

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 200

Alexandria, VA

1 August 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 August 2003 unless otherwise indicated.

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

THOMAS F. FISHER
Acting Director of Personnel
Management

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

EVELYN J. FIELDS
RADM, NOAA
Director, NOAA Corps

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

DENISE CANTON
CAPT, USPHS
Acting Director
Division of Commissioned Personnel

This change includes all material written in MAP Items 12-03(E); 16-03(E); 18-03(E); 20-03(E); 22-03(E) and military editorials U03028 through U03034; U03036 and U03037. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 199 cover page.

BRIEF OF REVISION

These are the major changes made by Change 200:

U3125-B5. States that the reason for all premium-class travel (not just first class) must be listed on the orders or voucher.

U4153. Explains that the schoolhouse commander is authorized to determine the appropriate meals rate (e.g., GMR, PMR) but does not have the authority to prescribe a different per diem rate (par. U4177 or C4550-C).

U4520. Includes wording to allow PCS baggage transportation costs to be approved after travel but not authorized before travel.

U4700-A; U5310-A. Spells out that HHG delivery out of storage at the Government's expense is still authorized after the authorized SIT time has expired.

U5120-D. Adds the word also in the second sentence to preclude the incorrect interpretation that this paragraph applies only when a member performs TDY at or near the homeport when the PDS is a ship or an afloat staff.

U5330-A. Clarifies HHG may be transported by the spouse of a uniformed member officially reported as dead, injured, ill, or absent for more than 29 days in a missing status at the combined weight of 18,000 pounds for the member plus the weight allowance of the "surviving" spouse.

U7200-A2. Makes clear that a newborn command-sponsored dependent, born during the COT leave deferral period, is authorized COT leave travel.

U9207-F. Clarifies that TLA may be authorized to cover the costs of restaurant meals when a member continues to occupy permanent quarters during a loss of utilities.

Appendix A. Inserts the definition of GARS to the JFTR and explains that it is an allowable rental car expense.

Appendix L, par. E. Removes the special actual expense authorization from the actual expense sections of the JFTR as this authorization is covered in Appendix L, par. E under the authorization for travel with certain dignitaries.

Appendix O, par. T4060-B1c(6); -B1c(7). Adds non-Federal source funding as a reason for allowing business class travel in Appendix O so it matches JFTR, par. U3125 and JTR, par. C2204.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

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

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
176	i	189	U3G-1	195	U5A-3	185	U5D-29	179	U6A-5
196	iii	196	U4-i	185	U5A-5	183	U5D-31	199	U6A-7
199	v	200	U4-iii	195	U5B-1	183	U5D-32-1	199	U6A-9
195	vii	196	U4-v	193	U5B-3	183	U5D-33	199	U6A-10-1
181	U-i	196	U4-vii	197	U5B-5	183	U5D-35	166	U6A-11
181	U-iii	194	U4A-1	197	U5B-7	189	U5D-37	166	U6A-13
198	U1-i	193	U4B-1	200	U5B-9	200	U5D-39	193	U6A-15
194	U1A-1	196	U4B-3	192	U5B-11	183	U5D-41	174	U6A-17
198	U1A-3	197	U4B-5	192	U5B-13	185	U5D-43	174	U6A-18-1
196	U1A-5	197	U4B-7	192	U5B-15	183	U5D-45	177	U6A-19
193	U1B-1	194	U4B-9	181	U5B-17	192	U5E1-1	166	U6A-21
183	U2-i	200	U4B-10-1	195	U5C-1	183	U5E1-3	195	U6B-1
180	U2-iii	196	U4B-11	195	U5C-3	196	U5E1-5	166	U6B-3
193	U2A-1	195	U4B-13	193	U5C-5	196	U5E1-7	193	U6B-5
193	U2B-1	195	U4B-15	187	U5C-7	199	U5E1-9	193	U6B-7
189	U2B-3	193	U4B-17	181	U5C-9	199	U5E1-11	173	U6B-9
191	U2C-1	193	U4B-19	176	U5C-11	199	U5E2-1	173	U6B-11
191	U2C-3	193	U4B-21	174	U5C-13	199	U5E2-3	193	U6B-13
173	U2D-1	198	U4C-1	195	U5C-15	199	U5E2-5	173	U6B-15
176	U2E-1	200	U4C-3	191	U5C-17	199	U5E2-7	177	U6B-17
186	U2F-1	198	U4C-5	199	U5C-19	171	U5F-1	173	U6B-19
192	U2G-1	198	U4C-7	199	U5C-21	181	U5F-3	198	U7-i
192	U2G-3	194	U4C-9	199	U5C-23	198	U5F-5	198	U7-iii
193	U2G-5	194	U4C-11	199	U5C-25	183	U5F-7	198	U7-v
195	U2H-1	196	U4D-1	199	U5C-26-1	174	U5F-9	198	U7-vii
188	U3-i	198	U4D-3	198	U5C-27	171	U5F-11	199	U7-ix
191	U3-iii	193	U4E-1	198	U5C-29	190	U5G-1	157	U7A-1
184	U3A-1	200	U4F-1	198	U5C-31	199	U5G-3	184	U7B-1
184	U3A-3	200	U4F-3	198	U5C-33	194	U5G-5	189	U7C-1
196	U3B-1	200	U4F-5	199	U5C-35	194	U5G-7	168	U7D-1
196	U3B-3	169	U4G-1	200	U5D-1	185	U5G-9	168	U7E-1
200	U3B-5	200	U4H-1	195	U5D-3	199	U5H-1	195	U7F1-1
200	U3B-7	159	U4H-3	188	U5D-5	195	U5H-3	157	U7F2-1
196	U3B-9	200	U4H-5	190	U5D-7	185	U5H-5	199	U7F3-1
196	U3B-11	200	U4H-7	200	U5D-9	185	U5H-7	199	U7G-1
196	U3B-13	198	U4I-1	174	U5D-11	184	U5I-1	195	U7G-3
196	U3B-15	142	U4I-3	192	U5D-13	171	U5J-1	199	U7G-5
198	U3B-17	195	U5-i	192	U5D-14-1	200	U5J-3	194	U7G-7
187	U3C-1	191	U5-iii	194	U5D-15	183	U5J-5	183	U7G-9
185	U3D-1	198	U5-v	194	U5D-17	183	U5J-7	154	U7G-11
184	U3D-3	186	U5-vii	164	U5D-19	183	U5J-9	200	U7H-1
183	U3E-1	186	U5-ix	180	U5D-21	168	U6-i	200	U7H-3
191	U3E-3	199	U5-xi	185	U5D-23	177	U6-iii	198	U7H-5
170	U3F-1	186	U5-xiii	191	U5D-25	179	U6A-1	198	U7H-7
166	U3F-3	199	U5A-1	200	U5D-27	195	U6A-3	198	U7H-9

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
157	U7I-1	188	U9C-7	176	H-1	173	R-1		
196	U7J-1	188	U9C-9	176	I-1	199	S-1		
198	U7J-3	200	U9C-11	192	J-1	199	S-3		
160	U7K-1	188	U9C-13	192	J-3	178	T-1		
168	U7L-1	188	U9C-15	192	J-5	178	T-3		
168	U7M-1	188	U9C-17	181	K-1	198	U-1		
184	U7N-1	188	U9C-19	181	K-3	193	i-1		
184	U7O-1	190	U9D-1	181	K-5				
184	U7P-1	192	U9D-3	181	K-7				
185	U7Q-1	183	A-1	181	K-9				
168	U7R-1	198	A-3	181	K-11				
185	U7S-1	174	A-5	181	K-13				
160	U7T-1	172	A-7	181	K-15				
168	U7U-1	200	A-9	196	K-17				
195	U7V-1	190	A-11	198	L-1				
193	U7W-1	192	A-13	193	L-3				
161	U7X-1	199	A-15	195	L-5				
192	U7Y-1	193	A-17	199	L-7				
199	U7Z1-1	193	A-18-1	200	L-9				
199	U7Z2-1	177	A-19	198	M-1				
186	U8-i	199	A-21	168	N-1				
185	U8-1	195	A-23	168	N-3				
181	U8-3	195	A-25	186	N-5				
186	U8-5	200	A-27	199	O-1				
186	U8-7	199	A-29	199	O-3				
199	U9-i	174	B-1	196	O-5				
200	U9-iii	138	C-1	198	O-7				
172	U9A-1	174	D-1	196	O-9				
199	U9B1-1	199	E-1	197	O-11				
199	U9B1-3	199	E-3	192	O-13				
199	U9B1-5	199	E-5	192	O-15				
199	U9B1-7	199	E-7	194	O-17				
199	U9B1-9	199	E-9	200	O-19				
199	U9B1-11	199	E-10-1	196	O-21				
188	U9B2-1	199	E-11	196	O-23				
183	U9B2-3	199	E-13	192	O-25				
164	U9B2-5	198	E-15	176	P-1				
198	U9C-1	178	F-1	196	Q-1				
198	U9C-3	133	F-3	196	Q-3				
198	U9C-5	176	G-1	196	Q-5				

proposed arrival time. Reasonably available does not include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty.

b. a traveler is so handicapped or otherwise physically impaired that other accommodations cannot be used. Determination of this condition must be substantiated by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7250-B and U7251-B, to accompany an attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's service en route.

c. of exceptional security requirements. Examples are:

(1) a member whose use of other than first-class accommodations would entail danger to the member's life or Government property;

(2) agents of protective details accompanying individuals authorized to use first-class accommodations; and

(3) couriers and control officers accompanying controlled pouches or packages.

NOTE: First-class accommodations may be used without authorization/approval only in two circumstances:

a. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When this is the case, the transportation officer/agent must make an appropriate entry on the travel order or other travel-related document as appropriate.

b. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics_regulation/index.html or service regulations for the non-DoD Services.)

4. Business-Class Transportation Accommodations Use. Business-class transportation accommodations use may be authorized/approved only when:

a. Regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.

b. Space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.

c. Necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when that traveler is authorized premium-class other than first-class accommodations use and requires the attendant's service en route.

d. The accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.

e. Coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is authorized/approved in accordance with the Fly America Act. (see par. U3125-C for rules governing U.S. flag carrier use.)

f. The accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that

would be incurred while awaiting coach-class accommodations.

g. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html or appropriate service regulations for the non-DoD Services.

h. travel is between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including airport stopovers and plane changes) is in excess of 14 hours. 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. ***Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Authorizing/order-issuing officials must consider each request for business-class service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. (See par. U4325 Scheduling Travel and NOTE 1 in par. U4326 on rest periods).***

NOTES:

(1) If business-class seating is provided at Government expense, the member is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.

(2) 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.

(3) On TDY travel, the 14-hour rule (in par. U3125-B4h above) only applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

(4) When business-class accommodations are authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.

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

***5. Documentation Requirements**

a. Orders. Authorization for premium-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the member must obtain written approval from the appropriate authority at the earliest possible time. When a travel order authorizes premium-class air accommodations (by including the authority and authorization source (memo/letter/message/etc., including date and signatory position for first-class accommodations)), the specific condition met in par. U3125-B3 or U3125-B4 must be annotated on the order and appropriate Government transportation documents must be annotated with the same information. When a travel order does not contain authority for premium-class air accommodations use and no other class of service is available, a transportation document may be issued for premium-class service when the document-issuing official annotates the document in accordance with transportation procedural guidance that tickets for premium-class air accommodations were issued as only premium-class service was available between authorized origin and destination points.

b. Travel Voucher. The member must certify on the travel voucher the reason for the use of premium-class accommodations. Specific authorization/approval, including which of the specific conditions was met, must be attached to, or stated on, the voucher and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. In the absence of

authorization/approval, the member is financially responsible for all additional costs resulting from premium-class air accommodations use.

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

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. U3125-C3, U.S. flag air carrier service is available if:

- a. the carrier performs the commercial foreign air transportation required, and
- b. the service accomplishes the mission, even though:
 - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
 - (2) noncertificated air carrier service is preferred by the service/traveler,
 - (3) noncertificated air carrier service is more convenient for the service/traveler, or
 - (4) the only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 U.S.C. §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
- e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); **NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.**
- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
 - (1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or

- (2) extend travel time by at least 6 hours or more; or
 - (3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
- h. The order-issuing official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case by case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***
- k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).
- l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if noncertificated service was used (56 Comp. Gen. 216 (1977)).
- m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a noncertificated carrier is available which does not require travel at those hours (the traveler may travel by noncertificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp. Gen. 629 (1977)).
- n. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html or service regulations for non-DoD Services.
3. **Nonavailability Documentation.** When the order-issuing official determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a noncertificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel orders and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.
4. **Air Travel Schedule Selection**
- a. **General.** Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines:
- (1) when U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;
 - (2) when U.S. flag air carrier service is not available at origin or an interchange point, noncertificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

- B. The Standard GMR for Meals in a Government Mess Plus \$3.50 for Incidental Expenses
- C. PMR Plus the Incidental Expense Rate
- D. OCONUS Incidental Expense Rate

U4153	PER DIEM ON ARRIVAL OR DEPARTURE AT TDY POINT
U4155	SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)
U4157	LODGING PER DIEM COMPUTATION
U4159	PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS
	<ul style="list-style-type: none"> A. M&IE Rate B. Lodging Not Required C. Lodging Required with/without Cost
U4160	PER DIEM FOR TDY TRAVEL BY CAR FERRY
U4161	GOVERNMENT MESS USE UNDER SPECIAL CIRCUMSTANCES
U4163	ESSENTIAL UNIT MESSING (EUM)
U4165	DEDUCTIBLE MEALS
U4167	NON-DEDUCTIBLE MEALS
U4169	LODGING REQUIRED ON THE DAY TRAVEL ENDS
U4171	MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A HOTEL
U4173	PER DIEM ALLOWANCE COMPUTATION EXAMPLES
	<ul style="list-style-type: none"> A. Government Meal Rate (GMR) B. U.S. and Non-foreign OCONUS Lodging Taxes C. Foreign Lodging Taxes D. Examples
U4175	RETURN TO PDS FROM TDY FOR PERSONAL REASONS
	<ul style="list-style-type: none"> A. General B. Computation
U4177	NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN HTTP://WWW.DTIC.MIL/PERDIEM/PDRATES.HTML
U4179	REQUESTING REVIEW OF PER DIEM RATES
U4181	PER DIEM AND AEA ON A SINGLE TRIP
U4183	QUICK REFERENCE TABLES – PER DIEM ENTITLEMENTS

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

<u>Paragraph</u>	<u>Contents</u>
U4200	GENERAL
U4205	JUSTIFICATION
U4210	AUTHORIZATION/APPROVAL
U4215	LIMITATIONS
U4220	TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL <ul style="list-style-type: none">A. ExamplesB. Travel with Certain DignitariesC. Air Crew Travel
U4225	EXPENSES <ul style="list-style-type: none">A. Expenses AllowedB. Expenses Not Allowed
U4230	AEA REQUESTS <ul style="list-style-type: none">A. GeneralB. Channels of Submission
U4235	150% MAXIMUM AEA <ul style="list-style-type: none">A. CONUSB. OCONUS
U4240	300% MAXIMUM AEA
U4245	NOT USED
U4250	OVER 300% MAXIMUM AEA
U4255	REIMBURSEMENT <ul style="list-style-type: none">A. LimitationsB. Incidental ExpenseC. M&IE Paid on a Per Diem BasisD. Lodging and/or Meals Obtained under ContractE. Itemization
U4260	AEA COMPUTATION <ul style="list-style-type: none">A. GeneralB. Meals Available under Special ArrangementsC. Averaging ExpensesD. Mixed Travel (Per Diem and Actual Expense)
U4265	COMPUTATION EXAMPLES

U4153 PER DIEM ON ARRIVAL OR DEPARTURE AT TDY POINT

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

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

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

U4157 LODGING PER DIEM COMPUTATION

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

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

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

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

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

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

When a member on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

1. Mileage (see par. U2600)

a. Mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location.

b. If more than one car ferry is used, mileage is payable for overland travel between ferries; or

2. Transportation. The member is authorized:

a. Government-procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity that the member is accustomed is a matter of personal preference and is not a "justifiable reason". (See B-193504, August 9, 1979 and B-192246, January 8, 1979.)

U4230 AEA REQUESTS

A. General

1. AEA requests should contain any of the following data that is relevant to the trip, or an explanation as to why it is not relevant/available:

- a. Specific reason for travel (see Appendix H for general travel purposes);
- b. Identity of the senior party member (civilian or uniformed), including grade, full name, SSN and branch of the Service/employing DoD component;
- c. Roster of other employees or Uniformed Services members who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DoD component;
- d. Proposed itinerary showing locations at which AEAs are required, the estimated length of duty at each location, and the travel dates;
- e. Information available that indicates the expenses that may be incurred, amount of AEA necessary, and/or reasons why locality per diem does not suffice;
- f. A reimbursement limitation recommendation; and
- g. The name and phone number (commercial (and DSN with area code if available)) of a PoC for the request.

2. *Vouchers/receipts are not submitted with the AEA request.*

3. Uniformity of allowances must be ensured (if possible) among Uniformed Services members, civilian employees, and others traveling at Government expense when they travel together and/or to the same place at which an AEA is warranted.

B. Channels of Submission. See Appendix L.

U4235 150% MAXIMUM AEA

A. CONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below 150% of the locality per diem rate in <http://www.dtic.mil/perdiem/pdrform.html> (rounded to the next higher dollar).

B. OCONUS. Ordinarily, the daily maximum needed for a TDY is at/below the greater of the following:

1. 150% of the per diem rate in <http://www.dtic.mil/perdiem/opdrform.html>; or
2. \$50 plus the locality per diem rate in <http://www.dtic.mil/perdiem/opdrform.html>.

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

U4240 300% MAXIMUM AEA

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

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

*U4245 NOT USED

U4250 OVER 300% MAXIMUM AEA

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

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

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

or by email to pdtatac@perdiem.osd.mil with "AEA REQUEST" in the subject line; or

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

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

U4255 REIMBURSEMENT

A. Limitations

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

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

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

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

U4505 COMMUNICATION SERVICES

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

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

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

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

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
2. engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
6. pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
8. par. U4163 (Essential Unit Messing);

9. par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
10. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS);
11. par. U7025 (travel incident to application processing);
12. par. U7125-D (bed-patient or inpatient);
13. par. U7150-A1 (Reserve Component Travel); or
14. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4230 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4135.
2. Meals. If the authorizing/order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as in pars. U4149-C or U4151-C1 based on the per diem rate in <http://www.dtic.mil/perdiem/pdrates.html> for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

U4520 MISCELLANEOUS EXPENSES

A. General. Travelers are authorized reimbursement for necessary travel and transportation-related expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with:
 - a. the Government-sponsored Contractor-issued Travel Charge Card (Government charge card; or
 - b. an ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel;

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

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

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

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

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

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

6. fees for:

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

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

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

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

7. CTO service and processing fees;

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

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

Effective 26 September 2002

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

Effective 26 September 2002

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

12. (***Effective 1 June 2003***) Excess baggage transportation costs (see par. U3015-C) if approved after PCS travel by the authorizing/order-issuing official but ***may not be authorized in advance of PCS travel;*** and

Effective 26 September 2002

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

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

1. POC transportation costs to and from the transportation terminal (see par. U3320);
2. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) to and from the terminal (see par. U3320);
3. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures *of the foreign country* involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
4. authorizing/order-issuing official authorized/approved expenses for:
 - a. services, including associated equipment needed for reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental (used for official business) at a hotel/other place;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
 - g. official phone calls (see par. U4505);
 - h. connections used for computers to perform official Government business;
 - i. excess baggage transportation costs (see par. U3015-C);
 - j. conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. U2555-E3.***
 - k. dual lodging costs (see par. U4135);
 - l. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;
 - m. expedited charge card delivery (*effective 1 May 2001*);
 - n. late payment delinquent fees involving the Government-sponsored contractor-issued travel charge card *only* for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
 - o. lodging late check-out fees;

5. Certain laundry/dry-cleaning expenses:

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

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

6. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;

8. customary tips for handling Government property at terminals and hotels;

*9. any per-day administrative fee called for in the MTMC rental car agreements (including GARS); and

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

C. PCS Travelers. Members are authorized the expenses listed in par. U4520-A for PCS travel. In addition to those expense listed in par. U4520-A, the member is authorized reimbursement for:

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

2. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels; and

3. when dependents travel without the member MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, when POC used to and from the transportation terminal.

U4535 REGISTRATION FEES

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

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

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

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

*U4700 GENERAL

This Part prescribes TDY HHG shipping and storage entitlements. ***NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's orders and/or transportation entitlements are valid). This includes shipments that have been converted to storage at the member's expense.*** For POV storage when member is TDY on a contingency operation, see Chapter 5, Part E.

U4705 AUTHORIZING/APPROVING TDY HHG SHIPMENTS

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

U4710 BASIC ENTITLEMENT

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

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

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

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

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

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

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

*3. NTS under par. U4770-C.

U4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A VESSEL

A. General. Orders from a PDS to TDY in connection with building, fitting out, converting, or reactivating a vessel that direct duty on board when commissioned, entitle a member as indicated in pars. U4765-B and U4765-C.

B. Ordered to a Vessel Not Specified as Unusually Arduous. Under orders to a vessel other than one described in par. U4765-C, transportation of the PCS weight allowance may be made to a combination of:

1. the vessel's homeport, and

*2. NTS under par. U4770-C.

C. Ordered to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More. Under orders to a vessel which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or more, HHG transportation of the PCS weight allowance may be made to a combination of:

1. any CONUS location the member specifies, and

*2. NTS under par. U4770-C.

U4770 HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT

*A. Temporary Storage

1. Temporary storage is authorized as part of HHG transportation (see **NOTE 1 below**).

2. HHG, within the TDY weight allowance, may be placed in temporary storage when:

a. on a PCS with TDY/deployment en route (see par. U5345-C) (see **NOTE 2 below**); or

b. TDY/deployed for 90 or fewer days if the Service designated official authorizes/approves the temporary storage as necessary based on the member's written statement that temporary storage is necessary for reasons beyond the member's control.

NOTE 1: Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's orders and/or transportation entitlements are valid). This includes shipments that have been converted to storage at the member's expense.

NOTE 2: When HHG are in temporary storage incident to a PCS and the member is TDY/deployed for 90 or more days/an indefinite period, par. U5375-B3 applies.

B. Special Storage

1. General

a. Special storage is storage incident to TDY/deployment for 90 or more days/an indefinite period when no PCS is involved. (See **NOTE** in par. U4770-A when PCS is involved.) It includes any shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into/remove them from a storage facility.

b. The Service designated official authorizes/approves special storage under pars. U4770-B2 and U4770-B3.

- c. The member's PCS weight allowance applies (see par. U5310-B).
- d. See par. U5380-B for storage facility selection.

2. TDY/Deployment for 90 or More Days/an Indefinite Period

- a. TDY/deployment orders for 90 or more days/an indefinite period entitle members to special storage (not ICW a PCS shipment).
- b. The Service designated official must authorize/approve special storage, except for a member who:
 - (1) is entitled to HOS entitlements in par. U5365-A, and
 - (2) has HHG in NTS under par. U5365-C when recalled to active duty (see par. U5365-H).

3. TDY/Deployment of Reserve Component Members Called/Ordered to Active Duty under Unusual/Emergency Circumstances/Service Exigencies for other than Training

- a. The Secretarial Process may authorize/approve special storage for Reserve Component Members who are:
 - (1) called/ordered to active duty under unusual/emergency circumstances or Service exigencies for other than training purposes, and
 - (2) ordered to TDY or deployment.
- b. The TDY/deployment can be for any length of time.
- c. The TDY HHG weight allowance limitation in par. U5345-B2 for Reserve Component members called/ordered to active duty for less than 20 weeks *does not* apply.
- d. PCS weight allowances *do* apply (see par. U5310-B).

C. Nontemporary Storage (NTS)

1. NTS while TDY is authorized only when a member is:

- a. ordered on a PCS:
 - (1) with TDY en route, or
 - (2) while on TDY, and
- b. in the situations listed in the chart below.

2. Authorized NTS entitlement begins on the day orders are issued and continues as long as any of the situations in the chart below exist.

D. Storage after Completion of TDY/Deployment. HHG storage entitlement continues for up to 90 days after the completion of a TDY/deployment. Extensions to this 90-day period may be granted IAW par. U5375-B.

Situation	Termination of Entitlement
1. TDY without return to PDS or pending further assignment (par. U4750)	1. Day of departure from TDY station incident to orders assigning a new PDS
2. Indeterminate TDY (par. U4755)	2. Day of departure from last TDY station to proceed to new PDS
3. TDY pending assignment OCONUS or to a vessel (par. U4760)	3. Day of departure from last TDY station to proceed OCONUS or to the assigned vessel
4. TDY in connection with building, fitting out, converting or reactivating of a vessel and duty aboard when commissioned. (par. U4765)	4. Day of vessel's arrival at its assigned homeport

U4775 SHIPMENT OF HHG AFTER STORAGE

HHG stored under pars. U4750, U4755, U4760 and U5345-C1 may be shipped to any subsequent PDS. Also, HHG may be shipped to any point in CONUS under par. U5350, when applicable.

*D. PCS with TDY at a Location near (But outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location in connection with a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the quarters occupied while attached to the old PDS or the permanent quarters the member intends to occupy at the new PDS. This also applies when a member performs TDY at or near the homeport when the PDS is a ship or an afloat staff. *Quarters (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent quarters on/after the PCS HHG weight allowance transportation date. Quarters at the new PDS are permanent on/after the date the PCS HHG weight allowance is accepted.* Transportation expenses incurred in commuting between the quarters at the old PDS or quarters at the new PDS and the TDY location may be paid under Chapter 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A member required to procure meals at personal expense outside the PDS limits must be reimbursed for the meal(s) under par. U4510. When travel outside the TDY location is required, travel, transportation, and per diem allowances under Chapter 4, Part B, are authorized.

NOTE: See par. U4102-D for TDY en route within the limits of the old or new PDS.

E. Orders Canceled, Amended or Modified En Route

1. Orders Canceled Returning Member to the Old PDS. If PCS orders are canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.
2. Orders Amended or Modified to Name a New PDS or En Route TDY Station. If PCS orders are amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which amended orders were received to the last-named new PDS. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

F. Orders Involving Units with Homeports or PDS Locations. PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, or personally drive the member's POC.

1. Homeport Changed. When a unit's homeport is changed, a member may be paid PCS allowances to the old homeport and then to the new homeport via any TDY stations(s). If the unit is at the old homeport, the member may be paid PCS allowances from old homeport to the new homeport and return to the unit via any TDY station. This travel must begin within 1 year from the effective date of the homeport change, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose homeport is changed, the PCS allowances accrue from the leave point to the new homeport via the old homeport, not to exceed the allowances payable from the unit's location when the member departed on leave to the new homeport via the old homeport (57 Comp. Gen. 198 (1977), 60 id. 561 and 564 (1981)).
2. PCS from a Unit when the Unit Is Away from Homeport/PDS. A member, ordered PCS while with the unit away from its homeport or PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old homeport/PDS and any TDY station(s).
3. PCS to a Unit when the Unit Is Away from Homeport/PDS. A member, ordered PCS to a unit that is deployed away from its homeport/PDS, may be paid PCS allowances from the old PDS to the new unit via its homeport/PDS and/or any TDY station(s).
4. PCS to a Unit Whose Homeport Change Has Been Announced and the Member Arrives before or after the Effective Date of Homeport Change. A member, ordered PCS to a unit whose homeport change has been announced and who travels to the new homeport either before or after the effective date of the homeport change, may be paid PCS allowances from the old PDS to the unit via the new homeport and any TDY station(s) (60 Comp. Gen. 561 (1981)).

5. PCS to a Ship with a Homeport Assignment Effective upon Commissioning. A member, ordered to a newly commissioned ship and the ship's announced homeport is different from the member's old PDS, may be paid PCS allowances to the old PDS (or homeport), then to the ship's announced homeport via any TDY stations, and then to the place where the ship is located. For two-crew ships, both crews may be paid these allowances. This travel must begin within 1 year from the effective date of the ship's commissioning (60 Comp. Gen. 561 and 564 (1981)).

6. PCS from a Unit Undergoing a Homeport Change. A member, ordered PCS from a unit undergoing a homeport change and who detaches after the effective date of the homeport change, may be provided PCS allowances from the unit to the new PDS via the old homeport (or a designated place, if applicable) and any TDY station(s) (60 Comp. Gen. 562 (1981)).

7. Travel to/from a Place other than the New/Old Homeport. A member traveling under pars. U5120-F1 through U5120-F6, may be paid PCS allowances for travel via:

- a. a place other than the old homeport to the new homeport,
- b. the old homeport to a place other than the new homeport, or
- c. a place other than the old homeport to a place other than the new homeport.

Allowances shall not exceed those payable for travel between the locations authorized in the subparagraphs.

G. Travel to/from a Designated Place. A member, ordered on a PCS who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via the designated place,
2. the designated place via any TDY station(s) and then to the new PDS, or
3. any TDY station(s) via the designated place and then to the new PDS

but not for round-trip travel between a TDY station and designated place. On a subsequent PCS that results in relocation of dependents, the member may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via any TDY station(s) and/or the designated place, or
2. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place.

These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must travel to the designated place to assist:

1. in moving dependents,
2. dependents with HHG shipment, or
3. dependent transportation by POC.

(60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the effective date of the subsequent PCS and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up HHG or personal items, or to use the member's or dependent's POC for transportation.

H. Member Escorts Dependents to/from a Designated Place in Connection with a Unit PCS Move to/from an OCONUS Unaccompanied Tour

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

U5300 GENERAL

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

U5305 ELIGIBILITY

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

U5310 BASIC ENTITLEMENT

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

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

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

NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's orders and/or transportation entitlements are valid). This includes shipments that have been converted to storage at the member's expense.

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

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

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

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

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

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

3/ A member of the Uniformed Services appointed from:

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

is authorized the weight allowance of the grade:

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

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

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

whichever is greater.

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

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 a joint residence:

1. 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. being established by both retirees/separatees at the HOS/HOR (limited by the lesser entitlement.)

If one member/spouse dies, see par. U5372-F.

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.

transportation of a like weight of HHG in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Government, to that place.

B. Storage

1. Nontemporary Storage. A member who is entitled to transportation of HHG under par. U5360-A, U5360-F or U5360-H is entitled to NTS. The entitlement begins on the date orders are issued and terminates at the expiration of the 180th day from the date of termination of active duty. (Also see par. U5360-G).
2. Temporary Storage. Temporary storage of HHG transported from NTS under pars. U5360-A, U5360-F or U5360-H is authorized only when:
 - a. necessary because of conditions beyond the member's control;
 - b. such conditions arise after HHG transportation from NTS; and
 - c. authorized/approved in accordance with Service regulations.

Any HHG not placed in NTS may be placed in temporary storage under par. U5375 in connection with transportation under par. U5360-A, U5360-F or U5360-H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is entitled to HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

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

E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for less than 20 Weeks or less than 6 Months for Initial Active Duty for Training. A member of the reserve components who is ordered to:

1. initial active duty for training for less than 6 months;
2. active duty (including active duty for training) for less than 20 weeks; or
3. active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

*is entitled to the HHG transportation (including temporary storage not to exceed 30 days) of the weight allowance in par. U4710-B, upon relief from such duty, from the:

1. member's last duty station, or
2. place to which such HHG were last transported at Government expense, to the:
 - a. HOR, or
 - b. PLEAD or active duty for training.

NOTE: *NTS is not authorized.*

F. Member Required to Vacate Government or Government-controlled Quarters upon Separation or Relief from Active Duty. A member, authorized HHG transportation under par. U5360-A, who is required by competent authority to vacate Government quarters or other quarters under a Service's jurisdiction, is authorized a short

distance HHG move at Government expense from the vacated quarters to a temporary residence in the vicinity of the vacated quarters. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies to this short distance move. HHG transportation is authorized, within the time limit in par. U5360-G and the member's prescribed weight allowance, from the local temporary residence to the place elected by the member under par. U5125.

G. Time Limit. Entitlement to HHG transportation terminates on the 181st day following separation from the Service or relief from active duty unless a written application for HHG transportation is turned in to a transportation officer or a designated representative before the expiration of the 180th day. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The transportation officer or designated representative determines "practicability" based on the facts and circumstances in each case. In hardship cases, an extension of the time limit may be authorized/approved for a specific additional period of time through the Secretarial Process. An extension of the time limit for transportation in no way extends the Government's obligation for storage costs for longer than the period authorized/approved under par. U5360-B (for NTS) or par. U5375-B (for temporary storage). HHG in NTS belonging to a member for whom the 180-day time limit for transportation has been extended may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

1. continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. the member agrees to pay all costs for NTS for any period in excess of the authorized (not to exceed 180 days) storage period.

Following the expiration of NTS, the HHG must be transported as soon as possible to the final destination.

H. Members Ordered Home to Await the Results of Disability Proceedings. A member, who is:

1. found by a physical evaluation board unfit to perform the duties of the member's grade,
2. not entitled to a HOS move under par. U5130,
3. but who, for the convenience of the Government, ordered home or to a specific location to await the results of the disability proceedings,

is entitled to HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results. Entitlement to HHG transportation when separation or other orders are ultimately issued is in addition to the transportation made under this subparagraph. However, the entitlement upon final results of physical disability proceedings shall be for the cost for the distance from the member's 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 separation or relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependents and Is Separated from the Service under other than Honorable Conditions. A member serving in CONUS, who has no dependents and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS. For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, see par. U5370-B2.

J. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is entitled to HHG transportation from:

1. the last or any previous PDS,
2. a designated place, or
3. an authorized place of storage.

- c. Change in Type of Status. If the member is declared dead while in a missing status, NTS is authorized in accordance with par. U5380-L19.

E. Termination of Missing Status. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Government expense for the time limit stated in par. U5380-L20. When the member is not returned to active duty, the entitlement to transportation of HHG placed in NTS under par. U5372-D3b is determined under pars. U5360, U5365 or provisions in this paragraph which apply upon death of a member, as applicable.

*F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member. If a member on active duty is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse in connection with the spouse's next immediate PCS under the circumstances authorized in par. U5372-C. The 1-year time limit and the approval requirement for additional time in par. U5372-B2 do not apply. This HHG transportation is in lieu of any other transportation authorized in par. U5372-C. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse. See par. U5372-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of this subparagraph.

U5375 TEMPORARY STORAGE

A. General. Temporary storage is part of HHG transportation (see par. U5375-H regarding intra-city moves). This storage is cumulative and may accrue at any combination of origin, transit, and destination. This storage may be authorized in the nearest available storage facility. The actual storage period governs, regardless of commercial billing practices. HHG temporary storage cannot begin before the date the HHG are released to a carrier, contractor, or the Government for transportation. ***Temporary storage is not authorized for:***

1. intra-city HHG movement as authorized in par. U5355 ***NOTE: See par. U5375-H;*** or
2. HHG transportation on TDY, except as authorized in pars. U4770, U5345-C, and U5360-E.

Except as provided in pars. U5375-D, U5375-F, and U5375-G, the member is liable for all temporary storage costs when HHG placed therein under PCS orders are not transported under those orders.

B. Time Limits

1. First 90 Days of Storage. A member is entitled to 90 days' temporary storage for any authorized HHG transportation. If HHG are not removed from storage before expiration of the first 90 day period, storage charges accruing thereafter are the member's responsibility unless additional storage is authorized/approved under pars. U5375-B2 and U5375-B3. If the Government amends, modifies, cancels or revokes the orders or issues further change-of-station orders while the HHG are in temporary storage, see pars. U5375-F and U5375-G.

2. Second 90 Days of Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by an official designated by the Service. Requests for authorization/approval of such additional storage must be accompanied by a statement from the member of all the facts. Among the reasons that additional storage may be authorized/approved are:

- a. serious illness of the member,
- b. serious illness or death of a dependent,
- c. impending assignment to Government quarters,

- d. directed TDY after arrival at PDS,
- e. nonavailability of suitable civilian housing,
- f. awaiting completion of residence under construction, and
- g. acts of God.

3. Storage after First 180 Days

a. Additional Storage when Member on TDY or Deployed for more than 90 days or for an Indefinite Period while HHG are in Temporary Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the time limit in pars. U5375-B1 and U5375-B2, additional storage may be authorized/approved by an official designated by the Service. This authority to extend the time limit for temporary storage applies only to those members on TDY or deployed for a period in excess of 90 days or for an indefinite period.

b. Additional Storage under Circumstances beyond Member's Control. Temporary storage beyond the 180-day time limitation prescribed in par. U5375-B2 may be authorized/approved through the Secretarial Process, when, for reasons deemed appropriate by the Service concerned which are beyond the member's control (for example, impending assignment to Government quarters), the member is unable to take possession of the HHG within the 180-day time limitation.

C. Temporary Storage for HHG Transported from NTS to Destination. Unless otherwise prohibited in these regulations, members whose HHG are in NTS are authorized temporary storage at any combination of origin (place of NTS), transit, or destination, in connection with transportation from NTS to destination. The time limits in par. U5375-B start on the day following termination of the NTS entitlement.

D. Temporary Storage Converted to NTS. Upon authorization/approval by the Service concerned, temporary storage at origin may be converted at the member's request to NTS, in whole or in part, if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. Unless otherwise provided in this Part, transportation of HHG converted from temporary storage to NTS is not authorized before further PCS orders are issued.

E. HHG Partial Lot Withdrawal and Delivery from Temporary Storage. A member is authorized one HHG partial lot withdrawal and delivery from temporary storage, if authorized/approved by the official designated by the Service concerned. A second HHG partial lot withdrawal and delivery may be authorized/approved when, for reasons beyond the member's control, unforeseen circumstances arise after the first withdrawal (such as a further delay in the projected quarters availability date) that would result in hardship to the member or dependents if additional HHG are not withdrawn. A member is authorized additional (beyond two) HHG partial lots withdrawal and delivery from temporary storage, but the member is financially responsible to the Government for any cost in excess of the Government's cost had withdrawal and delivery been made in one (or two, if the second partial lot withdrawal is authorized/approved) lot(s).

F. Further PCS Orders Received after the Member Arrives at a New PDS. A member, who receives further PCS orders after arrival at a new PDS, and whose HHG are in temporary storage at the time such orders are received, is entitled to continued temporary storage, regardless of the time limit prescribed in par. U5375-B, until the effective date of the new orders. Subsequent entitlement to storage is determined under the new PCS orders.

G. Orders Amended, Modified, Canceled or Revoked

- 1. Orders Amended or Modified. A member, under PCS orders which are amended or modified before the member arrives at the new PDS, but after the HHG are released to a carrier, contractor or the Government for transportation or storage, is entitled to the type of storage authorized under the original orders until the effective date of the amended or modified order. Thereafter, the entitlement to storage is determined under the amended order.

- f. a dependent receives orders from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;
- g. acceptable employment opportunities for dependent children aged 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:
- (1) because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child (children) are likely to become involved in situations creating embarrassment to the U.S. which place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and
 - (2) such early return is in the best interest of the member, or dependents, and the U.S.
- h. a member is:
- (1) sentenced by court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);
 - (2) sentenced to confinement in a foreign or U.S. civil confinement facility;
 - (3) discharged OCONUS under other than honorable conditions;
 - (4) returned to CONUS for discharge under other than honorable conditions;
 - (5) returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;
 - (6) serving OCONUS and is dropped, sent to prison under sentence, or transferred as a prisoner to a place of detention;
 - (7) serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;
 - (8) discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or
 - (9) convicted by court-martial and placed on leave involuntarily while awaiting completion of appellate review (63 Comp. Gen. 135 (1983)).

In each of the above circumstances, it must be shown that dependents' travel is in the Government's best interest. Dependents' travel and transportation allowances may be provided only when there is a valid need for the dependents to move. In connection with early return of dependents from OCONUS, it must be determined that the problem or situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained. If the member's situation does not meet the criteria, the request must be denied. ***Early return of dependents under this subparagraph must be applied judiciously; it is a last resort.*** The Secretary concerned may delegate the authority in this subparagraph to an officer in the grade of O-5 or higher (or civilian employee equivalent), who is at the level of the member's activity commander, support group commander, or the commanding officer of the unit, to which the member is assigned (OSD/Compensation memo of 10 December 1991). For dependent travel under par. U5900-D2h, approval authority rests with the officer exercising special or general court-martial jurisdiction over the member. Except for travel under par. U5900-D2h, dependents must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS. The authorizing/order-issuing official must cite, in the dependents' travel orders, the specific item above that applies. Travel and transportation allowances under par. U5900-D2h(1) through par. U5900-D2h(8) may not be authorized for a distance greater than that from the member's last or former OCONUS PDS or the place to which dependents were last transported at Government expense, as applicable, to the designated place or, if the dependents are foreign-born, to the dependents' native country. Under par. U5900-D2h(9), such allowances may

not be authorized for a distance greater than to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required by this subparagraph, must support the transportation procurement documents for allowances under this subparagraph.

3. Return of Dependents to OCONUS Areas. A member may return dependents at personal expense (at Government expense if the member serves an IPCOT) to the OCONUS location from which they traveled. If those dependents are again command-sponsored, the member is entitled to dependents' travel and transportation allowances from the PDS on the subsequent PCS.

4. Subsequent Entitlement. Entitlement to dependents' travel and transportation allowances under this subparagraph is in addition to, and has no effect on, the entitlement to such allowances the member may have on the effective date of the next PCS orders (40 Comp. Gen. 554 (1961)). A member otherwise entitled to dependents' travel and transportation allowances under par. U5203-A, whose dependents were not returned to an OCONUS area under par. U5900-D3, is entitled, upon reassignment from the OCONUS PDS, to dependents' travel and transportation allowances from the place to which they were transported under this paragraph to the destination authorized in the reassignment order.

E. Divorce or Annulment

1. To Whom Authorized. A member permanently stationed OCONUS whose marriage is terminated by divorce or annulment while so serving, may be authorized travel and transportation allowances for former family members. The former family members must have been formerly command-sponsored dependents as defined in Appendix A who were residing with the member OCONUS as specified in this subparagraph (53 Comp. Gen. 960 (1974)).

2. Conditions. Movement of former dependents under this subparagraph must be in the best interest of the U.S., the member, and the former dependents concerned.

3. By Whom Authorized. Movement of former family members under this subparagraph must be specifically authorized through the Secretarial Process.

4. By Whom Requested. The member, who was the former sponsor, should request movement of former family members. If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

5. Points between which Transportation May Be Authorized. Travel must originate at or in the vicinity of the member's present or former OCONUS PDS and must terminate in:

- a. the U.S. or in a non-foreign OCONUS location, or
- b. their native country if the former dependents are foreign-born.

The official referred to in par. U5900-E3 must determine that a reasonable relationship exists between the conditions and circumstances of the case and the destination.

*6. Allowances. If transportation is not provided by the Government or by Government-procured means, reimbursement for personally procured commercial transportation is authorized under par. U5203-A, first itemization, item 2 and travel by POC as authorized in par. U5203-A, first itemization, item 3. Per diem is payable under par. U5210. The allowances authorized by this subparagraph are payable to the member. Payment may be made directly to the former spouse when the member executes a statement authorizing such direct payment (B-193430, February 21, 1979).

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.

****NOTE: A command-sponsored dependent born during the COT leave deferral period is authorized COT leave travel.***

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 tours at the old PDS; the old OCONUS PDS and an authorized destination, and return, if serving consecutive
 - (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.

U9154	COLA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS A. Government Mess Availability B. Leave Periods
U9155	NONCOMMAND SPONSORED DEPENDENTS IN VICINITY OF PDS
U9156	FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENTS
U9157	COLA FOR MEMBER WITH DEPENDENTS A. General B. Dependents Arrive at or in Vicinity of OCONUS PDS before Member
U9158	GEOGRAPHIC COLA LOCATIONS
U9159	SUBMISSION OF COLA REPORTS
U9160	STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

<u>Paragraphs</u>	<u>Contents</u>
U9200	GENERAL A. Purpose B. Implementation
U9201	TLA PAYMENT CONDITIONS A. General B. OCONUS TLA Authority Responsibilities
U9202	INITIAL ASSIGNMENT A. General B. TLA when Entitled to Monetary Allowance in Lieu of Transportation (MALT) Plus Flat Per Diem C. TLA when Entitled to Per Diem (Chapter 4, Part B) D. TLA when Member Arrives before Dependents E. TLA during Hospitalization Period F. Additional TLA Period
U9203	ALLOWANCE UNDER SPECIAL CONDITIONS A. Member Must Vacate Established Permanent Quarters in PDS Vicinity B. Deployment Period while away from PDS C. TLA when Tour Is Converted D. Member Acquires Dependents E. PCS Orders Cancelled/Revoked
U9204	ALLOWANCE UPON DEPARTURE A. General B. Dependents Depart before Member C. Delayed Departure D. Early Termination of Permanent Housing E. Member Detaches from Ship away from Homeport F. Period of TDY or Deployment while away from Old PDS G. TLA Authorization before Order Issuance H. TLA Authorization during a Hospitalization Period
U9205	EFFECT OF LEAVE/PERMISSIVE TDY ON ENTITLEMENT TO TLA

- U9206 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN SAME COUNTRY**
 A. General
 B. New PDS within Commuting Distance
- U9207 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES**
 A. General
 B. Temporary Lodging Not Available at PDS
 C. Temporary Lodging Furnished by Government Contractors
 D. Temporary Lodging Occupied in Facilities Under Government Jurisdiction
 E. TLA Computation
 F. TLA while Quarters Are Renovated, during Utility Loss or if Quarters Lack a Stove and/or Refrigerator
 G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals
 H. TLA Computation Examples
- U9208 ADVANCE PAYMENT**
- U9209 TLA – SPECIAL**

PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES

<u>Paragraphs</u>	<u>Contents</u>
U9300	MEMBERS ASSIGNED TO SHIPS OR FLEET UNITS A. Member with Dependents Assigned to Duty Aboard a Ship or Other Fleet Unit B. Member Assigned to Duty Aboard Two-crew Submarine (SSBN) C. Fractional COLA for Member without Dependents D. Officer without Dependents Assigned to Sea Duty - Quarters Become Uninhabitable (Not Applicable to Coast Guard Except when Operating as a Service in the Navy)
U9301	MEMBERS ORDERED PCS TO A DEPENDENT RESTRICTED OR UNACCOMPANIED TOUR A. General B. Reassignment from CONUS or from Overseas from other than a Dependent Restricted or Unaccompanied Tour to a Dependent Restricted or Unaccompanied Tour C. Reassignment from a Dependent Restricted or Unaccompanied Tour to Another Dependent Restricted or Unaccompanied Tour D. Member's PDS Declared a Dependent Restricted Tour Area E. Entry Permission Withdrawn while Dependents en Route F. Subsequent Reassignment to Unrestricted Area G. Payment of Allowances to Member at Dependent Restricted Tour or Unaccompanied Tour Station
U9303	STATION ALLOWANCES ENTITLEMENT WHEN BOTH HUSBAND AND WIFE ARE MEMBERS A. When Separate Households are Maintained B. Cost-of-Living Allowance when a Joint Household Maintained
U9304	STATION ALLOWANCES INCIDENT TO EVACUATION OF MEMBER'S PDS A. Members with Dependents B. Members without Dependents
U9305	VOUCHERS AND SUPPORTING DOCUMENTS

c. If the member is in a TDY per diem status, reduce the lodging expense by the member's lodging cost amount for per diem.

d. *When staying with friends/relatives, lodging cost is not allowed and is always zero.* The member's share of the meal allowance is determined by dividing the Step 2 amount by the number of persons in the member's family, including the member, occupying the temporary lodgings.

Step 4: Determine Net Daily Equivalency. From the Step 3 results:

a. Deduct:

- (1) The total daily allowances (par. U9201-B2d(3), U9201-B2d(4), and
- (2) COLA, if paid and deductible in par. U9152-C.

b. *Do not deduct:*

- (1) Housing allowances when staying with friends/relatives,
- (2) With-dependent housing allowances, or OHA if the claim is only for the member, or
- (3) Housing allowances for the PDS when the member is authorized OHA and TLA under par. U9102.

Step 5: Determine Maximum TLA Allowance. Multiply the Step 1 percentage obtained times the locality per diem rate at <http://www.dtic.mil/perdiem/opdrform.html>.

Step 6: Determine Applicable Daily Rate. Compare the amounts in Steps 4 (less the Step 3 member's meal allowance, when the member is authorized lodging cost as a TLA expense under par. U9202-C3) and 5. Pay the lesser of these two amounts for each day. For TLA computation examples see par. U9207-H and par. U9209 (TLA – Special).

*F. TLA while Quarters Are Renovated, during Utility Loss or if Quarters Lack a Stove and/or Refrigerator. When a member and/or dependents:

1. Occupy Government quarters while the kitchen is being renovated,
2. Occupy quarters during utility loss, or
3. Initially occupy permanent quarters without a stove and/or refrigerator,

and meals cannot be prepared, the member may be authorized TLA for restaurant meals.

Determine TLA by multiplying the par. U9207-E, Step 1 percentage times the total meals amount in the locality M&IE rate, reduced by the member's daily BAS amount.

G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed under par. U9207-E with the following modifications:

a. Substitute one-half of the M&IE amount at <http://www.dtic.mil/perdiem/opdrform.html> for the Step 2 locality M&IE rate. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA;

b. Determine the Step 5 maximum TLA allowance by multiplying the Step 1 percentage by the total of the lodging amount and one-half the M&IE at <http://www.dtic.mil/perdiem/opdrform.html>.

2. BAS being received is included as an allowance received under par. U9207-E, Step 4, since one-half the M&IE amount has been determined to be an equitable amount for groceries.
3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.
4. When the member shows, to the local housing officer's satisfaction, that such facilities are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA without the M&IE reduction per par. U9207-E. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.
5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and made available to incoming and departing personnel.

H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring uniformity among all Services and to furnish specific guidance in TLA computations.

EXAMPLE 1

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

A member (O-6), with spouse, is assigned to an OCONUS location. The locality per diem rate is \$150 (\$76 Max Lodging-\$74 M&IE). The member is entitled to a monthly BAS of \$129 (\$4.30 per day) and monthly housing allowance of \$733.20 (\$24.44 per day). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day.

4/2 -- The member is advised upon reporting in to aggressively seek permanent quarters, to keep an accurate lodging expense record (and keep lodging receipts), and to register with and keep the housing officer informed of progress in obtaining permanent quarters at least every 10 days.

4/11 -- The member submits a lodging expense report of \$1,140 (\$114 per day, including lodging taxes) for 4/1 thru 4/10. The case is reviewed to determine the progress in obtaining permanent housing. It is determined the member has complied with JFTR and command TLA requirements and TLA is extended for another 10-day period.

4/21 -- The member submits a lodging expenses report of \$1,140 (\$114 per day including lodging taxes) for 4/11 thru 4/20. The member was TDY on 4/15 thru 1600 on 4/18. Lodging costs at the PDS for 4/15, 4/16 and 4/17 were authorized for the member as a TLA expense under par. U9202-C3. The member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.

TLA Computation for 1 April. Since MALT plus per diem was paid on 1 April (arrival date at the OCONUS location) for the member and spouse, TLA is not payable for 1 April.

EXAMPLE 2

Member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2100 miles shall be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.

Authorized reporting date	10 June
Actual reporting date	9 June
Less 1 day travel time	8 June
Add 1 day	9 June
Effective date of PCS order	9 June

EMPLOYEE. A civilian individual:

1. employed by an agency (as defined in this Appendix), regardless of status or grade;
2. employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. serving without pay or at \$1 a year (5 U.S.C. §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EXPEDITED TRANSPORTATION MODE. *A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.*

EXTENDED STORAGE. See **NON-TEMPORARY STORAGE**.

FAMILY. See **DEPENDENT**.

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. the individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises.

NOTE: *Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate),, or*

2. students are participating in survival training, forage for subsistence, and improvise shelter.

NOTE: *Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.*

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 U.S.C. §41102.

FOREIGN AREA AND FOREIGN COUNTRY.

Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a

dependent who becomes a naturalized citizen of the U.S; also, children of a foreign-born dependent spouse.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: *Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession are separate geographical localities.*

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

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

***GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).** A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

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

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

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

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE:*** *A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in JFTR, par. U5320-D (Personally-procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).*

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp
NOTE: *A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by or made available to them.;*
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

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
*GARS	Government Administrative Rate Supplement
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 (also referred to as PBP&E)
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

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

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

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

- (4) Rail service is available, cost effective, and consistent with mission requirements;
- (5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or
- (6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program.

c. Authorizing Business-class Transportation Accommodations. When mission requirements dictate, AOs may authorize business-class transportation accommodations for the following reasons (the reason must be recorded on the Trip Record):

- (1) Available coach class accommodations shall not allow timely mission completion;
- (2) A traveler's documented medical condition requires use of premium class accommodations;
- (3) Security or exceptional circumstances make use essential to accomplish the mission;
- (4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
- (5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations;

* (6) The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html or appropriate service regulations for the non-DoD Services; or

* (7) travel is between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including airport stopovers and plane changes) is in excess of 14 hours. 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. *Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. AOs must consider each request for business-class service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. (See JFTR, par. U4325/JTR, par. C1059 Scheduling Travel and NOTE 1 in JFTR, par. U4326/JTR, par. C1060 rest periods).*

NOTES:

(1) If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.

(2) 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.

(3) The 14-hour rule only (in par. T4060-B1c(6) above) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

(4) *When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.*

(5) *When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.*

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

- (1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;
- (2) A documented medical condition of the traveler requires use of first-class; or
- (3) Exceptional security circumstances exist.

d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

- (1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- (2) Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
- (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
- (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;
- (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
- (7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***However, contract fare travel must not be used for personal travel.*** (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.) The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, JTR, par. C4563-C applies. A member is not entitled to per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.