shipped at Government expense (including required overland transportation) to:
 - a. The member's HOR;
 - b. The dependents' residence,
 - c. Next of kin, or other person authorized to receive custody of personal effects; or
 - d. Such other place(s) as determined in accordance with Service regulations.

NOTE: Both POVs must be shipped to the same destination.

2. POV Transported by other than the Government.

- a. In lieu of having the POV(s) transported by the Government, the member, the dependent, next-of-kin, any other person entitled to receive custody of the POV(s), or someone designated by one of these may:

- (1) Drive the vehicle(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls is authorized); or

(2) Arrange transportation of the POV(s) and receive reimbursement.

NOTE: Both POVs must be driven/transported to the same destination.

b. The total reimbursement cannot exceed the cost that would have been incurred had the vehicle(s) been transported and/or stored by the Government. See Service claims regulations for Government damage liability when the vehicle is driven.

c. If a member is reported injured or ill, the allowances provided by this subparagraph are authorized only when a prolonged hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital. Reimbursement in such cases is limited to the cost of over water and overland transportation between the points:

(1) The vehicle(s) was transported; or

(2) Shipment at Government expense would have been authorized,

whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late. If the POV(s) of the member (or dependent), transported at Government expense, does/do not arrive at the authorized destination by the designated delivery date, the provisions in par. U5410-D apply. If two POVs are transported at Government expense, no reimbursement is paid unless **both POVs do not arrive** at the authorized destination by the designated delivery date(s).

4. Storage

a. Non-temporary Storage. If the person authorized to receive custody of the POV(s):

(1) Is not known;

(2) Is subject to litigation; or

(3) If known, has not yet been located and notified to take custody of the POV(s),

the POV(s) may be stored at Government expense until such time as proper disposition can be made.

b. Temporary Storage. Temporary storage of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for shipment within the time limits in par. U5372-B3. Temporary storage in excess of 180 days in such cases is at the expense of the person for whom the shipment is being made.

5. Additional Moves

a. Status Change. A POV transported under par. U5455-E1 may again be moved under that paragraph when official notice is received that the member's status has changed from one to another of those listed in par. U5455-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has a POV shipping entitlement under PCS orders, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final shipment of that POV to a destination in accordance with the procedures prescribed in Chapter 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). Transportation under this paragraph exhausts the entitlement for transportation of a POV under the member's PCS orders.

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of shipment means turning the POV into the designated POV loading port for shipment before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension shall be for a specific additional time period. A time extension shall, based on the facts and circumstances in the individual case, be a finding that having the POV shipped within that initial time frame would be a hardship for the member.

NOTE: See par. U5012-I for restrictions to time limit extensions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's termination of active service. Initiation of shipment means turning the POV into the designated POV loading port for shipment before 1 year expires following the termination of active service. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of pars. U5365-D, U5365-E, and U5365-F).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in this Volume or Service Regulations, transportation of a POV for an eligible member may be initiated any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5460 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for shipment and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE

This applies to Government-authorized movement of a POV for members or their dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned

shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is \$210. (See Examples in par. U5410-D.)***

PART E**SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON-FOREIGN OCONUS (see par. U5462) PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY**

Effective 2 December 2002

U5462 DEFINITION

The following definition is used *only* for the purposes of JFTR, Chapter 5, Part E, Section 2:

NON-FOREIGN OCONUS AREA. The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any U.S. possession.

Effective 2 December 2002

***U5464 GENERAL**

POV Storage is in lieu of POV shipment. This Section prescribes POV storage allowances for eligible members ordered to a foreign/non-foreign OCONUS (see par. U5462) PDS to which a POV is not permitted to be transported, or sent TDY for more than 30 days to a contingency operation. It also covers allowances associated with:

1. Travel to and from designated storage facilities,
2. POV storage preparation,
3. Actual storage costs,
4. POV preparation for removal from storage, and
5. Costs associated with delivery to the next authorized destination (see par. U5410).

Storage of more than one POV, and/or storage of a POV instead of authorized transportation is not allowed. Members are financially responsible for storage and/or transportation of additional POVs.

NOTE: See Appendix A for definition of a contingency operation.

U5466 ELIGIBILITY

Effective 2 December 2002

***NOTE:** Members with a contingency operation TDY start date or an effective date of PCS orders on/after 1 April 1997 are eligible for this storage. A member is eligible for this storage upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage entitlement begins effective with the beginning of the IPCOT.

Effective 2 December 2002

*A. Members. A member is eligible to have one POV stored at a storage facility if the member is:

1. Ordered to make a PCS to a foreign/non-foreign OCONUS (see par. U5462) PDS; and the
 - a. Laws, regulations, and/or other restrictions imposed by the foreign country, area, or the United States preclude shipment/entry of a motor vehicle at Government expense into that foreign/non-foreign OCONUS (see par. U5462) PDS; or
 - b. Vehicle would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS (see par. U5462) PDS; or

2. Sent TDY for more than 30 days to a contingency operation (see Appendix A).

B. Storage. The Secretary concerned may have the POV storage facilities designated.

1. Government-procured Storage Available. A Service may elect to store a member's POV. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility. A member who personally arranges for storage at a facility other than the designated facility is to be reimbursed for the actual storage cost, not to exceed the Government's constructed storage cost.

2. Government-procured Storage Not Available. When Government-procured storage is not available, or has not been designated, or the member is instructed by the shipping/transportation officer to store the POV at personal expense, the member may arrange to store the POV at a commercial storage facility. The member is to be reimbursed for the actual storage costs.

U5467 STORAGE IN LIEU OF SHIPMENT

POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which POV shipment is prohibited. A member who stores a POV at Government expense is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS. However, the member may ship the stored POV if ordered on a COT and POV transportation is permitted to the subsequent OCONUS PDS. ***The member may not continue to store the POV at Government expenses while shipping another POV to the subsequent OCONUS PDS.*** This is based on the shipping entitlement to the subsequent OCONUS PDS.

Example 1: A member PCSs from CONUS to Japan (POV transportation not authorized) and the Government pays to store the member's POV. The member receives a PCS order to a CONUS PDS and wants to ship a POV from Japan to the new CONUS PDS. The member does not have a POV shipping entitlement from Japan because the member stored a POV.

Example 2: A member PCSs to Japan (POV transportation not authorized) and the Government pays to store the member's POV. The member receives a PCS order to another OCONUS location where POV shipment is authorized. The member is authorized shipment of the POV from storage to the new OCONUS PDS.

NOTE: Removing the POV from storage before the member departs PCS/enters an IPCOT does not negate that the member stored a POV and is not authorized POV shipment. A member who removes the POV from storage upon an IPCOT/COT may be authorized POV shipment upon subsequent PCS after the IPCOT/COT tour.

U5468 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY

A. General. A Service may elect to transport the POV to and/or from the storage location. If a Service elects not to transport the POV, the member may personally arrange the transportation to and/or from the selected storage facility. If a Service elects to transport the POV, the member may elect to personally arrange POV transportation -- member's option.

1. Government-procured Transportation Available to and/or from Storage Facility

a. The member is reimbursed the automobile mileage rate for the official round trip distance between the old/new PDS (as appropriate) to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.

b. When Government-procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is to be reimbursed for the actual transportation cost not to exceed the Government's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance not to exceed the Government's constructed transportation cost.

NOTE: For OCONUS Travelers: The member is to be reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/vehicle port) not to exceed the Government's constructed transportation cost of shipping/transporting the POV.

2. Government-procured Transportation Not Available to and/or from Storage Facility. When Government-procured transportation to and/or from storage is not available, or the member is instructed by the shipping/transportation officer to personally arrange POV transportation, the member is to be reimbursed for the actual transportation cost. If the POV is driven, the member is to be reimbursed the automobile mileage rate for the official round-trip distance.

Travel time computed under par. U5160 is allowed for the round trips to deliver and/or pick-up a POV under this subparagraph.

B. Delivery/Pick-up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.
2. ***Vehicle storage transportation reimbursement is limited to mileage (see par. U2600) for the round-trip distance from the old PDS to the closest VPC/loading port servicing the old PDS.*** This limitation does not apply to a member who stored a vehicle commercially with Government reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003.
3. A roundtrip is authorized to:
 - a. deliver the POV to the storage facility, and
 - b. pick-up the POV from the storage facility.
4. These roundtrips are available only if POV delivery and/or pickup:
 - a. is not concurrent with PCS travel, or
 - b. is in connection with TDY on a contingency operation.

NOTE: For this Section, a Reserve Component member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR or PLEAD. For POV pick-up upon separation or retirement, the "new PDS" is the HOR, or authorized HOS of the member under U5130-A1.

C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. When a member and/or dependent(s) delivers the POV from the old PDS to the designated storage facility, and then travels to the passenger POE, the member is authorized:
 - a. MALT for one authorized traveler for the official distance from the old PDS to the designated storage facility; and
 - b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the designated storage facility to the passenger POE. ***The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.***

In addition, the member receives a flat per diem at the CONUS Standard per diem rate, and per diem for dependents' travel (see par. U5210). The flat per diem is computed for the actual travel time not to exceed the allowable travel time for travel from the old PDS to the designated passenger POE (see par. U5160).

2. Delivery - Travel to Storage Facility via Passenger Port. A member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate for the official one-way distance from the passenger port to the designated storage facility. ***Reimbursement for travel back to the passenger POE is not authorized.***

D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. When a member and/or dependent(s) travels from the passenger POD to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

1. MALT (see par. U5015-A1 and/or U5105-B1) for the official distance from the designated storage facility to the new PDS; and
2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD to the designated storage facility. ***The reimbursement for transportation from the passenger POD to the designated storage facility shall not exceed the cost for direct travel from the passenger POD to the new PDS.***

In addition, the member receives a flat per diem at the CONUS Standard per diem rate, and a per diem for dependents' travel (see par. U5210). The flat per diem is computed for the actual travel time not to exceed the allowable travel time from the passenger transportation terminal to the new PDS (see par. U5160).

E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

*1. Delivery to a Designated Storage Facility in Connection with TDY En Route. A member who delivers a POV to a designated storage facility in connection with a PCS to a foreign/non-foreign OCONUS (see par. U5462) PDS with TDY en route, is authorized:

- a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and
- c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the designated storage facility to the passenger POE. ***The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.***

In addition, member receives a flat per diem for the travel not to exceed the allowable travel time from the TDY station to the passenger transportation terminal (see par. U5160-C).

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.

2. Pick-Up in Connection with TDY En Route. A member who picks up a POV from a designated storage facility in connection with PCS travel to/from an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD to the designated storage facility;
- b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; and
- c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for pars. U5468-E2a and U5468-E2b shall not exceed the travel and transportation cost from the passenger POD to the TDY station. In addition, the member receives a flat per diem for the travel in pars. U5468-E2a and U5468-E2b not to exceed the amount for the allowable travel time (see par. U5160-C) from the passenger transportation terminal to the TDY station.

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.

U5470 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate storage facilities (see par. U5466).

B. Personally-procured POV Storage. A member may be reimbursed for storing one POV at a commercial facility (see par. U5466). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility must not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

U5472 FACTORS AFFECTING POV STORAGE

A. Orders Amended, Modified, Canceled, or Revoked. A POV stored or shipped after PCS order receipt (or notification of deployment on a contingency operation) may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Government expense, if the PCS order (or contingency operation notification) is later amended, modified, canceled, or revoked. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions in par. U5317 apply.

Effective 2 December 2002

*B. Storage before an Order Is Issued. POV storage is permitted before a PCS order (or contingency operation order/notification) is issued to a member. A written statement must support the storage request:

1. From the PCS authorizing/order-issuing (or contingency operation designating) official or the designated representative that the member was advised before such an order (or notification) was issued that it would be issued, and
2. Signed by the shipping applicant agreeing to be financially responsible for:
 - a. The entire storage cost if the PCS order (or contingency order/notification) to authorize storage is not issued later, and
 - b. Any additional POV transshipment costs to another storage facility required because the PDS named in the order is different than the PDS named in the statement required in par. U5472-B1 (or return to the current PDS if the contingency order/notification is not issued).

3. The length of time before a PCS order (or a contingency operation notification) is issued, during which a member may be advised that the PCS order (or notification) is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the order (or contingency operation notification) is actually issued.

4. General information furnished to the member concerning PCS order (or contingency operation notification) issuance before the determination is made to actually issue the order or notification (such as eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (see par. U5462) duty, anticipated contingency departure date, etc.) is not advice that the order or notification is to be issued (52 Comp. Gen. 769 (1973)).

C. Time Limitation. Unless otherwise prescribed in this Volume, POV storage for a member may be initiated any time while the order remains in effect and prior to receipt of the next PCS order, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5474 RESTRICTIONS

A. Restriction on Vehicle Size. A member who stores a POV, that exceeds the Military Traffic Management Command storage contract maximum standard size, is financially responsible for any storage costs caused by the vehicle's excess size (see par. U1010-B8). As an exception, the Secretarial Process may authorize/approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member or dependents(s) require the oversized POV for medical reasons. Excess costs are collected in accordance with Service regulations.

B. Combining POV Size Limitation when Husband and Wife Are Members. The size restriction contained in par. U5474-A may be ignored for the purpose of storing one larger vehicle at Government expense in lieu of storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage. Payment for storing the vehicle may not exceed the Government's total cost if each member had stored a vehicle within the maximum standard size.

C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (see par. U1010-B8).

U5476 CONTINUED POV STORAGE

Effective 2 December 2002

*A. Continued POV Storage for Active Duty Members. A POV may remain in storage, at Government expense for 90 days after the member returns from a foreign/non-foreign OCONUS (see par. U5462) PDS to which the POV could not be shipped, or from TDY on a contingency operation. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty who has a POV in storage under par. U5466, is authorized continued POV storage until the 180th day from the active duty termination date, *unless specifically prohibited in par. U5360*. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, retired, placed on the TDRL, discharged with

severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under par. U5466, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death). The authority and circumstances in par. U5365 apply for extending the 1-year storage limit. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

U5478 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for storage and continues until the POV is delivered to the member.

U5479 ADVANCE OF FUNDS

Authorized POV storage costs may be paid in advance.

B. Special Categories DLA Authorized

1. Member's Old and New PDSs in Proximity to Each Other or Member Reassigned between Activities at Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at Government expense (42 Comp. Gen. 460 (1963)).

2. PCS between PDSs Not in Proximity to Each Other. When dependents make a proximity move based on a PCS between PDSs not in proximity to each other, a statement that the relocation of the household was necessary as a direct result of the PCS is required to support payment of a DLA. When the PCS is from or to a dependent restricted tour, the member's statement shall be accepted. When the PCS is not from or to a dependent restricted tour, a statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required. The designated representative may not redelegate this authority.

*3. Movement of Dependents to/from a Designated Place. DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS order. No further entitlement to DLA accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, in connection with an evacuation, eligible dependents move to a designated place (see pars. U6012 and U6059).

4. Transfer to Hospital in CONUS

a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to Hospital in CONUS from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the commanding officer of the receiving hospital.

5. Interservice Transfer. When a member:

- a. is separated or relieved from active duty to continue on active duty in another Service, and
- b. is transferred with no break in service from one Service to another under the authority of 10 U.S.C. §716 or any similar statutory provision,

the member is entitled to DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

6. Orders Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from the place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence in connection with a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable in connection with each move. No more than two DLAs are authorized by this paragraph. ***NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. This paragraph does not authorize more than one DLA for dependents who move twice under the authority in par. U5222-C3a.***

7. Member without Dependents Assigned to Two-Crew Nuclear Submarine (SSBN)

a. No Change of Homeport. A member without dependents assigned to a two-crew nuclear submarine is entitled to DLA upon arrival at the vessel's homeport, provided the member is not assigned Government

quarters and occupies non-Government quarters for a period of more than 15 days before reporting aboard the assigned vessel (57 Comp. Gen. 178 (1977)).

b. Change of Homeport. A member without dependents, assigned to a two-crew nuclear submarine when the homeport is changed, is entitled to DLA at the new homeport, provided the member is not assigned to Government quarters and occupies non-Government quarters for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

8. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same duty station after completion of the initial tour of duty is entitled to a DLA if the dependents make an authorized move to or from the OCONUS PDS in connection with the change-of-tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is entitled to a DLA the day one or more dependents arrive at the location of their permanent residence or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member who:

- a. *has no dependents,*
- b. is assigned to permanent duty aboard a ship,
- c. elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or (*effective 1 July 1997 for E-5 and effective 30 October 2000 for E-4*) is authorized BAH for a member in the grade of E-5 or E-4, and
- d. occupies non-Government quarters ashore,

is authorized DLA (B-252098.2, October 18, 1993).

12. Ordered to Move in Connection with Closure or Realignment of a Military Installation. A member is entitled to DLA when the member is ordered to move in connection with the closure or realignment of a military installation and, as a result, the member's dependents actually move or, in the case of a member without dependents, the member actually moves. For the purpose of this paragraph, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility.

13. Member without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 who:

- a. has no dependents,
- b. is assigned to quarters of the United States that do not meet the minimum adequacy standards established by DoD for members in such grade, or
- c. is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
- d. elects not to occupy such quarters or facility,

is entitled to DLA.

PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS**U5700 PURPOSE**

TLE is intended to *partially* pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters *in CONUS* due to a PCS.

U5705 ENTITLEMENT

A. A member is authorized TLE reimbursement not to exceed the number of days authorized in par. U5710:

1. before leaving the old CONUS PDS, designated place (see Appendix A), or a member's CONUS HOR or technical school, if the member is reporting to the first PDS,

NOTE: TLE is payable incident to a move when entering active duty to the first PDS beginning 5 October 1999 for enlisted members, and for officer members with orders issued on or after 1 January 2002.

2. after arriving at the new CONUS PDS (including a member's first PDS, if the member is reporting there from HOR or initial technical school), designated place,

3. when house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS),

4. for the elapsed time between PDSs when per diem is not payable, and

5. when the member's PCS order is cancelled/revoked after the member occupies temporary quarters, the member is authorized TLE reimbursement up to the maximum number of days allowable.

NOTE: The days covered must have been spent in the vicinity of the old/new PDS, designated place, or (ICW being ordered to active duty a member's CONUS HOR or initial technical school).

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent near the old PDS before (or after) the member checked out of the activity at the old PDS, and/or at a designated place (see Appendix A) en route, and/or near the new PDS before (or after) the member checked into the new activity at the new PDS. If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid the maximum allowable TLE allowance for days spent at/near the old/new PDS or a designated place en route as described in the 8-day example.

B. A member is not authorized TLE:

1. when leaving active duty,

2. for a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS),

3. for a dependent(s) acquired after the effective date of PCS orders, or

4. for a dependent(s) returned from an OCONUS location prior to issuance of a PCS order (see also Chapter 5, Part J).

NOTE: For the next PCS, the member is authorized TLE for the acquired dependent, including in the vicinity of the place at which the dependent was acquired.

U5710 TIME LIMITATIONS

TLE may not be paid for more than:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS),
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS), or
3. 10 days for a member reporting to the first PDS from the HOR or initial technical school (a member may split the days among CONUS HOR, initial technical school, designated place in CONUS, and CONUS PDS; if the first PDS is OCONUS, a member may split the days between CONUS HOR, initial technical school, and designated place in CONUS).

U5715 TEMPORARY QUARTERS

Temporary quarters for the member/dependent(s):

1. must be a temporary place of residence;
2. must be in the vicinity of the old and/or new PDS/designated place;
3. may be allowed if assigned family-type Government quarters are not occupied:
 - a. because the HHG have not been shipped from the old PDS;
 - b. because the HHG have not been received at the new PDS;
 - c. because the quarters are undergoing repair/renovation;
 - d. because the HHG have been packed, picked up and/or shipped from the losing PDS; or
 - e. for similar reasons.

NOTE: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost for that day is zero. However, the meals portion is payable.

U5720 REIMBURSEMENT

A. Member-married-to-member Couple. When both spouses are members:

1. each may be reimbursed up to \$180 per day ***NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.***,
2. both may not claim the same dependent(s) for TLE, and
3. one member may not claim the other member for TLE payment.

*B. Per Diem Rate Used. The *locality* per diem rate is used for TLE reimbursement. The per diem rate is determined based on the PDS (or designated place, HOR or initial follow-on technical training, if applicable) location, not the lodging location.

b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. When command sponsored dependents are required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, they are entitled to one of the following for authorized round-trip travel and are reimbursed for the mode used:

- (1) Government-owned or Government-procured transportation,
- (2) transportation-in-kind,
- (3) reimbursement for the actual cost of personally procured commercial transportation, limited to what it would have cost to provide Government-procured transportation, or
- (4) the automobile mileage rate for the official distance when a POC is used.

When two or more command sponsored dependents travel together by POC, only the operator of the POC is entitled to the allowance in par. U6004-11b(4). Per diem or reimbursement for meals and lodging are not authorized in connection with this travel.

2. Noncommand Sponsored Dependents. Noncommand sponsored dependents, who have been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation are furnished transportation to the member's PDS from the safe haven when USD(P&R) has authorized the dependents of DoD members, and the Secretarial Process has authorized the dependents of non-DoD members, to return to the member's PDS. Noncommand sponsored dependents who have been transported to a safe haven in CONUS incident to an evacuation shall not be furnished transportation to the member's PDS from the safe haven except when authorized/approved by the USD(P&R) for the DoD Services and the Secretarial Process for the non-DoD Services.

U6005 PER DIEM ALLOWANCES FOR COMMAND SPONSORED DEPENDENTS AND STUDENT DEPENDENTS

A. Purpose. The per diem allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command sponsored dependents at places away from the PDS and student dependents for any period during the evacuation in which the student dependent would have otherwise been residing at the member's PDS. A member is not entitled to any per diem allowances in this Part for noncommand sponsored dependents.

NOTE:

1. Taxes paid on lodgings while at a safe haven/designated place or traveling in the U.S. or U.S. territories and possessions are a separately reimbursable travel expense in addition to per diem.

2. Taxes paid on lodgings while at a safe haven/designated place or traveling outside the U.S. or U.S. territories and possessions are not separately reimbursable. They are part of the per diem. The cost of a value added tax (VAT) relief certificate is separately reimbursable if the certificate is used to avoid paying the lodging taxes.

B. General

1. Applicability of 'LODGINGS PLUS' Per Diem System to Evacuated Dependents. Evacuated command sponsored dependents and evacuated student dependents are authorized a per diem allowance under the Lodgings Plus per diem system for each day they are in an evacuation status. (AEAs described in Chapter 4, Part C, do not apply to an evacuation.) The Lodgings Plus per diem system consists of a lodging allowance and an M&IE allowance. For an explanation of the items of expense the per diem allowance is intended to cover, see Appendix A definition of "Per Diem Allowance" and Chapter 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. In general, the Lodgings Plus per diem system rules in par. U4125 apply to evacuated command sponsored and student dependents. Because many such evacuated dependents stay with friends or relatives while at a safe haven, it is noted that the rule in par. U4129-E applies to them. That is, if an evacuated dependent stays with friends or relatives while at a

safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative. This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command sponsored and student dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. (See computations in par. U6005-G). The availability or use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Per diem allowances payable under this paragraph may be paid in advance as prescribed in par. U6013-A.

Effective 25 April 2003

*2. Entitlement Termination. Entitlement to allowances:

- a. may be terminated by the Secretarial Process on an individual basis when a member's situation does not warrant additional reimbursement assistance; or
- b. may terminate sooner for other reasons.

If not terminated under par. U6005-B2a or U6005-B2b above, per diem allowances authorized in this paragraph terminate on the date the member detaches/departs from the PDS from which the dependents' evacuation was authorized or ordered except when:

- a. the entitlement to evacuation per diem allowances is extended by USD (P&R); or
- b. the member dies (see par. U6001-A).

Per diem at a safe haven may not extend beyond the earliest of:

- a. the 180-consecutive-day period unless extended by the USD (P&R) for dependents of DoD Service members, and by the Secretarial Process for dependents of non-DoD Service members;
- b. the date dependents depart the safe haven for the PDS or designated place (or convert the safe haven to the designated place); or
- c. the expiration date established by the USD (P&R) for dependents of DoD Service members, and by the Secretarial Process for dependents of non-DoD Service members.

C. Per Diem Allowances while Traveling. While traveling from:

1. the place dependents receive notification of the evacuation incident to travel to a member's PDS under par. U6004-D or par. U6005-F to a safe haven or designated place;
2. a member's OCONUS PDS to a safe haven or designated place;
3. one safe haven to another safe haven;
4. a safe haven to a designated place, or;
5. a safe haven or designated place to return to member's OCONUS PDS; the per diem allowance payable to
 - a. age 12 or older is equal to that payable to members traveling on TDY, computed under Chapter 4, Part B using the 'LODGINGS PLUS' method;
 - b. under 12 years of age is not to exceed one half of the amount payable to members traveling on TDY.

D. Per Diem Allowances while at Safe Haven

Effective 25 April 2003

*1. Per Diem Allowance Payable. Command sponsored dependents and student dependents in an evacuation status are authorized per diem allowances for 30 consecutive days beginning on the date the dependents arrive at the safe haven. Student dependents in evacuation status who join the evacuated command sponsored dependents at the safe haven are authorized per diem allowances for any of those 30 days the command sponsored dependents are authorized per diem. The per diem allowance is computed as shown in examples in par. U6005-G, in an amount not to exceed the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area concerned. Dependents age 12 years or older are authorized the full per diem amount, while those under age 12 are authorized not to exceed 50 percent of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area concerned. The per diem rate is increased for those dependents reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by PDTATAC, the per diem allowance rate is computed for not to exceed 150 additional days (unless extended by USD (P&R) for dependents of DoD Service members, and by the Secretarial Process for dependents of non-DoD Service members under par. U6005-B2) at:

a. 60% of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area for dependents age 12 and older, and

b. 30% of the per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, for the area for dependents under age 12.

Situations may arise in which the reduced per diem does not cover the additional costs involved in maintaining the dependents at the safe haven (i.e., the additional expenses for lodging, meals and incidental expenses exceed the reduced rate amount). The dependent receiving the per diem allowances, or the individual receiving the per diem allowances on the dependent(s)' behalf, may forward a request through the paying finance office to the Director, PDTATAC, requesting an increased per diem rate. Requests must contain the actual daily cost figures for lodging, meals and incidental expenses. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be mailed to

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

sent via message to

PER DIEM TVL AND TRANS ALW COMTE ALEX VA,

or sent via facsimile to

PDTATAC at COML 703/325-2945, DSN 312/221-2945

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the amount of the authorized/approved increased per diem allowance. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Per Diem Allowances when Movement to Another Safe Haven Directed or Authorized. Competent authority may direct the movement of command sponsored and/or student dependents from one to another safe haven. Per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized for any period beyond that authorized in par. U6005-D1.

When dependents are directed to move from one to another safe haven (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), per diem allowances as prescribed in par. U6005-D1 for not to exceed 180 consecutive days begins again on the arrival date at the new safe haven. If at the dependents or member request

- a. dependents are authorized to travel from one to another safe haven (e.g., from CONUS safe haven to safe haven in Japan), or
- b. dependents are authorized to travel from one location within a safe haven to a different location within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, per diem for the travel day(s) is paid under par. U6005-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When the evacuation status of a PDS is terminated and competent authority authorizes command-sponsored dependents to return, per diem allowances at the former safe haven terminate on the day transportation is first made available to the dependents unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Per diem may not be authorized beyond the period authorized in par. U6005-D1.

- a. the maximum 180-consecutive-day period authorized in par. U6005-D1,
- b. the date dependents depart the safe haven for the designated place (or convert the safe haven to the designated place), or
- c. the expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services.

Effective 25 April 2003

*4. Per Diem Allowances Termination when Evacuated Dependents Are Directed to Move to a Designated Place. Command sponsored dependents at safe havens are expected to comply promptly with the requirement to select a designated place and move thereto if they select other than their safe haven location as their designated place. The requirement to select a designated place is issued by the USD (P&R) for dependents of members of the DoD Services, and by the Secretarial Process for dependents of members of the non-DoD Services. The requirement directing the relocation to a designated place must specify the date on which safe haven per diem terminates for dependents ordered to relocate from the safe haven to a designated place. Per diem at a safe haven may not extend beyond the period authorized in par. U6005-B2.

5. Command Sponsored Dependents Temporarily Absent from Member's PDS when Evacuation Authorized or Ordered. Command sponsored dependents who have established a residence at or in the vicinity of the member's OCONUS PDS who are temporarily absent from the PDS for any reason (to include student dependents attending dormitory schools overseas away from the member's PDS) when the evacuation is authorized or ordered, is considered to be at a safe haven and entitled to the per diem allowances prescribed for the place they are located beginning on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Such date is determined by competent authority from information secured from the dependents or the member, but shall not be earlier than the date the evacuation from the PDS actually began.

6. Student Dependent Attending School in United States when Evacuation Authorized or Ordered. When a member, whose PDS has been evacuated, has a student dependent attending school in the United States for whom the member is entitled to transportation allowances under par. U5243-D, the safe haven location displaces the member's PDS as the student dependent's authorized travel destination. The student dependent is authorized the safe haven per diem allowances under this Part for the student dependent who has joined other family members at

the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven (see par. U6004-C2). Evacuation allowances are authorized beginning on the date the student dependent would have joined the member OCONUS had it not been for the evacuation. Unless the entitlement terminates sooner for other reasons under this Part, authorized per diem allowances continue until the student dependent:

- a. would have otherwise returned under par. U5243-D from the member's PDS,
- b. departs the safe haven to return to school to resume class attendance there, or
- c. starts attending classes at school,

whichever occurs earliest.

7. Per Diem Allowances when away from Safe Haven. Command sponsored dependents at a safe-haven location, and student dependents at the safe-haven location under par. U6005-D6, who are absent from the safe haven for personal reasons, are entitled to a continuation of per diem allowances during such absences provided:

- a. they do not join the member to establish a residence (or occupy the old residence) at the PDS, and
- b. student dependents (at the safe haven under par. U6005-D6) do not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs occasioned by such absence are paid by the dependents. The per diem rate payable during the period when the dependents are away from the safe-haven location, and the period for which payable, are the same as though the dependents had remained at the safe haven during the entire period.

E. Per Diem while at Designated Place. When command sponsored dependents or student dependents select a designated place and move there, or convert their safe haven to a designated place, they must establish a permanent residence there as soon as practicable. Per diem is authorized to offset expenses of lodgings, meals, and incidental expenses while locating and establishing such residence. While at a designated place:

1. dependents who move to a designated place are authorized per diem as in par. U6005-D.
2. dependents who convert their safe haven to a designated place, or student dependents who converted the location of their school to a designated place, are authorized per diem as in par. U6005-D, except for those

U7961

ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

- A. General
- B. Member as Attendant
- C. Civilian Employee as Attendant
- D. Other Person as Attendant

PART Z1: TRAVEL ALLOWANCES – BILATERAL OR REGIONAL COOPERATION PROGRAM

Paragraph

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U7970

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PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES – COALITION LIAISON OFFICERS

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U7980

TRAVEL AND TRANSPORTATION ALLOWANCES – COALITION LIAISON OFFICERS (10 U.S.C. §1051a)

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**PART F3: MEMBERS ASSIGNED TDY AS
OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS**

***U7140 MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS**

Members assigned TDY as observers to UN peace-keeping organizations, who receive UN mission subsistence allowance (mission per diem), are entitled to per diem allowances under Chapter 4. The per diem amount, when added to the UN mission subsistence allowance, equals the per diem entitlement of a member assigned TDY to other than a UN peacekeeping organization in the same area. *In no event does this paragraph authorize a reduction in the UN mission per diem allowance.*

PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY

U7150 RESERVE COMPONENT TRAVEL

A. Active Duty with Pay

1. General

a. Applicability. This subparagraph applies to Reserve Component members called (or ordered) to active duty for any reason with pay under orders which provide for return to home or PLEAD.

b. Travel and Transportation Allowances When Member Commutes. There is no travel and/or transportation allowances entitlement for travel between the home/PLEAD and the place of active duty when:

- (1) both are in the corporate limits of the same city or town,
- (2) the member commutes daily between home/PLEAD and the place of active duty, or
- (3) the order-issuing official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

However, members commuting under pars. U7150-A1b(2) and U7150-A1b(3) are authorized the applicable automobile or motorcycle mileage rate (see par. U2600), for one round trip between the duty station and,

- (a) home,
- (b) place of unit assignment, or
- (c) place from which called (or ordered) to active duty.

In determinations required by item (3), areas within a reasonable commuting distance are described in par. U3500-B. Regarding item (3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and Government quarters and/or Government mess are unavailable. For this duty, the member is entitled to AEA as computed under par. U4510 for all meals and quarters, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Chapter 3, Part F.

*c. No Per Diem or AEA for Certain Periods of Active Duty. There is no entitlement to per diem or AEA under par. U7150-A4 for:

- (1) members performing annual training duty when both Government quarters (other than temporary lodging facilities) and a Government mess are available;
- (2) members ordered to involuntary active duty for training because of unsatisfactory participation in their reserve commitments when both Government quarters (other than temporary lodging facilities) and a government mess are available;
- (3) newly enlisted members who are undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes members attending courses of instruction with a break in active duty between courses of instruction and both

Government mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to members who are on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course of instruction for which per diem is authorized; or

(4) PHS officers called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

*Members of the Reserve components performing active duty for training, who are not entitled to per diem or AEA, may be reimbursed for lodging service charges when they occupy transient Government housing, or they may be provided lodgings in kind. ***Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized***

2. Physical Examination in Connection With Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is entitled to PCS allowances from the place orders are received or addressed to the place of physical examination (whichever is less) and (as directed in the orders):

- a. return, or
- b. then to the new PDS, or
- c. return and then to the new PDS.

Travel required in connection with these examinations is in accordance with par. U7150-A3.

3. Travel to, from, and Between Duty Stations

a. Active Duty for Less Than 20 Weeks at One Location. Members described in par. U7150-A1a, called (or ordered) to active duty for less than 20 weeks at one location (par. U7150-A4a or U7150-A4b) are entitled to travel and transportation allowances as for TDY under Chapters 3 and 4.

b. Active Duty for 20 or More Weeks at One Location. Members described in par. U7150-A4c(1), are entitled to per diem, travel and transportation allowances as for PCS (Chapter 5).

4. Per Diem/AEA at the Duty Station

a. Active Duty for Less Than 20 Weeks. Except if pars. U7150-A1b and U7150-A1c apply, when the active duty period contemplated by an order at any location is for less than 20 weeks (except as noted in par. U2146), per diem or AEA, as applicable, and travel and transportation allowances are payable as provided for TDY in Chapter 4.

b. Additional Periods Beyond 20 Weeks. When, during a period of active duty of less than 20 weeks, the duty must be extended due to unforeseen circumstances and the prospective extended period is less than 20 weeks, per diem or AEA entitlement continues for the entire period. When the prospective extended period is for 20 or more weeks, no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U7150-A4d. See par. U2146 for examples of extensions.

c. Active Duty for 20 or More Weeks

(1) General. When a member is called to active duty for 20 or more weeks, no per diem or AEA is payable at any location where the duty to be performed is for 20 or more weeks (except as noted in par. U2146), regardless of the availability of Government quarters and Government mess except as authorized in par. U7150-A4d.

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. Members of the Reserve components not entitled to per diem or AEA, who occupy transient Government housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or they may be provided lodgings in kind. *Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.*

*D. Inactive Duty Training without Pay

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

2. Other than Standby Reserves. Other Armed Forces' Reserve component members authorized to perform inactive duty training without pay are authorized the travel and transportation allowances in par. U7150-C.

Members of the Reserve components not authorized per diem or AEA, who occupy transient Government housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or they may be provided lodgings in kind. *Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.*

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

PART H: LEAVE TRAVEL AND TRANSPORTATION

EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

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

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
 - a. consecutive tour of duty at the same (old) PDS, or
 - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) one of the tours is unaccompanied, or
 - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).
2. Eligible Dependents. An eligible dependent is one who:
 - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
 - (1) the last day of the member's first tour at the old OCONUS PDS; or
 - (2) the effective date of the member's PCS order to the new OCONUS PDS; and
 - b. is command sponsored for both tours;
 - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. accompanies the member during both tours.
3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city pair fares *may* be used.
 - a. Travel between authorized locations is travel:
 - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
 - (2) from the old to the new OCONUS PDSs via an authorized destination; or
 - (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.
 - b. An authorized destination is the member's HOR or an alternate place to which travel is no more expensive than to the HOR. ***If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process.*** If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city pair fares are not authorized to the alternate place.

Example 1:

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

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

Member desires to utilize COT leave to Boston, MA.

City pair to Boston is \$1,400.

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

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

Example 2:

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

City pair trip cost is \$980.

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

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

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

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

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

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

Effective for all members in a deferred COT leave status on 2 December 2002 or members who become entitled to a COT leave travel on or after 2 December 2002

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

1. Member's HOR in CONUS

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

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

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

3. Deferred Travel. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the end of the new tour, otherwise the entitlement expires.

Exception to Time Limit for Contingency Operation: If unable to travel before completing the new tour because of duty in connection with a contingency operation, the member (and eligible dependents) may defer travel until not more than one year after the contingency operation duty ends. In this case, the member is still entitled to leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

C. Reimbursements

1. Member-procured Transportation

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

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

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

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

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

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

b. a member elects:

(1) 15 days leave and transportation, addressed under par. U7305, or

(2) either of two other options available in lieu of transportation under the entitlement discussed under par. U7305, (i.e., cash, or 30 days leave without funded transportation (see DoDD 1327.5 at <http://www.dtic.mil/whs/directives/corres/html/13275.htm>)).

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

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

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

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

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

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

B. Eligibility

1. Eligible Members. Eligible members are those:

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

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

2. Eligible Dependents. Eligible dependents are those who:

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

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

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

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

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

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

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

EFFECTIVE FOR TRAVEL ON OR AFTER 1 JANUARY 2003

***PART Z1: TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM**

U7970 TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES

A. General. Transportation, per diem/AEA, and miscellaneous expenses listed in par. U4520 may be authorized/approved for defense personnel of developing countries in connection with the attendance of such personnel at a bilateral or regional conference, seminar, or similar meeting if it is determined that the attendance of such personnel at a conference, seminar, or similar meeting is in the national security interests of the United States.

B. Travel within the Area of Responsibility of a Unified Combatant Command. Except as provided in pars. U7970-C and U7970-D, expenses authorized to be paid under par. U7970-A may be paid on behalf of personnel from a developing country only in connection with travel within the area of responsibility of the unified combatant command (as defined in 10 U.S.C. §161(c)) in which the developing country is located or in connection with travel to Canada or Mexico. (As defined in 10 U.S.C. 161(c), the term "unified combatant command" means a military command which has broad, continuing missions and which is composed of forces from two or more military departments).

C. Travel when the Combatant Command is located within the United States. In a case in which the unified combatant command's headquarters is located within the United States, expenses authorized to be paid under par. U7970-A may be paid for the travel of defense personnel of developing countries to the United States to attend a bilateral or regional conference, seminar, or similar meeting.

D. Personnel of a Developing Country that is not a Member of the North Atlantic Treaty Organization (NATO). In the case of defense personnel of a developing country that is not a member of NATO but that is participating in the Partnership for Peace program of NATO, expenses authorized to be paid under par. U7970-A may be paid for the travel of personnel to any of the countries participating in the Partnership for Peace or the territory of any NATO member country.

E. Maximum Expenses that May Be Paid. Expenses authorized to be paid under par. U7970-A may not, in the case of any individual, exceed the amount that would be paid to a member of the United States armed forces (of a comparable grade) for authorized travel of a similar nature.

F. Payment of Additional Expenses. In addition to the expenses authorized to be paid under par. U7970-A, payment may be authorized/approved by the Secretarial Process for other expenses incurred in connection with any conference, seminar, or similar meeting that are in the United States' national security interests.

G. Payment under this Part is in Addition to Payments under 10 U.S.C. §1050. Payment of expenses under this Part is in addition to the payment of certain expenses and compensation of officers and students of Latin American countries under 10 USC 1050. *(that currently states: - Latin American cooperation: payment of personnel expenses - The Secretary of Defense or the Secretary of a military department may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses that the Secretary considers necessary for Latin American cooperation.)*

H. Orders. Invitational Travel Authorizations (See Appendix E) are to be used for authorizing the allowances under this Part.

EFFECTIVE FOR TRAVEL ON OR AFTER 1 JANUARY 2003

***PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION
LIAISON OFFICERS**

**U7980 TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS (10
U.S.C. §1051a)**

A. General. Under the authority in 10 U.S.C. §1051a, the Secretary of Defense may authorize travel (per diem/AEA), transportation, and miscellaneous expenses listed in par. U4520 required for the performance of duties by a liaison officer of a developing country involved in a coalition with the United States while the liaison officer is assigned temporarily to the headquarters of a United States combatant command, component command, or subordinate operational command in connection with the planning for, or conduct of, a coalition operation. The Secretary of Defense may authorize payment of the above described allowances for a liaison officer of a developing country in connection with the assignment of that officer to the headquarters of a combatant command if the assignment is requested by that combatant command commander. To the extent determined appropriate, the Secretary of Defense may authorize the allowances with or without reimbursement from (or on behalf of) the recipients.

B. Maximum Allowances that May Be Paid. Allowances authorized to be paid under par. U7980-A may not, in the case of any individual, exceed the amount that would be paid to a member of the United States armed forces (of a comparable grade) for authorized travel of a similar nature.

C. Definition. The term 'coalition' means an ad hoc arrangement between or among the United States and one or more other nations for common action.

D. Orders. Invitational Travel Authorizations (See Appendix E) are to be used for authorizing the allowances under this Part.

E. Authority Termination. The authority for authorizing the allowances in par. U7980 expires on September 30, 2005.

CHAPTER 9
STATION ALLOWANCES

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**PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND
INTERIM HOUSING ALLOWANCE****U9100 GENERAL**

A. Purpose. OHA is authorized to assist a member in defraying the excess housing costs incurred incident to assignment to a PDS outside the United States. All members authorized to live in privately leased/owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. an up-front, lump-sum MIHA for those who qualify (see par. U9107 and Appendix N for rules and information), and
2. a monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is based on comparing:

1. the rent, up to a rental ceiling at a PDS, plus the utility/recurring maintenance allowance, with
2. the member's BAH-II or FSH, as applicable.

For the location monthly utility/recurring maintenance allowance, see par. U9106-A.

B. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in pars. U9300 and U9301, and in Chapter 6.

U9101 OHA START/STOP

A. Start. OHA generally starts on the day a member reports to a new PDS, or when dependents arrive prior to their sponsor, as specified in par. U9110-C. OHA starts on the day after the member's reporting day if, on the reporting day, a member:

1. without dependents is authorized to MALT PLUS per diem or TLA; or
2. with dependents is authorized to MALT PLUS per diem for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9102 for exceptions.)

B. Stop. Unless:

1. an extension is authorized under par. U9101-C, or
2. OHA is authorized under par. U9103,

OHA authorization stops on the:

1. day before the member departs in compliance with PCS orders,
2. homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or
3. day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

OHA continuation at the old PDS is intended only when delayed dependent departure is necessary for reasons beyond the member's (including member's death -- see par. U9104) or dependents' control (such as illness or hospitalization of the dependent(s), school term completion, acceptable housing lack at the new PDS, dependent transportation difficulties, HHG transportation delays to the new PDS, Service exigencies, and similar reasons). The member's new commanding officer or designated representative may terminate OHA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. OHA continuation beyond the 60-day period authorized in par. U9101-B may be authorized by the Service's Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the old PDS vicinity, see par. U9301-B1.

U9102 CONCURRENT PAYMENT OF OHA AND TLA

OHA is not payable when a member is receiving TLA for the member and/or dependents, except when:

1. dependents are authorized to remain at their residence after the member departs in accordance with par. U9101-B or U9101-C;
2. dependents precede the member to the new PDS in accordance with par. U9110-C;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2 (if housing costs are incurred for permanent quarters);
4. station allowances are authorized under par. U9301;
5. upon the member's death, TLA, for up to 10 days, may be authorized in conjunction with OHA payment to dependents while dependents are awaiting transportation home. (See par. U9104);
6. if housing costs are incurred by the member for permanent quarters after a member is required by lease, custom, or law to vacate those permanent quarters to permit inspection, utility bill(s) and/or deposit(s) finalization, redecoration, and/or damage claim adjudication; or
7. the Service's Secretarial Process authorizes/approves payment of both OHA and TLA because the member incurs permanent quarters costs after moving HHG from those quarters and entering TLA status.

OHA may be paid if authorized/approved by the Service's Secretarial Process, beginning the date the lease begins for private sector permanent quarters, during any authorized/approved TLA period for a member who could not occupy the private sector permanent quarters due to non-delivery of the member's HHG or Government-owned furniture/appliances.

Effective 28 April 2003

***U9103 OHA ENTITLEMENT INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY**

When a member is ordered on a PCS between PDSs in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is authorized OHA during that period. If the OHA rate differs between the old and new PDS, the rate for the old PDS shall be paid through the day before the member reports to the new PDS. See pars. U9109-C and U9110-E for exceptional circumstances when the old PDS rate may be authorized after reporting to the new PDS.

U9104 OHA CONTINUATION FOLLOWING MEMBER'S DEATH

OHA continuation on behalf of dependents, following a member's death on active duty, follows the same rules as BAH continuation under the same circumstances.

NOTE 1: DoD Members - See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay", Chapter 26 (see <http://www.dtic.mil/comptroller/fmr/07a/07A26.pdf>). (Also see par. U9102 for continued TLA for up to 10 days.)

NOTE 2: Non-DoD Members - See Service pay regulations. (Also see par. U9102 for continued TLA for up to 10 days.)

U9105 DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of a dwelling place. (The term "dwelling place" includes a mobile home or vessel.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant must be used in computing the OHA. The cost of a separate lease for parking at or in the vicinity of the dwelling place also can be added to the member's dwelling lease amount in determining the member's total rental amount. The cost of parking at the place of duty is not included in rent. The following rules apply for determining rent.

1. If member must pay a recurring condominium or homeowner association fee, it is prorated to a monthly charge and incorporated into member's rent.
2. If a member owns the dwelling place, the monthly "rent" is derived by dividing the actual purchase price of the dwelling or residence by 120 (settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price). The amount of any personal installment type loans (not including loans used to furnish or decorate a home or loans for personal reasons, or credit card or line of credit loans) and real estate equity loans obtained for the purpose of renovating, repairing or enlarging the current dwelling place are added to the actual purchase price before determining the rent (loans obtained on or after 1 June 1991 and the existing balance on 1 June 1991 of loans obtained prior to 1 June 1991 may be added to the purchase price).
3. If the dwelling place owned by the member is a mobile home or vessel, the monthly lot rental or berthing fee paid is added to this amount.
4. If the member is a sharer, the member's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
5. If a member is involved in an arrangement where the member pays rent in advance and the landlord agrees to reimburse the member all or substantially all rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA entitlement is zero.
6. If the rent changes, recompute OHA.

B. Sharers. Sharers are entitled up to the maximum rental allowance ceiling set for a member without dependents unless they are accompanied by one or more command-sponsored dependents. The OHA to which each sharer is entitled is computed by adding:

1. the sharer's prorated share of the rent paid or the maximum rental ceiling established for the sharer's grade and locality, whichever is less, plus
2. the prorated monthly Utility/Recurring Maintenance Allowance.

The difference between this sum and the sharer's BAH-II or FSH, whichever applies, is the sharer's OHA. A member entitled to MIHA (see par. U9107 and Appendix N for specific rules) shall receive a full rather than prorated "Miscellaneous" allowance. Only one sharer may claim reimbursement for any individual rent or security-related expense.

C. Maximum Rental Ceiling. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in Appendix K, Table I.

U9106 UTILITY/RECURRING MAINTENANCE ALLOWANCE

The utility/recurring maintenance allowances in Appendix K, Table I, are based on expenses reported by members with dependents, where possible.

A. Utility/Recurring Maintenance Allowance Categories. For utility/recurring maintenance allowance purposes, members are in one of the following categories:

1. member married to member and maintaining a joint household - each member is entitled to half of the utility/recurring maintenance allowance subject to rules in pars. U9106-C, U9106-D, and U9106-E;
2. member (other than member described in par. U9106-A1) defined as a sharer in par. U9000-C - member is entitled to a pro-rata share of the utility/recurring maintenance allowance subject to rules in pars. U9106-C, U9106-D, and U9106-E;
3. member with dependents - member is entitled to the utility/recurring maintenance allowance subject to rules in pars. U9106-C, U9106-D, and U9106-E;
4. member without dependents and not defined as a sharer in par. U9000-C - member is entitled to 75 percent of the utility/recurring maintenance allowance (unless a specific rate has been set for these members in Appendix K, Table I) subject to rules in pars. U9106-C, U9106-D and U9106-E.

B. Determining Whether Rent Includes All, No, or Some Utilities. DD Form 2367, Individual Overseas Housing Allowance (OHA) Report, is used to determine a renter's utility/recurring maintenance allowance entitlement.

1. Question 7a (no utilities included in rental/lease agreement) should be checked if the member separately pays for all utilities.
2. Question 7b (all utilities included in rental/lease agreement) should be checked if the member does not separately pay for any utilities (excluding phone).
3. Question 7c (some utilities included in rental/lease agreement) should be checked only when the member separately pays for some utilities (excluding phone) while others are included in rental payments.

If 7c is checked and neither the member nor the landlord pays for a particular utility/service listed under 7c, then that particular utility/service box should not be checked.

C. Rent Includes All Utilities. When rent includes all utilities, a member is not entitled to the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U9106-A, is added to the member's rental allowance ceiling when computing the OHA.

D. Rent Includes No Utilities or Member Is a Homeowner. When rent includes no utilities or a member is a homeowner, the member is entitled to the utility/recurring maintenance allowance in par. U9106-A.

E. Rent Includes Some Utilities. When rent includes some utilities, a member might not be entitled to all of the utility/recurring maintenance allowance in par. U9106-A. However, the amount the member is not entitled to is added to the appropriate rental allowance ceiling when computing the OHA.

1. Determining UTILITY POINT SCORE when Rent Includes Some Utilities. Based on the climate code of the duty location (Appendix K, Table I) and responses to the utility/service inquiries listed under question 7c of DD Form 2367, a UTILITY POINT SCORE is computed for a member. This score determines the amount of utility/recurring maintenance allowance entitlement. Using the appropriate climate code column in the table shown below, the member is credited with UTILITY POINTS for each utility/service inquiry listed under question 7c that was not checked. Member is given credit for each box not checked, regardless of availability of service.

	<u>Climate Code (See App K)</u>		
	3 (Hot)	2 (Moderate)	1 (Cold)
Electricity	3	3	3
Heating	1	2	3
Air conditioning	3	2	1
Water	1	1	1
Trash disposal	1	1	1

2. Determining Amount of Allowance when Rent Includes Some Utilities. The total UTILITY POINT SCORE is matched to the following table to determine the utility/recurring maintenance allowance percentage in par. U9106-A to which the member is entitled.

<u>IF UTILITY POINT SCORE IS</u>	<u>member is entitled to the following percentage of allowance in par. U9106-A</u>
0	0
1-2	25
3-4	65
5-9	100

U9107 MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA's purpose is to defray the move-in costs associated with occupying privately leased/owned quarters covered under the OHA program. MIHA is not intended to cover move-out costs. In most cases, members entitled to OHA are entitled to MIHA. DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany all MIHA claims. Instructions for completing this form are found in Appendix N. Various surveys are sent to members in privately leased housing to document utility and move-in expenses. They are discussed in Appendix N.

B. Rules and Information

1. To be entitled to a MIHA, a member must be eligible for OHA.
2. Eligible members are entitled to MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA entitlement when:
 - a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;
 - b. a member executes a PCS but remains in the same dwelling place; or
 - c. a member moves from Government quarters to a non-Government residence under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).
4. The three MIHA payment types are:
 - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made by members to make their dwellings habitable. This up-front lump-sum payment recognizes that items such as sinks, toilets, light fixtures, kitchen cabinets, door/window locks, and a refrigerator and stove are sometimes not provided in OCONUS dwellings. See Appendix K table at <http://www.dtic.mil/perdiem/> for the amounts payable. Only one payment is authorized at a PDS unless par. U9107-B2 applies.
 - b. MIHA/Rent. **Homeowners are ineligible.** MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a government where the member must pay before/upon occupying a dwelling. Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease taxes. Advance rental payments, refundable deposits, and/or recurring costs

are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See Appendix N, par. C.

c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize terrorist and/or criminal threat. See Appendix N, par. D for qualifying areas and additional rules.

5. Each member entitled to OHA receives MIHA/Miscellaneous. To receive payment for MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, members with qualifying rent or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and entitled to MIHA is entitled to the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense (see Appendix N, pars. C and D).

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

U9108 OHA ENTITLEMENT FOR A MEMBER IN A NONPAY STATUS

Entitlement to OHA may be continued for the same period and under the same conditions as entitlement to BAH-II when a member is in a nonpay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment shall be made directly to dependents, and not to the member, when the member's BAH-II is paid directly to dependents.

U9109 OHA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS

A. General. Except when:

1. a MALT PLUS per diem is payable on the arrival day; or
2. prohibited for noncommand-sponsored dependents by par. U9109-B;

OHA is payable to a member without dependents as defined in:

1. par. U9000-B1, for any day the member is receiving BAH-II at the full without-dependents rate;
2. par. U9000-B2, U9000-B3, or U9000-B5, for any day adequate Government quarters are not available for assignment to the member or inadequate quarters are not used.

In cases of field duty or sea duty when adequate Government quarters are available for assignment to the member or inadequate quarters are used, the member is entitled to OHA only for the number of days the member is entitled to a BAH-II. In computing OHA under this subparagraph for a member:

1. who has no dependents,
2. whose dependents do not reside in the vicinity of the PDS, or
3. whose dependents are not under the member's legal custody and control,

the total of the rent paid and the monthly utility/recurring maintenance allowance for the area is reduced by an amount equal to the BAH-II at the without-dependent rate for the member's grade (See par. U9110-A1 concerning reduction for member paying child support.) In computing the OHA for a member who has all dependents residing in the vicinity of the PDS in a noncommand-sponsored status, the total of the rent paid and the monthly utility/recurring maintenance allowance for the area concerned is reduced by an amount equal to the BAH-II at the with-dependent rate for the member's grade.

B. Noncommand Sponsored Dependents in PDS Vicinity. A member, who on the effective date of PCS orders directing a transfer to a PDS outside the United States:

1. is entitled to dependent transportation;
2. is ordered to a PDS at which an accompanied-by-dependents tour may be elected, and
3. elects to serve an unaccompanied tour but is accompanied or joined by dependents;

is not entitled to OHA when available Government quarters are not occupied based on the presence of noncommand-sponsored dependents in the PDS vicinity. If the member changes the election and agrees to serve the accompanied tour, par. U9110 applies from the date dependents are command-sponsored.

Effective 28 April 2003

*C. No-cost Low-cost PCS Move. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA is based on the rate for the old PDS if:

1. requested by the member, and
2. the Secretarial Process determines that it would be inequitable to base the member's allowances on the housing cost in the new PDS area to which the member is assigned.

U9110 OHA ENTITLEMENT FOR MEMBERS WITH DEPENDENTS

OHA is payable to a member with dependents at all times except as indicated in par. U9110-A or when Government quarters are assigned to, or occupied jointly by, the member and dependents.

A. Member Paying Child Support Assigned Government Quarters. A member with dependents authorized:

1. BAH-II at the with dependent rate (members who were assigned to Government quarters and receiving BAH-II at with dependent rate based solely on the payment of child support on December 4, 1991); or
2. BAH-DIFF;

solely because the member is paying child support is not entitled to OHA if the member is assigned:

1. Government quarters; or,
2. to sea duty and elects not to occupy assigned unaccompanied quarters, unless the member is in a grade above E-6.

B. OHA Reduction. BAH-II at the without-dependent rate for the member's grade is used to make the reduction in par. U9109-A when computing OHA for a member who is entitled to OHA at the without-dependent rate and is being paid:

1. BAH-II at the with-dependent rate;
2. BAH-II at the without-dependent rate plus BAH-DIFF; or
3. BAH-DIFF only (member in grade above E-5 assigned to sea duty who elects not to occupy assigned unaccompanied quarters).

C. Dependents Arrive before Member at or in Vicinity of a PDS outside the United States. When dependents arrive at or in the PDS vicinity outside the United States in advance of a member, OHA entitlement begins as indicated in pars. U9110-C1 and U9110-C2.

1. Old PDS outside the United States. If the old PDS is outside the United States, OHA entitlement begins on the day one or more dependents arrive, except that OHA may not be paid for any day before the date PCS orders are issued.

2. Old PDS in the United States. Except as provided in par. U9301-D, entitlement begins on the day the dependents arrive, if on or after the effective date of the PCS orders, or the date a member departs the United States, whichever is later. ***NOTE: If a vessel having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the day of departure from CONUS.***

3. Homeport Changes. If a member:

- a. is currently assigned to a ship or other fleet unit with an announced homeport change, or
- b. is in receipt of PCS orders to a ship or other fleet unit with an announced homeport change, and
- c. dependents are authorized travel to the new homeport,

the new homeport is the member's PDS for OHA purposes effective on the dependent's arrival date (65 Comp. Gen. 888 (1986)).

4. Amended PCS Orders Change PDS. When, before joining dependents at a PDS originally designated in PCS orders, a member receives amended PCS orders to a different PDS, OHA entitlement at the original location ends the day the dependents depart for the newly-designated PDS. OHA entitlement at the original location may not extend beyond 60 days after the effective date of the amended orders unless specifically extended through the Secretarial Process. OHA entitlement at the with dependents rate at the new PDS begins on the day dependents arrive.

Effective 8 August 2001

D. Dependents Are Not Permitted to Accompany Member. If a member's dependents are not permitted to travel to the member's PDS at Government expense, the member is entitled to OHA at the without-dependents rate for the member's PDS if:

1. the member's dependents do not reside at or in the vicinity of the PDS; and
2. Government quarters are not available for assignment to the member.

The member also is entitled to an OHA at the with-dependents rate for the location where the dependents reside. If requested by the member, OHA may be paid for the member's last PDS location, if the Secretary concerned determines that the rate for the last PDS location is more equitable. ***NOTE: If dependents reside in the U.S., applicable housing allowances for the dependents are in DoD 7000.14-R, Volume 7a, Chapter 26, section 2601 for DoD members, and Service pay regulations for members of non-DoD Services.***

Effective 28 April 2003

*E. No-cost Low-cost PCS Move. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA is based on the rate for the old PDS if:

1. requested by the member, and
2. the Secretarial Process determines that it would be inequitable to base the allowance on the housing cost in the new PDS area to which the member is reassigned.

U9111 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING

Unless provided in Appendix K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of July 14, 1952 (66 Stat. 622) or Government owned trailers purchased under Sec. 408 of the Act of September 1, 1954 (68 Stat. 1126), or any other statute.

U9112 GEOGRAPHIC OHA LOCATIONS

The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in Appendix K, Part I, par. A. For specific OHA rates, select 'Rates,' 'Overseas Housing Allowances (OHA),' 'Appendix K Tables' on the PDTATAC website at: <http://www.dtic.mil/perdiem/>.

U9113 COMPUTATION DATA

OCONUS commanders, or their designated representatives, shall periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by Appendix M, or PDTATAC.

U9114 SUBMISSION OF HOUSING REPORTS

For submission of housing reports, see <http://www.perdiem.osd.mil/cola/appm/appm.pdf>.

U9115 INTERIM OHA

A. **General.** A member who is required to procure non-Government family type housing before dependents arrive is entitled to OHA as a member with dependents for a period starting on the procurement date and stopping either 60 days later, or on the day before the day the dependents arrive in the PDS vicinity, whichever occurs first. The Secretarial Process may authorize/approve entitlement beyond the 60-day maximum when it is factually determined that delayed dependent arrival was for reasons beyond the member's control. Entitlement under this paragraph is not affected by assignment to or use of Government quarters. A member entitled to OHA under this paragraph is not thereafter entitled to TLA authorized in par. U9200. OHA as a member without dependents is not payable during the period a member is entitled to an allowance under this paragraph.

B. **Conditions.** The interim OHA is payable only when supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose, that the member:

1. has applied for dependent transportation to the PDS;
2. was required by an order or regulation of general application within the command to procure non-Government family-type housing as a condition precedent to the acceptance of the application; and
3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA

SEE APPENDIX K, PART II FOR DETAILED INFORMATION ON AREAS WITH RENTAL ADVANCE PROTECTION UNDER OHA.

A. Entitlement

1. **Advance Rent – General.** Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances and attendant issues.
2. **Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses.** The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see par. U9116-A2. below), security deposits, and/or MIHA-related expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or

customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

- (a) law,
- (b) local custom for everyone, including local nationals, or
- (c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations where rental advances of 4 or more months may be paid must be authorized/approved by the PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Unified Commander to:

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

NOTE: Once a location is authorized by PDTATAC and listed in Appendix K, Part IV as a country currently designated as authorized for rental advances, individual requests may be authorized by the Senior Officer in country or designee.

B. Amount. The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA, or interim OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed

1. the anticipated housing expenses, or
2. the OHA or interim OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.

2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's tour at the PDS.

3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.
6. Currency Fluctuation Effects. Any loss due to currency fluctuations when liquidating advance security deposits shall be absorbed by the Service concerned. Any gains due to currency fluctuations shall be collected from the member. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U9116-D.
7. Pay System Reporting of Monthly Rent. In countries where rate protection for advance rent, per par. U9116-D, has not been implemented, the monthly rent entered in the respective pay system when a member has taken an advance for rent should be entered in dollars.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. The protection is for losses incurred on or after July 1, 1997. PDTATAC has announced previously the countries receiving advance rent currency exchange rate protection for the period July 1, 1997 through November 16, 1997. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rent ceiling in effect at the time of the advance, or
2. any higher rent ceiling implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H3 regarding station allowances application to member of Reserve components called or ordered to active duty, or active duty for training.

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

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. ***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.***

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

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

***LODGINGS IN KIND.** Lodgings provided by the Government without cost to the member.

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

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

MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. U2600 for current rates.

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

1. missing;
2. missing in action;
3. interned in a foreign country;
4. captured, beleaguered, or besieged by a hostile force; or
5. involuntarily detained in a foreign country.

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

1. Personally-procured commercial transportation,
2. Government-procured commercial transportation,
3. Government transportation.

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

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for the authorized use of a POC during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this

regulation) and the number of authorized travelers transported. See par. U2605 for current rates.

NONCOMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

NONFOREIGN OCONUS AREA. The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

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

OCONUS. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

OFFICIAL STATION. See *PERMANENT DUTY STATION*.

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

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

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE. The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands - see NOTE 1 below*) and service charges where applicable, for:

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters, fires furnished in room when such charges are not included in the room rate, *and in foreign areas only lodging taxes (see NOTE 1 below)*. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

NOTE 1: a. *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid.*

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

2. **Meals.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

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

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.

***SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS:** Cost of maid service and fee for electricity.

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.

APPENDIX A

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
*ITA	Invitational Travel Authorization
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force

JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument
LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-In Housing Allowance
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Nontemporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPGBL	Personal Property Government Bill of Lading
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
RDD	Required Delivery Date
RPDCI	Retail Price Data Collection Instrument
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations

U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
VPC	Vehicle Processing Center

APPENDIX E*INVITATIONAL TRAVEL AUTHORIZATIONS**

JFTR NOTE: Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, Volume 2, Appendix E, for the DoD Services and in agency regulations for non-DoD Services. The Invitational Travel Authorization provisions in JTR, Volume 2, Appendix E, are reproduced in JFTR, Appendix E, for convenience. See Part I, Invitation to Travel, paragraph D, for information concerning travel by a contractor and a contractor's employees.

PART I: INVITATION TO TRAVEL

- A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE**
- B. RESTRICTIONS**
- C. ALLOWANCE EXPENSES**
- D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES**
- E. AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS**

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION**PART III: CITY-PAIR PROGRAM**

- A. POLICY**
- B. SCHEDULED AIR CARRIERS**

PART IV: CITY-PAIR PROGRAM FREQUENTLY ASKED QUESTIONS

APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

PART I: INVITATION TO TRAVEL

A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE

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

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

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

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

11. attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);
12. when an individual is an attendant for:
 - a. a disabled employee on official travel (56 Comp. Gen. 661 (1977)); or
 - b. an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and the employee is incapable of traveling alone;
13. travel is for a family member and all pertinent conditions in items a through e are met before allowances are authorized/approved:
 - a. The authorizing/order-issuing official determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.
 - b. Travel is allowed on a mission noninterference basis only, and must be supported with ITAs that ordinarily authorize reimbursement of only transportation costs.
 - c. The authorizing/order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.
 - d. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.
 - e. Authorizing/order-issuing officials for all other travel under this item are:
 - (1) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;
 - (2) The Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
 - (3) The Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***);
 - (4) The Secretaries of the Military Departments, or their designees, for requests from their staffs;
 - (5) The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

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

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

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

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

Effective 1 January 2003

*16. travel allowances are authorized for Defense Personnel of Developing Countries in accordance with par. U7970; ***NOTE: The ITA should state “JFTR vice JTR Allowances are used.”***

Effective 1 January 2003

*17. a Coalition Liaison Officer from a developing country is authorized travel and transportation allowances in accordance with JFTR, par. U7980. ***NOTE: The ITA should state “JFTR vice JTR Allowances are used.”***

***B. RESTRICTIONS**

Invitational travel shall not be authorized for:

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

C. ALLOWANCE EXPENSES

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in Chapter 2 as appropriate to mission requirements.
3. Witness at a Military Court martial. A person not in the Government employ, when called as a witness before a military court martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832; see par. A-10), is entitled to travel and transportation allowances under Service administrative regulations.
4. Participants in Annual National Matches Sponsored under 10 U.S.C. §4312. Title 10, U.S.C. §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITAs also may authorize a subsistence allowance for the duration of

the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided:

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

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

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

*7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 U.S.C. §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual expenses, and not a mileage allowance, may be paid when a POC is the authorized mode.*** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in par. C4720 may be authorized/approved.

D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES

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

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

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

1. Contractor(s) means:

- a. Contractors working under a cost reimbursement contract; and
- b. Contractors working for the Government at specific sites under special arrangements with the contracting agency, and that are wholly Federally funded (e.g., Government-owned, contractor operated, federally funded research and development, or management and operating contracts).

2. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DoD 4500.9-R), Part I, Chapter 103. *As of October 1, 1998, under GSA's contracts for air passenger transportation services, contractors are not eligible to use GSA's contract city-pair fares. ITAs must not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.* For more information contact:

Services Acquisition Center (FCXB)
Federal Supply Service
General Services Administration
Washington, DC 20406
(703) 305-7261

3. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8).

4. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount-lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8). For more information contact:

GSA Travel and Transportation (9FBT-1)
450 Golden Gate Avenue, 4th Floor W
San Francisco, CA 94102
(415) 522-4671

5. DoD Car Rental Practices. DoD's Military Traffic Management Command (MTMC) negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (see par. 8). For more information contact:

Military Traffic Management Command
ATTN: MTOP-AQ
Hoffman Building II, Room 10N35
200 Stovall Street
Alexandria, VA 22332-5000
(703) 428-3270/1, DSN 328
Complaints/Discrepancies/Claims (703) 428-3008

or see the MTMC website at <http://dcsop.mtmc.army.mil/travel/car/default.htm>.

6. Vendor Requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Paragraph 8 illustrates a standard letter of identification to request eligible Government contractors use of travel and/or transportation discounts negotiated by the Government, where available.

7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's (Contracted) Commercial Travel Offices (CTOs) have this information.

All DoD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin
Service Acquisition Center
Service Contracts Division (FCXB)
Crystal Mall #4, Room 506
Washington, DC 20406
(703) 305-7640

*8. Contractor Letter of Identification. DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government. ***Letters of identification/introduction must not contain any accounting information/data or in any way be made to resemble an official travel authorization.***

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

*(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a Government contract number (CONTRACT NUMBER) with this agency. ***Government contractors and Government contractor employees are not eligible for Government Contract City Pair air fares.*** During the period of the contract (GIVE DATES), AMTRAK, hotels/motels and rental car companies may elect to provide transportation, lodging and rental cars to contractors and contractor employees at discounted rates specified for Government employees in Government contracts and/or agreements. AMTRAK, hotels/motels and rental car companies, however, are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

SIGNATURE, Title and telephone number of Contracting Officer

APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

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

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION 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 authorizing/order-issuing agent has arranged Transportation.

Transportation tickets are included with this authorization.

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, not to exceed 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 Government's cost on a constructed 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 travelers who are not Government employees, reimbursement for transportation may not exceed the least expensive 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 unrestricted service that permits satisfactory accomplishment of the traveler’s mission, 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 authorization.

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 is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for any 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, US 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 Authorization, 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 are to 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 places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. (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.

NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the district of Columbia and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel authorization to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to: _____

APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

PART III: CITY-PAIR PROGRAM

Regulations applicable to the Contract City-Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at <http://public.transcom.mil/J4/j41t.dtr.html>. Following is an edited extract from that regulation.

***A. POLICY (DoD 4500.9-R, Part L. Chap. 103, par. B2)**

1. **GSA Airline City Pairs Program.** Each year, under the Airline City Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access “Travel on Government Business and Air Travel/City Pairs” on the GSA website: <http://www.gsa.gov>.

2. **Some GSA routes may offer “dual fares”;** one fare is an unrestricted fare (fare basis code “YCA”) and the other a capacity-controlled unrestricted fare (fare basis code “_CA”). The capacity-controlled unrestricted fare differs from the unrestricted fare only in that the airline can limit the number of seats offered under the capacity-controlled unrestricted, or “_CA” fare basis (this is also referred to as “capacity control”). The unrestricted fare, or “YCA”, has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The capacity-controlled unrestricted fare is, in many cases, significantly less than the unrestricted fare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a capacity-controlled unrestricted GSA Airline City Pairs fare on the routes that offer the dual fare structure. Local commercial ticket offices can provide information on what routes offer dual fares.

3. ***Government contractors are not authorized use of GSA Airline City Pairs fares.***

4. **Exception to the Use of Contract Carriers:** One or more of the following travel conditions, which must be certified on the travel authorization, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space or a scheduled contract flight (including a confirmed pet space (see **NOTE**)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

NOTE: *When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.*

b. The contractor’s flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours;

c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE:** *This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor issued travel charge cards, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares);*

d. Rail service is available and that service is cost effective and consistent with mission requirements;

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. SCHEDULED AIR CARRIERS (DoD 4500.9-R, Part L. Chap. 103, par. A2)

1. Contract air service between city-pairs shall be used for all domestic travel, and for international travel when AMC-procured channel airlift Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

2. Cost reimbursable contractor personnel should never be in possession of invitational travel authorizations while in the performance of their contracts and are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.

NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.

APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

PART IV: FREQUENTLY ASKED QUESTIONS ABOUT THE
CONTRACT CITY-PAIR PROGRAM**1. How does the program work?**

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting,
- 70% average savings over regular walk-up fares, and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. ***GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city-pair program and could jeopardize its future success.***

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. Exceptions to use of the contract carrier are:

- a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip.
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours.
- c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or through a centrally billed account, e.g., YDG, MDG, QDG, VDG, and similar fares.***
- d. Rail service is available, and such service is cost effective and is consistent with mission requirements.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, the City Pair Program contracts are mandatory for both coach and business-class service. If business-class service has been authorized in accordance with the JFTR/JTR, then use of contract business-class fares is mandatory.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

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

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

C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted to the appropriate office listed below.

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

2. Air Force:

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

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

c. Air Force Reserve Members:

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

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

This authority shall not be further delegated.

3. Navy:

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

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

4. Special Operations Commands:

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

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

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

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

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

*5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe: See par. B1, B4, B6-B9, and B11-B13 above for authorization/approval authority.

D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers. The following officials may authorize/approve AEAs up to 300% for their own official travel and for accompanying uniformed service members and travelers covered by these regulations. JTR, par. C4612 provisions (for travelers covered by these regulations) are not applicable to this paragraph.

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

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 no, or 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. C4975. 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.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when travelers and/or authorizing/order-issuing officials fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must *not* be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is *not* allowed.

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

1. Mandatory Policy. It is DoD **mandatory policy** that travelers use available CTOs to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DoD component/Service regulations for CTO use information.
3. Failure to Follow Regulations
 - a. Commands/units are expected to take appropriate disciplinary action when travelers and/or authorizing/order-issuing officials fail to follow the regulations concerning CTO use (see par. T4005).
 - b. Disciplinary action should be for **willful** violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must **not** be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is **not** allowed.
4. Reimbursement Not Allowed. Reimbursement **shall not be allowed** when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

B. Requirements

1. When making travel arrangements, travelers should use the following:
 - a. services available under a TMS (see Appendix A), or
 - b. in-house travel offices.
2. All travel arrangements must be made in accordance with:
 - a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
 - b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and
 - c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized/approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

D. Transportation Reimbursement

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations

whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

*C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U4520 and JTR par. C4720). When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (*found at website <http://www.dtic.mil/comptroller/fmr/>*) (or appropriate Service regulations for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.***

D. Government Transportation

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

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

F. Rest Stops. Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops shall not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

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

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and

*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*:

Authorized FEML Location	Command Region	Authorized Destination	Recertification Due Date
Albania, Tirana	European	Frankfurt	1 January 2003
Argentina	Southern	Miami	30 April 2005
Armenia, Yerevan	European	Frankfurt	30 April 2005
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	30 April 2005
Belarus, Minsk	European	Frankfurt	30 April 2005
Belize	Southern	Miami	30 April 2005
Bolivia	Southern	Miami	30 April 2005
Botswana, Gaborone	European	Frankfurt	31 March 2005
Brazil	Southern	Miami	30 April 2005
Bulgaria, Sofia	European	Frankfurt	31 March 2005
Burma	Pacific	Honolulu	31 August 2003
Cambodia, Phnom Penh	Pacific	Honolulu	31 August 2003
Cameroon, Yaounde	European	Frankfurt	30 April 2005
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad, N'djamena	European	Frankfurt	30 April 2005
Chile	Southern	Miami	30 April 2005
China, Beijing	Pacific	Honolulu	31 August 2003
Columbia	Southern	Miami	30 April 2005
Costa Rica, San Jose	Southern	Miami	31 March 2004
Croatia, Zagreb	European	Frankfurt	31 March 2005
Cuba, Guantanamo Bay	Southern	Jacksonville	31 December 2004
Cyprus, Nicosia	European	Frankfurt	31 March 2005
Democratic Republic of Congo, Kinshasa	European	Frankfurt	30 April 2005
Djibouti	Central	Frankfurt	31 October 2004
Dominican Republic	Southern	Miami	30 April 2005

Ecuador	Southern	Miami	30 April 2005
Egypt	Central	Frankfurt	31 October 2004
El Salvador	Southern	Miami	30 April 2005
Eritrea, Asmara	Central	Frankfurt	31 October 2004
Estonia, Tallinn	European	Frankfurt	31 March 2005
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	31 March 2005
Ghana, Accra	European	Frankfurt	30 April 2005
Greece, Athens	European	Frankfurt	31 March 2005
Greece, Larissa	European	Frankfurt	31 March 2005
Greenland, Thule *	European	Baltimore	31 March 2004
Guatemala	Southern	Miami	30 April 2005
Guinea, Conakry	European	Paris/Frankfurt	31 January 2005
Guyana	Southern	Miami	30 April 2005
Haiti	Southern	Miami	30 April 2005
Honduras	Southern	Miami	30 April 2005
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	31 March 2005
Ivory Coast, Abidjan	European	Frankfurt	31 March 2005
Jamaica	Southern	Miami	30 April 2005
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, Riga	European	Frankfurt	30 April 2005
Lithuania, Vilnius	European	Frankfurt	31 March 2005
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 March 2005
Malaysia, Kuala Lumpur	Pacific	Sydney	31 August 2003
Mali, Bamako	European	Frankfurt	30 April 2005
Marshall Islands, Majuro	Pacific	Honolulu	31 August 2003
Mexico	Southern	San Antonio	30 April 2005
Moldova, Chisnau	European	Frankfurt	30 April 2005

Mongolia, Ulaanbaatar	Pacific	San Francisco	31 August 2003
Morocco, Rabat	European	Frankfurt	31 March 2005
Mozambique, Maputo	European	Frankfurt	31 March 2005
Namibia, Windhoek	European	Frankfurt	30 April 2005
Nepal, Kathmandu	Pacific	Honolulu	31 December 2004
Nicaragua	Southern	Miami	30 April 2005
Niger, Niamey	European	Frankfurt	31 March 2005
Nigeria, Lagos	European	Frankfurt	31 March 2005
Oman	Central	Frankfurt	31 October 2004
Pakistan	Central	Frankfurt	31 October 2004
Panama	Southern	Miami	30 April 2005
Paraguay	Southern	Miami	30 April 2005
Peru	Southern	Miami	30 April 2005
Philippines, Metro Manila	Pacific	Honolulu	31 August 2003
Poland, Warsaw	European	Frankfurt	31 March 2005
Qatar	Central	Frankfurt	31 October 2004
Romania, Bucharest	European	Frankfurt	31 March 2005
Russia, Moscow	European	Frankfurt	31 March 2005
Rwanda, Kigali	European	Frankfurt	30 April 2005
Saudi Arabia	Central	Frankfurt	31 October 2004
Senegal, Dakar	European	Frankfurt	30 April 2005
Singapore	Pacific	Sydney	31 August 2003
South Africa, Pretoria	European	Frankfurt	31 March 2005
Sri Lanka, Columbo	Pacific	Frankfurt	31 August 2003
Suriname	Southern	Miami	30 April 2005
Syria, Damascus	European	Frankfurt	31 March 2005
Tanzania, Dar Es Salaam	European	Frankfurt	30 April 2005
Thailand, Bangkok	Pacific	Honolulu	31 August 2003
Thailand, Chiang Mai	Pacific	Honolulu	31 August 2003
Trinidad and Tobago	Southern	Miami	30 April 2005
Tunisia, Tunis	European	Frankfurt	31 March 2005
Turkey, Ankara	European	Frankfurt	30 April 2005
Turkey, Izmir	European	Frankfurt	1 January 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 October 2004
Uganda, Kampala	European	Frankfurt	30 April 2005
Ukraine, Kiev	European	Frankfurt	31 March 2005
United Arab Emirates	Central	Frankfurt	31 October 2004
Uruguay	Southern	Miami	30 April 2005

Uzbekistan, Tashkent	Central	Frankfurt	31 October 2004
Venezuela	Southern	Miami	30 April 2005
Vietnam, Hanoi	Pacific	Honolulu	31 August 2003
Yemen	Central	Frankfurt	31 October 2004
Zambia, Lusaka	European	Frankfurt	31 October 2004
Zimbabwe, Harare	European	Frankfurt	31 March 2005

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