

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 203

Alexandria, VA

1 November 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 November 2003 unless otherwise indicated.

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This change includes all material written in MAP Items 22-02; 34-02; 27-03(E); and 32-03(E) and military editorials U03047 and U03050 through U03053. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 202 cover page.

BRIEF OF REVISION

These are the major changes made by Change 203:

U2020-A3, -A6; Appendix A. Corrects website address for DTOD.

U2600; U2605. Explains which rates apply for PCS travel using any form of POC.

U4520-A6; T4040-E6. Allows financial regulations to require a supplemental voucher when the amount charged on a traveler's credit card differs from the amount the traveler claimed on the travel voucher due to different conversion rates being used.

U4020; T4040. Adds "daytime lodging charges" to reimbursable miscellaneous TDY expenses.

U5720-E, Step 4. Prevents a situation in which the calculation created a negative number from happening in future calculations.

Appendix O, T4000. Clarifies that only members of the Ready Reserve paid muster duty allowance are exempt from Appendix O.

Appendix S. Re-certifies Baku, Azerbaijan until 31 July 2005.

Table U5A-1, Footnote 4; Chapter 5, Part F. Simplifies, updates, aligns and adds new wording and reorganization to the JFTR for the transportation of mobile homes entitlements.

Various paragraphs. Makes clear the business class approval authority for combatant command personnel. Also the Director, Joint Staff delegates approval authority to the Combatant Command Deputy Commanders.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

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

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203	U3B-3	169	U4G-1	202	U5C-35	194	U5G-7	168	U7D-1
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CHAPTER 1

PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

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

U1006 COMPLEMENTARY REGULATIONS

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

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

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

U1010 IMPLEMENTATION

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

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

1. completion and submission of travel vouchers;
- *2. appropriate authority/approval level for premium-class other than first-class air travel (see par. U3125-B2b);
3. order endorsements related to foreign flag carriers (par. U3125-C4);
4. procedures for the issuance, use and care of meal tickets, and for the payment for meals procured with the tickets (see par. U5018-B);
5. procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Part B, Chapter 5, Part C, Chapter 5, Part D, Chapter 5, Part E2, Chapter 5, Part F, Chapter 5, Part G and Chapter 5, Part H – see par. U5020) may be made. (Also, see pars. U5165, U5250, U5560, U6013-A, U6013-B, U6060-A, U6060-B, U9116-B, and U9208);
6. appropriate separation activities (see pars. U5125-A3 and U5130-A3);
7. required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);
8. claims for personally-procured HHG transportation (see pars. U5320-D);
9. member financial responsibility (see pars. U5340-A2, U5380-A, U5415-C, U5445, U5474, and U5520);
10. personal emergency determination (see par. U7205-A);
11. transportation of the remains of deceased members and dependents (see Chapter 7, Part R);
12. currency loss/gain procedures for OHA (see par. U9116-B);
13. COLA payment while entitled to TLA (see par. U9207-E, Step 4a(2) and U9207-H, Example 4, after step 3);
14. command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT);
15. establishing children's dependency (see Appendix A definition of DEPENDENT); and
16. CTO use policy (see par. U3120).

U1015 EXPENDITURE AUTHORITY

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

U1020 EFFECTIVE DATE OF REGULATION CHANGES

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

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

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

U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

U1035 NOT USED**U1036 NOT USED****U1038 NOT USED****U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS**

Simplified travel entitlement rules in Appendix O govern TDY for DoD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

U1040 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. While authority exists in 5 U.S.C., Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

U1045 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. Members are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a U.S. Installation. Availability/nonavailability documentation must be obtained per JFTR, par. U1045-C. Members should use adequate available Government quarters when TDY to a U.S. Installation; *however, when adequate Government quarters are available on that U.S. Installation and other lodgings are used, lodging reimbursement is limited to Government quarters cost (44 Comp. Gen. 626 (1965)).*

NOTE: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: Government quarters are available only if use is directed in the order.

B. Quarters Not Available. Government quarters are not available:

1. when a TDY/delay point is at other than a U.S. installation;

2. when an authorizing/order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
 - a. members attending service schools at an installation; and
 - b. officers in grades O-7 through O-10 who determine their own quarters availability;
3. during all periods of travel en route;
4. for any TDY/delay of less than 24 hours at one location;
5. when travel is in connection with a PCS:
 - a. when per diem is payable under MALT plus (par. U5105);
 - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
 - c. to a ship/afloat staff homeported OCONUS;
 - (1) and a member is accompanied by dependents authorized concurrent travel;
 - (2) and is put on TDY at the homeport while awaiting arrival of the ship/staff or onward transportation; and Government quarters are not available for the entire family; or
6. when a member is TDY at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (see par. U7551).

C. Travel Order/Voucher

1. Documentation. A travel order/voucher must document non-availability by:
 - a. confirmation number provided by the Service's registration process;
 - b. the date the member attempted to make reservations, and the phone number and name of the billeting office point of contact; or
 - c. member certification that Government quarters were not available on arrival.
2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the order-issuing authority must authorize/approve reimbursement for commercial lodgings.

U1050 CONFERENCES/TRAINING AT THE PDS

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 U.S.C., §404. For authority to pay related training costs at the PDS see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS

Government policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DoD component must ensure that not less than 90% of all members who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Services are in compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (see Appendix A) whenever possible (5 U.S.C. §5707a).

U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when members and/or authorizing/order-issuing officials fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. See par. U3120-A4 for exceptions when reimbursement is *not* allowed.

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

Each Service shall:

1. authorize only travel necessary to accomplish the mission of the Government effectively and economically, and
2. establish internal controls to ensure that only travel essential to the needs of the Government is authorized.

U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

1. A member must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.
2. A member must maintain records to validate individual expenses of \$75 or more and all lodging costs. All receipts should be maintained as required by finance regulations.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.
4. Members are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's Federal Premier Lodging Program provide quality lodging at or below per diem and often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified, (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

Non-DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

U2020 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. is the only official source for worldwide PCS and TDY distance information,
2. replaces all other sources used for computing distance (except for airplanes see par. U2020-B below),
- *3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod1.mtmc.army.mil>.

4. provides distances which must be rounded to the nearest mile for each leg of a journey,
5. does **not** apply to the following travel distances that are determined by odometer readings:
 - a. in and around the PDS or TDY sites,
 - b. between home/office and transportation terminal,
 - c. for short distance moves, within the same city, or
 - d. round trip travel between home and active duty tour site for Reserve members performing active duty when the member commutes under the provisions of par. U7150-A1b, and
- *6. website is found at <http://dtod1.mtmc.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distances Use. Official distances are used in determining the distance between any two of the locations listed in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

U2025 STANDARD CONUS PER DIEM RATE

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>.
2. Effective 1 January 2000 the Standard CONUS per diem rate is:

<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$55	\$30	\$85

2. Direct the order be amended to:
 - a. terminate the duty thereby returning the member to the old station or assigning a new station,
 - b. change the assignment from TDY to a PCS, or
 - c. fix the period at 180 or fewer days from the reporting date at the TDY station.

NOTE 1: Authorization/approval to exceed the 180-day TDY limitation is essential. If a member is TDY in excess of 180 days without authorization/approval, the member's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, November 3, 1976).

NOTE 2: If a Reserve Component member received a Secretarial waiver IAW par. U7150-A4d, a second waiver is not required.

*The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary concerned, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Combatant commands. ***This authority must not be re-delegated.***

U2146 TIME LIMITATIONS FOR PERIODS OF TDY FOR COURSES OF INSTRUCTION

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled duration of the course is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under par. U2146-B.
2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off in connection with a holiday. This reduces the 150 day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, June 17, 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS

effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

NOTE: A member's PCS orders to a course of instruction may not be changed to TDY orders after arrival at the new PDS, unless those orders were erroneously issued.

Effective 5 December 1997

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks. The Secretary concerned (without delegation) may authorize designated courses (excluding initial entry courses) scheduled for:

1. 20 or more weeks,
2. but not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS. The status (either TDY or PCS) of all members, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same (***Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.***). For courses attended by multiple Services, the Secretary concerned must obtain agreement from the other affected Service Secretaries before changing the course.

PART H: MILEAGE & MALT RATES

*U2600 TDY & LOCAL TRAVEL

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

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

NOTE: Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis, see par. U3305-C. See U2020 for official distance determination.

*U2605 PCS TRAVEL

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

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

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

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

NOTE: Regardless of the type of POC used (except as described in par. U2615), these are the mileage rates for PCS travel. See U2020 for official distance determination.

U2610 CONVERTING KILOMETERS TO MILES

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

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

U2615 SELF-PROPELLED MOBILE HOME

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

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

a. First-class. The officials listed below may authorize/approve first-class air accommodations use by members in their departments if the criteria in par. U3125-B3 are met. This authority may be re-delegated; 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.

1. Department of Defense, see DoDD 4500.9 (Transportation and Traffic Management);
2. The Secretary of Health and Human Services;
3. The Director, USNOAA Corps; and
4. The Secretary or Deputy Secretary of Homeland Security.

b. Premium-class other than First-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, Service regulations (see par. U1010-B2) must prescribe who may authorize/approve premium-class other than first-class air 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 air accommodations use. Each Combatant Command Deputy Commander is the authority for authorizing/approving use of premium-class other than first-class accommodations for members assigned to Combatant Commands (per JCS memo 27 September 2002) and the Director, Joint Staff is the authority for the Joint Staff.

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));***

****NOTE: Members who pay with credit cards for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. They can then use the currency exchange rate at which the credit card bill was settled to determine OCONUS expenses. Members, however, may have to submit travel vouchers prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, members should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.***

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;***

Effective 1 June 2003

12. 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 the 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 fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are *not for the convenience* of the member).

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.

U5461

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

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

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U5466	ELIGIBILITY A. Members B. Storage
U5467	STORAGE IN LIEU OF SHIPMENT
U5468	TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY A. General B. Delivery/Pick-up C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY en Route is Involved D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY en route is Involved E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY en Route
U5470	STORAGE FACILITIES USED A. Designated Storage Facilities B. Personally-procured POV Storage
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- U5555** **TEMPORARY STORAGE**
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OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES 1/

Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Shipment Part D	NTS 2/ Part D	POV Shipment 3/ Part E, Section 1	POV Storage 24/ Part E, Section 2	Mobile Home Shipment 4/ Part F	DLA 5/ Part G	TLE 6/ Part H	TLA 7/ Ch. 9, Part C
Travel to First PDS	Yes	Yes	Yes	Yes 8/	No 9/,10/	Yes	Yes	No	No 25/	No 11/
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes 8/	No 10/	No	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	Yes	Yes
PCS from OCONUS to OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	No	Yes
PCS Involving Member Married to Member CONUS to CONUS To/from OCONUS	Yes (each) Yes (each)	Yes (each) Yes (each)	Yes (each) 13/ Yes (each) 13/, 14/	Yes 8/(each) Yes (each)	No 10/ Yes (each)	No Yes	Yes 15/ No 12/	See par. U5630-E & Table U5G-1	Yes (each) Yes (each)	No Yes (each)
Separated Under Honorable Conditions 16/ Member completed 90% of 1 st term Member did <i>not</i> complete 90% of 1 st term	Yes Yes 17/	Yes Yes 17/	Yes Yes	Yes 18/ Yes 18/	No 19/ No 19/	No No	Yes Yes	No No	No No	Yes 26/ Yes 26/
Separated Under Other Than Honorable Conditions 16/	Yes 20/	Yes 20/	Yes 21/	No	No 19/	No	Yes	No	No	No
Placed on TDRL	Yes 22/	Yes 22/	Yes 22/	Yes	No 19/	No	Yes	No	No	Yes 26/
Retired with pay (including for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay 23/	Yes	Yes	Yes	Yes	No 19/	No	Yes	No	No	Yes 26/

Table U5A-1

- 1/ This table is a general guide to basic travel and transportation allowances in various PCS situations. Parts B through I of this Chapter prescribe the specific entitlements and must be used to administer travel and transportation entitlements ICW a member's PCS.
- 2/ For the time limitation of NTS for PCS orders, see par. U5380.
- 3/ Member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
- *4/ A member must meet the conditions in par. U5500 to be authorized transportation of a mobile home. Mobile home allowances are in lieu of HHG transportation except as noted in par. U5330-F.
- 5/ Member must meet eligibility criteria in par. U5605 to be entitled to DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is entitled to DLA at the "with dependent" rate (pars. U5605 and U5610). Members without dependents assigned to Government quarters at the new PDS are *not* entitled to DLA (par. U5605).
- 6/ Member must meet eligibility criteria in par. U5705 to be entitled to a TLE allowance. See par. U5710 for maximum periods authorized.
- 7/ TLA is only authorized under the conditions specified in par. U9201. See Chapter 9, Part C, for the maximum periods authorized.
- 8/ When member requests NTS as an alternative to shipment, NTS must be in the Government's best interest (see par. U5380-C).
 - 9/ Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
- 10/ See par. U5410-F for exceptions under which a POV may be shipped within CONUS.
- 11/ Except when member's first PDS is OCONUS.
- 12/ Mobile home transportation is authorized only between points in CONUS, between a point in CONUS and Alaska, and between points within Alaska; and only if dependent(s) will occupy the mobile home at destination.
- 13/ Members may combine their HHG weight allowances for shipment purposes (par. U5330-A).
- 14/ For moves to/from certain OCONUS areas, members may be limited to shipment of the administrative HHG weight allowance of the senior member (see par. U5315-B).
- 15/ See par. U5505-A for information on combining the weight allowances of the two members to compute maximum mobile home entitlement.
- 16/ Travel and transportation allowances may be paid not to exceed to HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
- 17/ Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 (member travel) and U5225-F (dependent travel)) except as authorized by the Service Secretary.
- 18/ NTS in connection with separation/retirement from the Service is in addition to shipment.
- 19/ Except when member's HOR/PLEAD or authorized HOS under par. U5130-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
 - 20/ See Chapter 7, Part P, for member travel. For dependent travel whose last PDS is CONUS, see par. U5240-J, or if the last PDS is OCONUS, see par. U5240-D.
- 21/ A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is *not* authorized HHG shipment.
- 22/ A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the entitlement is subject to adjustment so as not to exceed entitlement for the distance from the PDS at the time the member received the TDRL orders to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
- 23/ Travel and transportation allowances may/may not be paid to the member's HOS (see par. U5130).
 - 24/ The member must meet the eligibility criteria in par. U5466 to be authorized POV storage.
- 25/ Beginning 5 October 1999 TLE is payable to enlisted members on first PCS.
- 26/ TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure and only while on active duty.

PART F: MOBILE HOME TRANSPORTATION*U5500 PRIVATELY OWNED MOBILE HOMES**

A. General. This Part prescribes mobile home allowances and transportation entitlements for members ordered to make PCS moves. Shipment of the TDY weight allowance under Chapter 4, Part G for TDY en route, is authorized in addition to mobile home allowances. *The Government's cost liability to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G), and unaccompanied baggage/HHG to the new PDS for the member's use, shall not exceed the Government's cost to transport the member's PCS weight allowance between the old/new PDSs.* The entitlement measure for mobile home transportation is always the transportation cost of the member's PCS HHG weight allowance between the authorized points. (Example: A member moves from a PDS in North Carolina to a PDS in California. The mobile home is moved from North Carolina to Missouri. The cost of the mobile home transportation from North Carolina to Missouri is compared to the PCS HHG weight allowance cost from North Carolina to California.) For the Armed Forces, the member's maximum entitlement is determined by using 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates (see the MTMC web site at: <http://www.mtmc.army.mil/property/domestic/solicitation.htm> for rates). For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance is determined by using the method the Service would have selected to move the member's HHG.

B. Eligibility. A member authorized HHG transportation at Government expense may be authorized mobile home transportation allowances (in lieu of HHG transportation) when:

1. The mobile home is acquired on or before the effective date of the member's PCS order;
2. The member certifies that the member or member's dependents intend to use the mobile home as a residence at the location to which it is being moved (see exceptions in par. U5505-C);
3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the member's (or dependents'/heir's) expense and to the Government's satisfaction to withstand the transportation rigors; (See par. U5505-E for mobile home body and chassis preparation costs which are reimbursable or which may be performed at Government expense.); and
4. The member is ordered on a PCS between places discussed in par. U5505, or mobile home transportation is authorized under par. U5540, U5545 or U5915.

C. Geographic Limitations. Mobile home transportation allowances may be authorized only for movement between:

1. PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. Mobile home transportation for an authorized member (or dependent/heir) is from the old PDS to the new PDS or between any other two points subject to the following limitation. *The Government's cost liability is limited to the total cost to the Government to transport the member's PCS HHG weight allowance between the old and new PDSs.*
2. CONUS or Alaska PDS and a PDS neither in CONUS or Alaska. A member, or the member's dependent/heir (in the case of the member's death), is authorized mobile home allowances:
 - a. Within CONUS or Alaska,
 - b. Between CONUS and Alaska, or
 - c. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
 - d. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

NOTE: *Appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska. Border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.*

U5505 MOBILE HOME TRANSPORTATION ENTITLEMENTS

A. Definition. Transportation entitlements ("transport") in this Part include packing, pickup, line-haul or drayage, delivery and unpacking.

B. Member Married to Member. When both husband and wife are members, they may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Government may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and
2. Authorized movement of a mobile home on a PCS order.

NOTE: *When one spouse is a uniformed member and the other an employee, and each has a separate PCS order/travel authorization, they may combine their PCS HHG weight allowances. See JTR, par. C10000-C.*

C. Single Member/Concurrent Travel Performed. A member:

1. Without dependents, or
2. Whose dependents travel concurrently to the new PDS that is neither in CONUS nor Alaska,

is authorized the same mobile home transportation to a selected point as authorized in par. U5505-D below.

NOTE: *A selected point is a location within CONUS or Alaska where the mobile home is kept while a member and dependents (or single member) is at an OCONUS PDS other than in Alaska.*

D. Dependents Travel to/from a Designated Place/Selected Point in CONUS or Alaska. When dependents are authorized travel to/from the designated place/selected point in either CONUS or Alaska to a member's new PDS (which is neither in CONUS or Alaska), the member is authorized mobile home transportation and the shipment of HHG removed from the mobile home (see par. U5515-G) to

1. the boarder crossing/appropriate port,
2. designated place, or
3. selected point.

The member also may transport unaccompanied baggage and HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) to the new PDS. ***The Government's cost liability to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G), and unaccompanied baggage/HHG to the new PDS for the member's use, shall not exceed the Government's cost to transport the member's PCS HHG weight allowance between the old/new PDSs.*** (See Example.)

Example

Due to a transfer from a CONUS PDS to a PDS in Germany, a member is authorized transportation of 12,000 pounds of HHG. The member transports a mobile home and 1,000 pounds of HHG (using par. U5515-G) from the old PDS to Cleveland, OH, and 4,000 pounds of HHG to the new PDS in Germany. The amount that the Government pays to transport the mobile home and the 1,000 pounds of HHG to Cleveland, and the 4,000 pounds of HHG to Germany may not exceed the Government's cost to transport the member's PCS HHG weight allowance of 12,000 pounds from the old CONUS PDS to the new PDS in Germany.

E. Return from a PDS neither in CONUS nor Alaska. A member is authorized mobile home transportation:

1. Within CONUS or Alaska and,
2. Between CONUS and Alaska from the designated place in CONUS or Alaska, or
3. The selected point in CONUS or Alaska to the new PDS.

The Government's cost liability to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use shall not exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDSs. (See Example in par. U5505-D.)

F. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. To be authorized the mobile home allowances, the mobile home of a member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must be turned over to a transportation officer for shipment within the time limits specified in par. U5360-G, U5365-A, or U5372-B3.

U5510 GOVERNMENT-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION

A. Routing. The member is responsible for making all commercial personally procured transportation arrangements for mobile home transportation movement by commercial transporter or other means unless the transportation is Government-procured. Expenses for transporting a mobile home at Government expense is limited to mobile home transportation by the usual highway routing within CONUS, within Alaska, and through Canada between origin and destination in CONUS or Alaska.

B. Personally Procured Commercial Transportation. A member, or a deceased member's dependent/heir, authorized mobile home allowances under par. U5500 may transport a mobile home at personal expense and be reimbursed for the transportation costs and/or temporary storage costs (as prescribed in pars. U5510-B2, U5510-C1, and U5510-C5) IAW pars. U5500-A and U5555. Temporary storage, SIT, and dry storage reimbursement are authorized in par. U5555. *Reimbursement shall not exceed that amount provided for in par. U5500-A.*

1. Allowance Amount. Limitations apply on allowable charges when a commercial transporter moves a mobile home. When paying the carrier the member (or dependents/heir) must:

- a. *Ensure that the bill includes specific cost itemization of charges;*
- b. Find out from the carrier what part of the preparation responsibility is that of the carrier and what part is that of the shipper (i.e., the member or dependents/heir);
- c. Ensure that body, frame, springs, wheels, brakes, and tires are in good condition; and
- d. Ensure that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/and repair charges that would be the shipper's responsibility.

2. Costs Allowed. When personally procured mobile home transportation is by a commercial transporter, (see par. U5510-C6 for preparation fees allowed as transportation costs), reimbursement is allowed for:

- a. Carrier's charges for actual mobile home transportation in an amount not to exceed charges approved by the Surface Transportation Board, or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;
- b. Ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits; and
- c. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed. When mobile home transportation is by a personally procured commercial transporter, reimbursement is not allowed for:

- a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, replacement of tires, charges incident thereto (a member must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges);
- b. Insurance/excess valuation costs over the carrier's maximum liability;
- c. Special handling costs requested by the member; and
- d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

C. Movement other than by Commercial Transporter

1. Entitlement. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POV, reimbursement is for actual transportation subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C6, and U5510-C7. The distance computation is prescribed in par. U2015.

2. Origin/Destination within CONUS or within Alaska. When the origin/destination of a transported mobile home moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is determined under par. U2015.

3. Origin/Destination Is an Island within CONUS or within Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is an island within the boundaries of CONUS or of Alaska, the statute distance to or from the usual place of arrival or departure on the mainland also is allowed.

4. Origin/Destination Not in CONUS or Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is other than that contained in pars. U5510-C2 and U5510-C3, the allowable distance is limited to the distance for which the mobile home is transported within or between any points in CONUS, within or between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance using par. U2015.

5. Transportation over Water. Over-water mobile home transportation is authorized only for transportation of such homes from an origin within CONUS or within Alaska to a destination either within CONUS or within Alaska. When a boat used as a primary residence is transported over water, the transportation allowance costs include:

- a. Fuel/oil used for propulsion of the boat;
- b. Open water pilots or navigators;
- c. Crew;
- d. Harbor pilots;
- e. Docking fees incurred in transit;
- f. Harbor/port fees and similar charges relating to entry in and navigation through ports;
- g. Towing, whether in tow or towing by pushing from behind; and
- h. Similar expenses.

6. Other Costs Allowed. In addition to the allowances in pars. U5510-C1 through U5510-C5, a reimbursable allowance includes costs generally associated with mobile home *preparation* at an origin inside Alaska or CONUS for transportation/resettling at the destination inside Alaska or CONUS. ***Costs are not reimbursable for preparation of mobile homes located outside Alaska or CONUS for transportation/resettling outside Alaska or CONUS. Preparation*** costs include:

- a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
- b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;
- c. Blocks purchased in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;
- d. HHG packing/unpacking associated with the mobile home;
- e. Disconnecting/connecting utilities;
- f. Skirting removal/installation labor costs;
- g. Movement/reassembling costs of separating, preparing, and sealing each section of the two halves of a double wide mobile home;
- h. Trailer towing lights installation/removal;
- i. Reasonable extension costs of existing water/sewer lines;
- j. Dismantling/assembling costs for a portable room appended to a mobile home;
- k. Expando charges;
- l. Anti-sway device charges (*transportation expense*);
- m. Over-dimension charges and/or permits (*transportation expense*);
- n. Wrecker service when required (*transportation expense*); and
- o. Similar expenses.

7. Self-propelled Mobile Home Driven Overland. Reimbursement is:

- a. at the automobile mileage rate (see par. U2600) for the official distance between the points authorized, or
- b. for actual transportation costs subject to the limitation in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7.

See **NOTE in par. U5510-C9 below.*

8. Self-propelled Mobile Home Driven over Water. Reimbursement is:

- a. Actual transportation costs subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7.
- b. the automobile mileage rate (see par. U2600) per overland mile for the official distance between the points authorized.

See **NOTE in par. U5510-C9 below.*

9. Mobile Home Moved by Overland Towing. Reimbursement is for actual transportation costs subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7. **See **NOTE** below.*

****NOTE:** Reimbursement shall not exceed the amount in par. U5500-A. Reimbursement is authorized for SIT in par. U5555.*

D. Government-procured Transportation.

1. Government-procured Transportation. *See par. U5500-A.* The Government arranges the member's mobile home transportation by commercial/Government means to/from the points authorized in this Part. The Government pays all transportation costs (an eligible member or dependent/heir must sign a written agreement to be financially responsible for all excess costs, (including excess distance charges, excess HHG charges and those charges listed in par. U5510-B3)), up to what it would have cost the Government to transport the member's PCS HHG weight allowance from the old to new PDS. *The member does not receive any other allowances for the transportation involved.*

***NOTE:** See "Example", par. U5505-D.*

2. Costs Not Allowed. The following costs are the financial responsibility of the member for repayment:

- a. Storage charges accruing at any point unless caused by conditions beyond the member's control;
- b. Special handling costs requested by the member;
- c. Insurance/excess valuation costs over the carrier's maximum liability;
- d. Body/chassis mobile home preparation costs and any repairs/maintenance performed en route including replacement costs for parts/tires; and
- e. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

E. Transportation Partly by Commercial Transporter and Partly by other Means. The allowances described in pars. U5510-B and U5510-C apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

U5515 MOBILE HOME TRANSPORTATION FACTORS

A. Mobile Home Allowance Application. Mobile home transportation precludes unaccompanied baggage/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. U5515-G). The member may not request or accept payment, for transportation of the member's PCS HHG weight allowance at Government expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same order used for mobile home transportation. However, the member may receive mobile home transportation allowances to a designated place under par. U5505 and may later ship unaccompanied baggage/HHG or transport a mobile home under par. U5505.

B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported. The member may subsequently ship HHG under par. U5330-F5. See par. U5500-A for mobile home transportation cost limitations.

C. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported from there to the proper destination upon authorization/approval of the appropriate Service transportation officer. In these cases, the member's financial obligation is limited to whatever excess cost would have been incurred had the shipment been to the proper destination by the direct route.

D. Orders Amended, Modified, Canceled, or Revoked. When a member's mobile home is transported under par. U5510-A or U5510-B after a PCS order is received and the PCS order is later amended, modified, canceled or revoked, the member is authorized mobile home allowances to the original destination (as if the transportation was completed) or to the point the mobile home was intercepted en route and then to the ultimate new PDS, to another place authorized in this Part, or return to the old PDS, as appropriate. (See Example.)

Example

The member receives a PCS order and after receiving the PCS order arranges for mobile home transportation to the new PDS. While the mobile home is in transit to the new PDS the member's PCS order is canceled. The member is still authorized mobile home transportation to the new PDS or mobile home transportation back to the old PDS.

E. Mobile Home Transportation from a Prior PDS. When a member's mobile home was retained at a prior PDS, mobile home allowances from the *last* PDS may be authorized at any combination of the point of origin, in transit, or at destination.

F. Transportation before an Order Is Issued. When required by necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. U5510-A or U5510-B before a PCS order is issued, in the same manner as HHG under par. U5330-G. The member is authorized reimbursement under par. U5510-B only if a PCS order is later issued. The member should retain the authorizing/order-issuing official's/designated representative's written certification (see par. U2115-B) that the member was advised before the mobile home was transported that this PCS order would be issued in case finance regulations require submission of that certification with the reimbursement voucher.

G. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense under par. U5330-F5.

U5520 MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER

Mobile home transportation involving excess costs (see par. U1010-B8) may be made. The Government is obligated only for the total authorized cost. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation out of personal funds and apply for reimbursement of the amount allowable under this Part. These excess transportation costs may be allowed when a member is:

1. Discharged, resigns, or separates from active duty resulting in a non-pay status, or
2. Deceased, or
3. Authorized by Service regulations.

U5530 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES

A member ordered by the commanding officer of the installation concerned to vacate the (either Government or economy) premises on which the mobile home is located, is authorized Government-procured transportation or reimbursement for the expenses incurred (including temporary storage under par. U5555) for mobile home transportation to another site in the member's PDS vicinity. The reimbursable expenses include those necessarily incurred in making the mobile home ready for transportation, moving it to another location, and installing it at the new site (52 Comp. Gen. 69 (1972)).

U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

A. When Dependents Travel before the Member's PCS due to Official/Personal Situations

1. General. A member authorized HHG transportation under pars. U5370-B1 and U5370-B2:
 - a. To a designated place in CONUS, or
 - b. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska, if the conditions in par. U5500 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The order authorizing dependent transportation (under pars. U5240, U5905 and U5915) also may authorize HHG/mobile home transportation and should specify under which subparagraph in par. U5370 the transportation is authorized. *After a mobile home is shipped due to dependent travel/transportation before issuance of a PCS order, no further mobile home transportation is authorized before the member's next PCS from the OCONUS PDS.*

2. Member Assigned to Full PCS Weight Allowance Area. The Government's financial responsibility for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed the Government's cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place. (See Example.)

Example

Dependents return from Hawaii and 1,000 pounds of HHG are shipped from Hawaii to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's entitlement for mobile home transportation is based on the cost to move 11,500 pounds of HHG from Hawaii to Detroit.

3. Member Assigned to Administratively Weight-restricted Area. The mobile home may be transported from a point in CONUS (or Alaska) to the designated place. The Government's financial responsibility for mobile home and HHG transportation is in accordance with the basic entitlement (see par. U5500) to transport the member's PCS HHG weight allowance, minus the weight of HHG shipped from OCONUS, from:
 - a. The member's last PDS in CONUS (or Alaska), or
 - b. The CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage.

B. Mobile Home Transportation Incident to Alert Notice. A member authorized HHG transportation under par. U5370-F is authorized mobile home transportation to a designated place in CONUS or in Alaska, if the conditions in par. U5500 are met. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS or Alaska. When the PDS is in Canada, Mexico, or Central America, entitlement is in par. U5500-C1.

C. Mobile Home Transportation Incident to Tour Extension. A member on a tour of short duration (less than prescribed tour length) at a PDS, who used the mobile home entitlement when assigned to that PDS, is authorized mobile home transportation at Government expense from the place where the mobile home is located to the PDS, up to the entitlement from the old to new PDS. The entitlement is limited to that situation when the tour is extended due to:

1. Unusual circumstances, and
2. The needs of the Service.

This entitlement also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment (B-208861, November 10, 1982).

U5545 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the United States who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status (see Appendix A) and to a member who dies while authorized basic pay. Transportation is authorized by one, or a combination, of the following:

1. Government-arranged transportation;
2. Personally arranged transportation via a commercial transporter;
3. Transportation by a means other than those specified in pars. U5545-A1 and U5545-A2.

Mobile home transportation/incidental costs under this subparagraph are at Government expense. The ceilings prescribed elsewhere in this Part do not apply. Transportation payments authorized by this subparagraph may be made in advance (see par. U1010-B4).

B. Authorized Transportation. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. U5372, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:

1. dead;
2. injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or
3. absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year. A mobile home transported under par. U5545-B2 may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when through the Secretarial Process it is determined the circumstances justify an additional move.

Also, if HHG were previously transported under par. U5370-E, a mobile home may be transported under this subparagraph.

D. Death of a Member. When a member with a mobile home dies while on active duty, one dependent of the member is authorized the mobile home transportation allowances from the place the mobile home is located on date of death to a place designated by that dependent, provided:

1. The mobile home is to be used by the dependent as a residence at destination, and
2. Mobile home transportation is completed within 1 year after the member's death, or
3. When transportation is to be Government-procured the mobile home is turned over to a transportation officer within 1 year after the member's death.

Through the Secretarial Process an extension of the time limits in pars. U5545-D2 and U5545-D3 may be authorized/approved (see par. U5012-I).

U5555 TEMPORARY STORAGE

A. General. *The law precludes more than 180 days of temporary storage*. Temporary storage is storage authorized with mobile home transportation. This storage is cumulative and may accrue at origin, in transit, at destination, or any combination. When storage facilities are unavailable at origin or at destination, storage may be in the nearest available storage facility authorized/approved by the responsible transportation officer. In computing the storage periods, the actual storage period governs, regardless of billing practices. The temporary storage cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized entitlement. Except as provided in pars. U5555-C and U5555-D, the member is financially responsible for all temporary storage costs when a mobile home is placed in storage under a PCS order but not transported.

B. Temporary Storage Time Limits

1. Temporary Storage - First 90 Days. A member is authorized mobile home temporary storage at Government expense for 90 days with any authorized mobile home transportation. When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member's financial responsibility unless additional storage is authorized/approved under this paragraph.
2. Temporary Storage - after the First 90 Days. When, because of conditions beyond the member's control, a mobile home must remain in temporary storage after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer/other officer designated by the Service concerned. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:
 - a. Serious illness of the member;
 - b. Serious illness or death of a dependent;
 - c. Directed TDY after arrival at PDS;
 - d. Nonavailability of suitable permanent location for mobile home; or
 - e. Acts of God.

C. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended/Modified. After the date the mobile home was released to a carrier/the Government for shipment/temporary storage, a member whose PCS order is amended/modified before the member arrives at the

initially directed new PDS is authorized the storage type authorized under the original PCS order until the effective date of the amended/modified order. After that the amended/modified PCS order establishes the storage entitlement.

2. Orders Canceled/Revoked. A member on a PCS order, which is canceled/revoked after the date a mobile home is released to a carrier/the Government for shipment/temporary storage, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized temporary storage with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in temporary storage when the PCS order is received, is authorized continued temporary storage (regardless of the time limit prescribed in par. U5555-B) until the effective date of the new PCS order or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage entitlement.

U5560 FUNDS ADVANCEMENT

Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured. The advance may not exceed the estimated amount allowable and may not be paid directly to a carrier.

C. Maximum Reimbursement. A member:

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

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

D. Reimbursement Example:

1. A member occupies temporary quarters at the new PDS for 12 days (1-12 April).
2. The member's dependent(s) also occupy temporary quarters for 12 days (18-29 April).
3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
4. Reimbursement for the daily ***combined*** total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) shall not exceed \$180 per day. ***NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.***

E. Reimbursement Computation

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

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

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

Step 2: Determine M&IE Equivalency

- a. Multiply the daily TLE allowance computed in Step 1 by 46% if:
 - (1) it is the first or last day of TLE, or
 - (2) lodgings used do not have facilities for preparing/eating meals, or

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

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

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

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

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

NOTE 1: Do not deduct:

1. housing allowances when staying with friends/relatives,
2. housing allowances for a member with a dependent(s) if the claim is for the member only,
3. housing allowances if the member is assigned to Government quarters that are uninhabitable or the member does not receive a housing allowance,
4. BAS when not paid **NOTE:** However, if BAS is being paid on a daily or monthly basis, it must be deducted on every day that TLE is paid, or
5. BAS if TLE is being computed only for dependents.

NOTE 2: If deducting total daily allowances received from the result in Step 3 creates a negative number, net daily equivalency should be shown as zero (0).

Step 5: Determine Applicable Daily Rate

Compare \$180.00 with the amounts found in Steps 1 and 4. Pay the least of these three amounts for each day.

EXAMPLE 1 -- TLE ALLOWANCE

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

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

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

PART J: EARLY RETURN OF DEPENDENTS**U5900 DEPENDENT TRAVEL**

NOTE: For HHG transportation ICW early return of dependents, see par. U5905.

A. General. This paragraph covers situations in which dependents' early return travel before the member's PCS under certain circumstances is in the Government's best interest. Orders authorizing dependents' travel under this paragraph must cite the specific subparagraph under which the travel is authorized. Dependents must begin travel under pars. U5900-B, U5900-C, or U5900-D before PCS orders are issued which relieve the member from the OCONUS PDS. For dependents' evacuation travel, see Chapter 6.

B. Official Situations. When a command-sponsored dependent becomes involved in an incident which:

1. is embarrassing to the U.S. Government;
2. is prejudicial to order, morale, and discipline in the command; or
3. gives rise to conditions in which the dependent's safety no longer can be ensured because of adverse public feeling in the area or because of force protection and anti-terrorism considerations;

dependents' travel and transportation allowances may be authorized through the Secretarial Process to a designated place, or, if the dependent is foreign-born, to a destination in the dependent's native country. The Secretary concerned may delegate the authority in this subparagraph to an officer in the grade of O-6 or higher who is the member's installation commander, or the commanding officer of the unit to which the member is assigned. In addition, while a member serves an OCONUS dependent-restricted tour, the dependents who were command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and foreign-born dependents who moved at Government expense to their native country (par. U5222-D1, item c), are eligible for dependents' travel and transportation allowances under this subparagraph, when applicable. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Dependents' return travel to the OCONUS PDS is not authorized except for dependents described in item 3. Dependents described in items 1 and 2 may not be further moved at Government expense until the member is ordered on PCS from the OCONUS PDS or serves an IPCOT. If those dependents return at the member's personal expense and again are command-sponsored, the member is entitled to dependents' travel and transportation allowances from the PDS on a subsequent PCS. Entitlement under this subparagraph is in addition to, and has no affect on, the entitlement to dependents' travel and transportation allowances the member may have on the effective date of the next PCS orders (40 Comp. Gen. 554 (1961)).

C. National Interest

1. Dependents' Travel to Designated Place Authorized. When the Secretary concerned or more senior official determines that dependents must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander of the area concerned or the major commander's designated representative may authorize travel and transportation allowances for command-sponsored dependents from the OCONUS area to a designated place, or, if the dependents are foreign-born, to a destination in the dependents' native country.

2. Subsequent Entitlement. When the determining official in par. U5900-C1 later determines that the national interest no longer requires the absence of dependents from the OCONUS area, or PCS orders transfer the member to a PDS to which dependent travel is authorized, a member entitled to dependents' travel and transportation allowances under par. U5203-A is entitled to dependents' travel and transportation allowances from the designated place (or foreign country location) to the current PDS to which dependents' travel is authorized.

D. Personal Situations and Travel of Dependents in CONUS when Disciplinary Action is Taken against Member Stationed OCONUS

1. General. At the request of a member permanently stationed OCONUS, travel and transportation allowances for command-sponsored dependents may be authorized through the Secretarial Process under this subparagraph to a designated place, or, if the dependents are foreign-born, to a destination in the dependents' native country, even though the member's PDS remains unchanged. In addition, while a member serves an OCONUS dependent-restricted tour, the dependents who were command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and foreign-born dependents who moved at Government expense to their native country, are eligible for travel and transportation allowances under this subparagraph, when applicable. Also a member stationed OCONUS, whose dependents reside in CONUS, is eligible for dependents' travel and transportation allowances under this subparagraph when the circumstances in par. U5900-D2, item h, apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Travel under par. U5900-D2, items e and h, may be authorized upon request of a dependent/former dependent if the member is not available or has declined to make such a request. Early return of dependents may be approved when return travel is for the reasons in par. U5900-D2, items b and e (B-195708, October 17, 1979). Except for travel for the reasons in par. U5900-D2, items b and e, when dependents travel without orders under circumstances described in this paragraph, no reimbursement for such travel is authorized even though orders are later issued under par. U5905-C4 (B-157765, November 15, 1965).

2. Circumstances. The circumstances in which dependents' travel and transportation allowances may be authorized under this subparagraph are limited to the following:

a. essential medical treatment is not available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the well-being of the dependent;

b. the death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependents requires in the opinion of the authorizing/approving authority that those minor dependents be transported to a place where proper care may be maintained;

c. educational facilities or housing for dependents is inadequate. A statement from the authorizing/order-issuing official that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependents began to travel to the member's OCONUS PDS is required. (B-56558, June 25, 1965; 47 Comp. Gen. 151 (1967); and 57 id. 343 (1978));

*d. conditions in an OCONUS theater are such that, although the evacuation of all dependents is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the safety and well-being of dependents. Such determinations must be made by the Combatant Commander and on the recommendation of the major commander of the Service concerned. (*Determination authority may be delegated no lower than general/flag officer rank in the headquarters of the respective Combatant Command.*);

e. the best interests of a member, or the dependents, and the Government are served by the movement of one or more dependents because of compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of close relatives, or for reasons of a humanitarian or compassionate nature; or because of other situations which have an adverse effect on the member's performance of duty. These determinations must be evidenced by the authorizing/approving official's statement. *This item must not be used to authorize student dependent transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978));*

C. Ex-Family Members' Travel Incident to Divorce or Annulment. If ex-family members travel under par. U5900-E is authorized, POV transportation also may be authorized. The POV must be turned over to a transportation officer within 1 year after the effective date of the final decree of divorce or annulment, whichever applies.

D. Dependents' Return to OCONUS Areas Authorized. Even if dependents are permitted to return to the OCONUS PDS at Government expense (see par. U5900-B, C, or F), return shipment of a POV to the OCONUS PDS is not authorized.

E. Entitlement on Next PCS. *A member who has transported a POV under pars. U5910-A, U5910-B and U5910-C has no further POV transportation entitlement from the last or any previous OCONUS PDS to CONUS.*

U5915 MOBILE HOME TRANSPORTATION

*A. General. A member authorized HHG transportation under pars. U5905-A1, U5905-B, and U5905-C1, U5905-C2, U5905-C3, U5905-C7, and U5905-C8:

1. To a CONUS designated place, or
2. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska if the conditions in par. U5500 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The order that authorizes dependent transportation under par. U5900 also may authorize HHG/mobile home transportation and should specify which of the above-cited subparagraphs in par. U5905 authorizes the transportation. *When a mobile home is shipped due to the early return of dependents, no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.*

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Government pays for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed what it would have cost the Government to transport the member's PCS weight allowance from the OCONUS PDS to the designated place. For example: Dependents early return from Hawaii. 1,000 pounds of HHG are shipped from Hawaii to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. Member's entitlement for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from Hawaii to Detroit.

C. Member Assigned to Administrative Weight Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Government's cost for transporting the mobile home may not exceed what it would have cost the Government to transport the member's PCS weight allowance, minus the weight of HHG shipped from OCONUS, from:

1. the member's last CONUS PDS (or Alaska), or
2. the CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (see Example 1).

Exception: If a member owned a mobile home and was entitled to, but did not, move it to the last CONUS PDS while serving there, when the dependents return early from the administrative weight restricted area, the mobile home may be shipped at Government expense from the point it was located when it could have been transported at Government expense to the member's last PDS in CONUS or Alaska. The constructive Government cost for this mobile home transportation shall be based on the member's PCS weight allowance on the effective date of the orders from that station (see Example 2).

EXAMPLE 1

Member was assigned to Fort Carson, CO and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500 pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. Member's entitlement for mobile home transportation is computed based on what it would have cost to move 11,500 pounds of HHG from Fort Carson to Detroit. The computation is based on the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ to Detroit.

EXAMPLE 2

A member was assigned to Fort Lewis, WA and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were shipped from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI. 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to Detroit. The member requests mobile home shipment from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance. 8,000 pounds remain on the weight allowance that may be shipped within CONUS on the early return travel authorization. The member's mobile home transportation entitlement is computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only entitled to 8,000 pounds when assigned from Fort Lewis and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized shipment within CONUS on the early return travel authorization from Germany is used in the computation for the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ, to Detroit.

City pair from Ft. Campbell to Denver is \$500.

Least cost non-city pair fare to Denver is \$600.

Since travel to Denver is more expensive than travel to Ft. Belvoir the city pair fare may not be used to Denver. The member is financially responsible for the additional cost (\$600 - \$400 = \$200).

Example 2:

Member's PDS is Ft. Belvoir, VA, member is TDY to Ft. Hood, TX and the member's emergency leave location is Atlanta, GA.

City pair trip cost from Ft. Hood to Ft. Belvoir is \$320.

City pair fare to Atlanta is \$280.

Since travel to Atlanta, GA, is less expensive than travel to the PDS, Ft Belvoir, the member is authorized city pair fare to Atlanta (\$280) NTE the \$320 cost to Ft. Belvoir.

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEMLE) TRANSPORTATION

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

B. Eligibility

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

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

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

C. Limitation

1. Number of FEMLE Trips

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

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

b. No more than 2 FEMLE trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking *IPCOT assignments* are entitled to additional FEMLE trips based on the above table. For example, if the member's tour was 36 months, two FEMLE trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEMLE trips during that 36-month tour.

2. Time Limitation. FEMLE travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

D. FEMLE Locations/Destinations. For a list of authorized FEMLE locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.
2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares *may* be available for use. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

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

Example 1:

Member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

No city pair to Frankfurt, Germany and the least cost unrestricted fare (incorporating some city pair fare connections) is \$1,200.

Member desires to utilize FEML 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 Frankfurt, Germany the city pair fare may not be used to Boston. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

Example 2:

Member's PDS is in Brazil and the authorized destination is Miami, FL.

City pair trip cost is \$980.

Member desires to utilize FEML 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 Miami FL, the member is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

- a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

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

*b. Designation Requests. DoD Services forward designation requests through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

*c. Recertification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) ***before*** the indicated recertification date.

E. Transportation

1. Member/Dependent. Members and dependents may travel together or independently.

Effective 28 April 2003

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

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

U9111 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING

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

U9112 GEOGRAPHIC OHA LOCATIONS

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

U9113 COMPUTATION DATA

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

U9114 SUBMISSION OF HOUSING REPORTS

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

U9115 INTERIM OHA

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

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

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

U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA

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

A. Entitlement

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances and attendant issues.
2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see par. U9116-A2. below), security deposits, and/or MIHA-related expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
 - (a) law,
 - (b) local custom for everyone, including local nationals, or
 - (c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

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

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

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

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

1. the anticipated housing expenses, or

AUTHORIZED. The giving of permission before an act.

AUTHORIZING/ORDER-ISSUING OFFICIAL. The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

AUTOMOBILE MILEAGE RATES: *See MILEAGE (ALLOWANCE).*

BAGGAGE. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE:*** *Baggage may accompany a traveler or be transported separately.*

BAGGAGE, ACCOMPANIED. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

BAGGAGE, HOLD. Unaccompanied baggage that is transported in the hold of a ship.

BAGGAGE, UNACCOMPANIED. That part of a member's prescribed weight allowance of HHG that:

1. is not carried free on a ticket used for personal travel,
2. ordinarily is transported separately from the major bulk of HHG, and
3. usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: *Unaccompanied baggage in connection with permanent duty and COT/IPCOT travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.*

NOTE 2: *In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

BLANKET TRAVEL ORDER. *(Also called Repeat Travel Order, Unlimited Open Travel Order, or Limited Open Travel Order.)* An order issued to a traveler who regularly and frequently makes trips away from the PDS within certain geographical limits for a specific time period in performance of regularly assigned duties. *(Also see Travel Orders.)* ***NOTE:*** *Blanket travel orders are not used in DTS.*

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. ***NOTE:*** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400.)*

CERTIFICATED AIR CARRIER. *See U.S. Flag Air Carrier.*

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. *Also referred to as Indirect Travel.*

***COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander, established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has approved and whose court-martial sentence has not been ordered

executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

COMMAND SPONSORED DEPENDENT. See ***DEPENDENT, COMMAND SPONSORED.***

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

CONSECUTIVE OVERSEAS TOUR (COT). (Also see ***IN PLACE CONSECUTIVE OVERSEAS TOUR.***) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

***DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)**

The DoD standard source for worldwide distance information based on city to city distance (***not*** zip code to zip code) replacing ***all*** other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://dtod1.mtmc.army.mil>.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics

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

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

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

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

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

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

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

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

REPEAT TRAVEL ORDERS. *See BLANKET TRAVEL ORDERS.*

RESERVE COMPONENT:

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

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

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

***SECRETARIAL PROCESS.** Action by the Secretary concerned or the Secretary's designated representative. The process is (or the processes are) in administrative and/or procedural directives issued under par. U1010-B.

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

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

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

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

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

SERVICES. See *UNIFORMED SERVICES*.

SHORT DISTANCE MOVE. A move:

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

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

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

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

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

STANDARD CONUS PER DIEM RATE. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>.

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

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

TEMPORARY DUTY (TDY).

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

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

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

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

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

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

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

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

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

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

- H. Johnston Atoll
- I. Kingman Reef J. Midway Islands
- K. Navassa Island
- L. Palmyra Atoll
- M. Virgin Islands
- N. Wake Island

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

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

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

TRANSPORTATION EXPENSES. The costs related to transportation.

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

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

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

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

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

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

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

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

TRAVEL ADVANCE. Prepayment of estimated travel expense.

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

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

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

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

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

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

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

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

- A. ***Unlimited Open.*** An authorization allowing a member to travel on official business without further authorization for a specified period of time. ***NOTE:*** *Unlimited Open travel orders are not used in DTS.*
- B. ***Limited Open.*** An authorization allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. ***NOTE:*** *Limited Open travel orders are not used in DTS.*
- C. ***Repeat.*** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time. ***NOTE:*** *Repeat travel orders are not used in DTS.*
- D. ***Trip-by-trip.*** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

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

UNACCOMPANIED BAGGAGE. *See BAGGAGE, UNACCOMPANIED.*

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

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

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

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

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

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

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

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

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

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

Effective 13 September 2002

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

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

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

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

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

Effective 1 January 2003

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

Effective 1 January 2003

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

B. RESTRICTIONS

Invitational travel shall not be authorized for:

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

C. ALLOWANCE EXPENSES

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

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

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

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

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

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

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

D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES

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

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

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

1. Contractor(s) means:

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

***T4000 INTRODUCTION**

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of Senior ROTC, Reservists' travel for medical and dental care, retirees called to active duty, Ready Reserve members authorized muster duty allowance, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions must not be supplemented.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

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

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. Government mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in websites <http://www.dtic.mil/perdiem/opdrform.html>, and <http://www.dtic.mil/perdiem/pdrform.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money (see JFTR, par. U2010 and JTR, par. C1058).
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. It is *mandatory* that travelers arrange commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a

“should-cost” estimate) forming the reimbursement basis.

4. Travelers should make their travel and transportation arrangement through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTOs should CTOs not be used. Travelers:

- a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
- b. must use coach class, unless a medical condition or mission timing requires premium class,
- c. shall *not* use foreign flag transportation even if U.S. flag carrier fares are higher,
- d. who use premium class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
- e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.

5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.

6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.

8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8 (series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.

9. Retaining Promotional Items

- a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
- b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
- c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. **Incidental Expenses (IE)**. Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

Effective for TDY travel performed on or after 1 January 1999

NOTE 1: Applicable to civilian employees:

(a) The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

Effective for TDY travel performed on or after 1 January 2001

NOTE 2: Applicable to uniformed members:

(a) The cost incurred during TDY travel (not after returning to the 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.

(b) The cost incurred during TDY 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 authorized for OCONUS travel.

B. **Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).***

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.***

*2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

Effective 31 January 2003 for members and 31 July 2003 for employees

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

6. fees for:

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

**NOTE: Travelers who pay with credit cards for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. They can then use the currency exchange rate at which the credit card bill was settled to determine OCONUS expenses. Travelers, however, may have to submit travel vouchers prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, travelers should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.*

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

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. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

8. CTO service and processing fees;

Effective 26 September 2002

9. authorized/approved expenses for:

a. necessary stenographic or typing services, data processors or rental of typewriters ICW 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 at a hotel/other place used for official business;

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. T4060-B5);

h. connections used for computers to perform official Government business;

i. excess baggage transportation costs;

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. C4955-E3 for travelers other than service members and par. U2555-E3 for members;*

k. dual lodging costs; *NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus*

appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;

l. non-refundable 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 (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;**

m. expedited charge card deliver (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 fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are **not for the convenience** of the traveler); and

p. any additional costs of paper tickets when the paper tickets are necessary to meet Government requirements and are **not** issued for the traveler's convenience.

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

11. tips for taxis and limousines;

12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);

13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);

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

15. **MEMBERS/EMPLOYEES:** tips for handling **Government property at terminals and hotels;**

16. **UNIFORMED MEMBERS ONLY:** customary tips for handling **any baggage** at transportation terminals;

17. **CIVILIAN EMPLOYEES ONLY**

a. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is* a separately reimbursable travel expense when travel *within CONUS* requires at least 4 consecutive nights TDY/PCS lodging in CONUS.;

b. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

Effective 1 April 2001

18. **UNIFORMED MEMBERS ONLY:**

a. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY 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 during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem authorized for OCONUS travel;

19. similar travel related expenses ***NOTE: 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; and***
20. any per-day administrative fee called for by the MTMC rental car agreements.

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.

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. *An analysis must be conducted at least every other year.* The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. *Lower per diem rates can only be established before travel begins.* See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

*a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.*** A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited PCS allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

19. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

Ecuador	Southern	Miami	30 April 2005
Egypt	Central	Frankfurt	31 October 2004
El Salvador	Southern	Miami	30 April 2005
Eritrea, Asmara	Central	Frankfurt	31 October 2004
Estonia, Tallinn	European	Frankfurt	31 March 2005
Ethiopia, Addis Ababa	Central	Frankfurt	31 October 2004
Fiji	Pacific	Honolulu	31 August 2003
Gabon, Libreville	European	Paris	31 October 2004
Georgia, Tbilisi	European	Frankfurt	31 March 2005
Ghana, Accra	European	Frankfurt	30 April 2005
Greece, Athens	European	Frankfurt	31 March 2005
Greece, Larissa	European	Frankfurt	31 March 2005
Greenland, Thule *	Space	Baltimore	31 March 2004
Guatemala	Southern	Miami	30 April 2005
Guinea, Conakry	European	Paris/Frankfurt	31 January 2005
Guyana	Southern	Miami	30 April 2005
Haiti	Southern	Miami	30 April 2005
Honduras	Southern	Miami	30 April 2005
Hong Kong	Pacific	Los Angeles	31 August 2003
India, New Delhi	Pacific	Honolulu	31 August 2003
Indonesia	Pacific	Honolulu	31 August 2003
Israel, Tel Aviv	European	Frankfurt	31 March 2005
Ivory Coast, Abidjan	European	Frankfurt	31 March 2005
Jamaica	Southern	Miami	30 April 2005
Jordan	Central	Frankfurt	31 October 2004
Kazakhstan, Almaty	Central	Frankfurt	31 October 2004
Kenya	Central	Frankfurt	31 October 2004
Kuwait	Central	Frankfurt	31 October 2004
Kyrgyzstan, Bishkek	Central	Frankfurt	31 October 2004
Latvia, Riga	European	Frankfurt	30 April 2005
Lithuania, Vilnius	European	Frankfurt	31 March 2005
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 March 2005
Malaysia, Kuala Lumpur	Pacific	Sydney	31 August 2003
Mali, Bamako	European	Frankfurt	30 April 2005
Marshall Islands, Majuro	Pacific	Honolulu	31 August 2003
Mexico	Southern	San Antonio	30 April 2005
Moldova, Chisnau	European	Frankfurt	30 April 2005
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 August 2003

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

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

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