

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 201

Alexandria, VA

1 September 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 September 2003 unless otherwise indicated.

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This change includes all material written in MAP Items 71-02 and 24-03(E) and military editorials U03038 through U03041. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 200 cover page.

BRIEF OF REVISION

These are the major changes made by Change 201:

U2550-N1. Reinserts omitted text in the revised paragraph.

U3125-B2d. Corrects paragraph to show the U.S. Coast Guard's transition from the Department of Transportation to the Department of Homeland Security, signed into law on 11-25-02.

U3505. Addresses a traveler's entitlement to reimbursement when travel between the traveler's residence and an alternate work site within the local area is by POC to a metro station and by metro to the alternate work site and return. Allows reimbursement in such case for (a) POC mileage to and from the metro station that exceeds the commuting distance to the regular place of work, (b) actual cost for necessary POC parking and (c) the metro fare.

U4710-B; U5310-B. Allows the Secretary concerned to authorize, on a case-by-case basis, a higher weight allowance up to the statutory maximum weight of 18,000 pounds.

U9303-A. Corrects a JFTR reference.

Appendix F, Part II. Adds complete address for sending consumable allowance requests.

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JOINT FEDERAL TRAVEL REGULATIONS

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

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

H. Conference Site Selection

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

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

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

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

NOTE: This website is case sensitive.

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

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.

2. Sponsoring or funding a conference by a DoD Agency at a place of public accommodations must be authorized by an official designated through the Secretarial Process.

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

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

1. notice that attendees must use FEMA-approved place of public accommodation unless a waiver has been issued as indicated in par. U2550-I3, and
2. notice of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the DoD Agency provides Federal funds.

K. Selection of Attendees. DoD Agencies must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. limit the Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and
2. provide for the consideration of travel expenses when selecting attendees.

L. Conference Administrative Costs. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. is not an actual expense allowance,
2. may not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent, and
3. may not be used concurrently with the actual expense method of reimbursement.

N. Conference Lodging Allowance Approval Authority

- *1. Government Sponsored Conference. Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and authorize the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses.
2. Non-government Sponsored Conference. The authorizing/order-issuing official may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

NOTE: If the Conference Lodging Allowance is inadequate, see JFTR, Chapter, 4, Part C, for actual expense reimbursement authorization procedures.

O. Conference M&IE Rate

1. Light Refreshments. When light refreshments are furnished at nominal or no cost by the Government, no deduction of the attendee's M&IE allowance is permitted.
2. Meals Included in Registration Fee. When one or two meals are furnished at nominal or no cost by the Government, or are included in the registration fee, the proportional meal rate applies for each day meals are furnished.

U2555 CONFERENCE ATTENDANCE

A. General. Uniformed members may attend and participate in conferences/meetings of recognized professional organizations to maintain and further their professional competency at Government expense (including TDY expenses), subject to the availability of funds and the members' work responsibilities.

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE

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- E. Between Duty Stations
- F. Special Conveyance Use in and Around PDS or TDY Station
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- U3420 BUS, STREETCAR, AND SUBWAY USE**
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PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

U3550	GENERAL
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F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3115 NOT USED

U3120 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. It is **mandatory policy** that Uniformed Service members use available CTOs to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110.
2. Service Regulations. See Service regulations for CTO use information.
3. Failure to Follow Regulations
 - a. Commands/units are expected to take appropriate disciplinary action when members and/or authorizing/order-issuing officials fail to follow the regulations concerning CTO use (see par. U1055).
 - b. Disciplinary action should be for **willful** violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must **not** be through refusal to reimburse. See par. U3120-A4 below for exceptions when reimbursement is **not** allowed.
4. Reimbursement Not Allowed. Reimbursement **shall not be allowed** when the member does not follow the regulations for foreign flag carriers (see par. U3125-C5) and directed transoceanic transportation (see pars. U3110-A **NOTE**, and U5108-A).

B. Requirements

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

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall **not** be authorized or approved unless the conditions in par. U3125-C or U3130-F are met.

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO Not Available. When the authorizing/order-issuing official certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

B. Class of Service

1. General. Government policy is that:

- a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;
- b. members should determine travel requirements in sufficient time to use coach-class accommodations;
- c. first-class accommodations may be used only as permitted in par. U3125-B3;
- d. premium-class other than first-class accommodations may be used only as permitted in par. U3125-B4;
- e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;
- f. less than minimum standards may be authorized as permitted in par. U3100; and
- g. *when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."*

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use. The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.

- a. Department of Defense, see DoDD 4500.9 (Transportation and Traffic Management);
- b. The Secretary of Health and Human Services;
- c. The Director, USNOAA Corps; and
- *d. The Secretary or Deputy Secretary of Homeland Security.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

3. First-class Air Use. First-class air accommodations may be authorized/approved only when necessary because:

- a. lower class accommodations are not reasonably available. In par. U3125-B, reasonably available means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours of the member's

PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION

U3500 GENERAL

A. Authorization/Approval. Service-designated officials may authorize/approve reimbursement for transportation expenses necessarily incurred by members conducting official business in the local area of their PDSs and TDY stations as prescribed in this Part. These expenses are those not specifically included in travel under orders as provided in Chapter 4 or in Parts B through E of this Chapter.

B. Local Area. The local area is the area:

1. within the duty station limits (permanent or temporary) and the metropolitan area around that station which is ordinarily served by local common carriers; or
2. within a local commuting area of the duty station, the boundaries of which are determined by the order-issuing official or as prescribed by local Service directives; or
3. separate cities, towns, or installations adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

An arbitrary distance radius shall not be established to define a local commuting area (59 Comp. Gen. 397 (1980))

C. Travel to and from Medical Facilities. Uniformed members, who are ordered to a medical facility within the local area to take a required physical examination or to obtain a medical diagnosis and/or treatment, are on official business and may be reimbursed for the travel. Ordered travel includes additional visits if they are a part of the required physical examination. Uniformed members who travel to a Government or private medical facility on a voluntary basis to obtain a medical diagnosis and/or treatment, are not on official business, and reimbursement for the travel is not authorized. Voluntary travel includes travel following a required physical examination to obtain medical treatment for a condition discovered during the physical examination.

U3505 TRAVEL IN THE PDS AREA

A. General. Reimbursement for transportation expenses in the PDS area may be authorized/approved for travel between:

1. duty sites; or
2. residence and a duty site other than the usual duty site.

B. Travel by Commercial Means. When authorized/approved, a member who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for:

1. local public transportation when tokens, tickets or cash fares are not furnished;
2. taxicab fares plus transportation-related tip; and
3. hire and operation of a special conveyance, including necessary parking fees.

C. Travel by POC

1. General. When authorized/approved, a member who travels by POC is entitled to mileage based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled in conducting official business. In addition to the mileage, members may be reimbursed for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries (see par. U4520, item 7). Payments of mileage and reimbursement of expenses shall be made only to the member defraying the POC operating expenses, regardless of the number of passengers who accompany the member or who contribute funds to defray the POC operating expenses.

2. Duty and an Alternate Duty Site within the Local Area. When use of a POC is authorized/approved for travel between a member's residence, or the PDS, and one or more alternate duty sites within the local area, the member shall be paid mileage for the distance that exceeds the member's commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS. For travel to and from a transportation terminal for a TDY trip, par. U3320 applies.

*D. Travel by POC and Commercial Means between Residence and Alternate Work Site within the Local Area. When use of a POC and/or commercial transportation is authorized/approved for travel between a member's residence and one or more alternate work sites within the local area, the member is paid:

1. mileage for the POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the member's commuting distance to the regular place of work;
2. actual cost of necessary POC parking; and
3. cost of local public transportation when tokens, tickets or cash fares are not furnished.

EXAMPLE 1

Member's one way commuting distance to PDS is 7 miles. Member drives from residence to an alternate duty site, a distance of 18 miles. Upon completion of work, the member returns to residence, a distance of 18 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (14 miles). The member is paid for 22 miles ($18 + 18 - 14 = 22$).

EXAMPLE 2

Member's one way commuting distance to PDS is 15 miles. Member drives from residence to an alternate duty site, a distance of 5 miles. Upon completion of work, the member returns to residence, a distance of 5 miles.

In this case, the member **is not** entitled to mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

EXAMPLE 3

Member's one way commuting distance to PDS is 15 miles. Member drives to the PDS. Member is required to travel to an alternate duty site, a distance of 30 miles. Upon completion of work, the member returns to residence, a distance of 15 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (30 miles). The member is paid for 30 miles ($15 + 30 + 15 - 30 = 30$).

EXAMPLE 4

Member's one way commuting distance to PDS is 12 miles. In the morning the member drives to an alternate duty site (45 miles). In the afternoon the member returns to the PDS (67 miles). After completion of work member returns to residence, a distance of 12 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (24 miles). The member is paid for 100 miles ($45 + 67 + 12 - 24 = 100$).

EXAMPLE 5

Member's one way commuting distance to PDS is 35 miles. Member drives to the PDS (35 miles). Later, the member drives to alternate duty site #1 (50 miles) and then to alternate duty site #2 (25 miles). Member then drives to residence (10 miles).

In this case, the member is entitled to mileage for the distance that exceeds the normal commuting distance (70 miles). The member is paid for 50 miles ($35 + 50 + 25 + 10 - 70 = 50$).

EXAMPLE 6

Member's one way commuting distance to PDS is 20 miles. Member drives to PDS (20 miles). Later, the member drives to alternate duty site #1 (10 miles) and then to alternate duty site #2 (5 miles). Member then drives to residence (2 miles).

In this case, the member is not entitled to mileage for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the usual duty site.

U3510 TRAVEL IN THE TDY LOCATION

A. Points of Travel. Reimbursement for transportation expenses in the TDY area may be authorized/approved for travel between:

1. lodging and duty site;
2. duty sites; or
3. lodging or duty site and dining facility.

B. Conditions for Entitlement. When a member is on TDY and suitable meals or lodging cannot be obtained at the place of duty, the order-issuing official may authorize reimbursement for travel as indicated. The member must furnish an acceptable statement that Government transportation was not available or, if available, was not suitable for the travel involved. Members may be reimbursed for:

1. round trips daily as required between lodging and place of duty; and
2. trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Travel by Commercial Means. When authorized/approved, a member who uses commercial transportation is entitled to reimbursement of:

1. fares actually paid for local public transportation;
2. when advantageous to the Government, taxicab fares plus transportation-related tip; and
3. when advantageous to the Government, the cost of special conveyance between lodging and duty site and between lodging or duty site and dining facility.

D. Travel by POC. If authorized/approved, a member who travels by POC in and around the TDY station is entitled to the same reimbursement as a member who travels in and around a PDS (see par. U3505-C).

U3535 TRAVEL BETWEEN PDS DUTY SITE AND RESIDENCE

Incident to the conduct of official business at the PDS, reimbursement for the usual taxicab fare and transportation-related tip paid by a member between the office or duty site and residence may be authorized/approved under the following conditions:

1. the member is dependent on public transportation for travel,
2. the member is officially ordered to work outside of what are, for that member, regular working hours, and
3. travel is during hours of infrequently scheduled public transportation or darkness.

Reimbursement for taxicab fares plus transportation-related tips may be authorized/approved in accordance with Service regulations.

U3540 VOUCHERS AND SUPPORTING DOCUMENTS

See Chapter 2, Part F.

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);

3. Per Diem

- a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.
- b. Meals and Incidental Expenses (M&IE). M&IE is based and computed for the employee using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarkation) from the ferry; and

4. Ferry Fees. Reimbursement is authorized for ferry fees.

NOTE: See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.

U4161 GOVERNMENT MESS USE UNDER SPECIAL CIRCUMSTANCES

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

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

U4163 ESSENTIAL UNIT MESSING (EUM)

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

U4165 DEDUCTIBLE MEALS

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

U4167 NON-DEDUCTIBLE MEALS

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

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

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

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

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

U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

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

PART 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. ***NOTE: The Secretary concerned may authorize a higher weight allowance (NTE 800 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's weight allowance if the Secretary determines that failure to increase the member's TDY weight allowance would create a significant hardship to the member.***

<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.

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, authorized PCS weight allowances are: ***NOTE: The Secretary concerned may authorize a higher weight allowance (NTE 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's PCS weight allowance if the Secretary determines that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.***

PCS & NTS Weight Allowances (Pounds)		
<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.

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

<u>Paragraph</u>	<u>Contents</u>
U7140	MEMBER'S ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS

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

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U7155	RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY
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PART H: LEAVE TRAVEL AND TRANSPORTATION

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U7200	LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT) A. Entitlement B. Scheduling C. Reimbursements
U7205	TRANSPORTATION IN PERSONAL EMERGENCIES A. Transportation Authorization B. Eligibility C. Authorized Locations
U7206	PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT
U7207	FEML TRANSPORTATION A. Policy B. Eligibility C. Limitation D. FEML Locations/Destinations E. Transportation F. Per Diem

- U7210** **CONVALESCENT LEAVE TRANSPORTATION**
 - A. Entitlement
 - B. Transportation Allowances

- U7215** **SHIP RELOCATED DURING AUTHORIZED ABSENCE**
 - A. Entitlement
 - B. Limitation
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- U7220** **RECALL FROM LEAVE**
 - A. Member's Responsibility
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PART I: TRAVEL OF MEMBERS IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS

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U7251	MEMBERS ON TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATION <ul style="list-style-type: none"> A. General B. Travel Allowances C. Allowances while at the Hospital D. Members Who Require an Attendant or Escort
U7252	TRANSFER OF MEMBER PATIENTS, INCLUDING INSANE OR MENTALLY INCOMPETENT PATIENTS, TO OR FROM HOSPITAL OR TO HOME <ul style="list-style-type: none"> A. Patients with or without Attendants or Escorts B. Travel of Attendants or Escorts C. Transportation in Kind
U7253	DISCHARGED FROM ST. ELIZABETH'S HOSPITAL OR OTHER DEPARTMENT OF HEALTH AND HUMAN SERVICES HOSPITALS, OR VETERANS ADMINISTRATION HOSPITALS <ul style="list-style-type: none"> A. Discharged from Service Upon Entry Into Hospital B. Not Discharged from Service Upon Entry Into Hospital

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

<u>Paragraph</u>	<u>Contents</u>
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**PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND
RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY**

U7150 RESERVE COMPONENT TRAVEL

*A. Active Duty with Pay (48 Comp. Gen. 301 (1968))

1. General

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Travel to, from, and Between Duty Stations

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

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

4. Per Diem/AEA at the Duty Station

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

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

c. Active Duty for 20 or More Weeks

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

or an officer designated by the commanding officer for that purpose, that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to Unrestricted Area. Upon subsequent PCS to a PDS to which transportation of dependents is authorized (par. U5222-D4), entitlement to station allowances under this paragraph terminates as provided in pars. U9101-B and U9151-B.

G. Payment of Allowances to Member at Dependent Restricted Tour or Unaccompanied Tour Station. During the period a member is entitled to station allowances under this paragraph, the member also is entitled to station allowances, if any, prescribed for a member without dependents at the new PDS.

U9303 STATION ALLOWANCES ENTITLEMENT WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

*A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually entitled to station allowances in their own right as a member with or without dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the overseas PDS. For COLA entitlement for member married to member E-5 and below serving on sea duty, see par. U9154-A10. In no case shall a spouse who also is a member on active duty be a dependent for entitlement purposes in this Part.

B. Cost-of-Living Allowance when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at or in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present. The other member is authorized to receive COLA at the 0 dependent rate. *In no case shall a spouse who also is a member on active duty be considered a dependent for entitlement purposes.*

U9304 STATION ALLOWANCES INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members with Dependents

1. Overseas Housing Allowance. A member, whose dependents are evacuated and who was entitled to OHA at the with dependents rate on the date of such evacuation, is entitled to continue to be paid such allowances while the member's PDS remains unchanged, provided the following conditions exist:

- a. early return of the dependents to the vicinity of the member's PDS is anticipated;
- b. the member continues to maintain family-type quarters at personal expense during the absence of the dependents; and
- c. the period for which such payment is made does not exceed 6 months.

Commanding officers shall review each case on its own merits; they shall encourage members to terminate their family-type quarters when it becomes apparent that dependents shall not return.

2. Cost-of-Living Allowance. COLA at the with dependents rate is terminated effective on the date the dependents depart incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for the purpose of COLA.

3. Station Allowances at Designated Place. A member is entitled to station allowances as indicated below at the with dependents rate for the location of the designated place beginning the day after per diem terminates when:

- a. command-sponsored dependents are evacuated from OCONUS or dependents are evacuated from CONUS, and they
- b. reside at an authorized/approved designated place

- (1) outside the United States (OHA and COLA), or

- (2) in Alaska or Hawaii (COLA only).

See pars. U9101-B and U9151-B for COLA/OHA termination.

B. Members without Dependents

1. Overseas Housing Allowances. A member without dependents, who was entitled to OHA at the PDS on the date an evacuation is ordered or authorized and who continues to maintain commercial bachelor quarters, shall continue to be entitled to such allowances even though the member temporarily may be required to occupy Government quarters for all or any portion of the period involved. When the commanding officer believes the member shall not be permitted to return to the commercial housing in the foreseeable future, the commander shall encourage the member to terminate the commercial housing at the earliest practical date and shall terminate OHA concurrent with the termination of the commercial housing.

2. Cost-of-Living Allowance and TLA. COLA and TLA for members without dependents shall be paid during the period of an evacuation based on the conditions and circumstances prescribed in Chapter 9, Part B2 and par. U9200.

U9305 VOUCHERS AND SUPPORTING DOCUMENTS

Regulations governing the preparation of vouchers and supporting documents are as prescribed by the Service concerned.

APPENDIX F**CONSUMABLE GOODS ALLOWANCES****PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE**

*The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the following for approval:

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

The request must address the following questions:

1. How many members and DOD employees serve in the area?
2. Are State Department employees authorized a consumable goods shipment to the area?
3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.
4. Is the quality of consumable goods available locally equivalent to the American counterpart?
If not, explain.
5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?
6. Do locally available fresh foods require preparation far different from the American counterpart of those foods? If so, explain.
7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?
8. Do food shortages require members/employees to wait in line for items for long periods?
9. Does State Department have a commissary or food locker/co-op at the station? If so:
 - a. What is the space and storage capacity of the facility?
 - b. What variety of items are available?
 - c. How often is it restocked?
 - d. Can members/employees place bulk orders for consumable goods through the facility?
 - e. How often are bulk orders placed?
 - f. Are the bulk orders received on time?

10. Who is the POC for this request? Please include *commercial* phone and fax numbers, and email address, if available.

NOTE: *The high price of consumable goods in an area is not a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.*

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL (48 Comp. Gen. 301 (1968))

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.
3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. to active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.