VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 450

Alexandria, VA 1 April 2003

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 April 2003 unless otherwise indicated.

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the Army (MPP)

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This change includes all material written in CAP items 64-02(E); 66-02(E); 71-02(E); 72-02(E); 74-02(E); 1-03(E); 6-03(E) and C03001 through C03006 editorial changes. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 449 cover page.

BRIEF OF REVISION

These are the major changes made by Change 450:

Introduction. Changes office symbol DASD (MPP) to DUSD (MPP).

C1059 through C1066; C2204-A5d; T4030-F; T4060-B1c(6). Changes the regulations to make clear that a traveler is disqualified from using business-class accommodations at Government expense if:

(a) a 'stopover' en route is an overnight stay,

(b) a rest stop en route is authorized, or

(c) an overnight rest period occurs at the TDY location before beginning work.

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

C1060; C1061. Corrects discrepancies between the JFTR and JTR format.

C1070; C2207; T4005; and T4025. Emphasizes that commands are expected to take appropriate action when the regulations contained in the JTR are not followed.

C2200; Appendix E. Implements text changes made to DoD 4500.9-R, Part I, Chapter 103 concerning the City Pair Program, adopts changes to the City Pair Program FAQs (# 2, 5, and 6) made by GSA and revises the contractor letter of identification.

C4162-A; C6700-D3; C6750-C3. Provides examples of travel to alternate destinations and the use of city pair fares for clarification purposes.

C4558. Adds wording to explain what the per diem rate is on an ocean-going ferry when the member/employee is TDY.

C4562-D; C6203-A2; Appendix E. Changes the provisions dealing with pre-employment interview travel to indicate that per diem may be paid for such travel.

C4720-B. Adds "similar travel and transportation expenses" to the "basic" TDY miscellaneous expenses.

C8205. Advises the readers of the JTR where to get the Commuted Rate Schedule and commuted rate tables.

C11006. Deletes all reference to reimbursement for transportation of a POV on a car ferry as personally-procured POV transportation. The ferry fee is covered as a cost of transportation of the traveler.

T4040-C3. Applies to JTR operations and does not affect the per diem on travel days outside the AOR. This change is effective 31 January 2003.

Appendix Q. Adds Appendix Q, Overseas Tour Lengths.

Appendix S. Adds Conakry, Guinea as a FEML location with Paris, France or Frankfurt, Germany as the destination until 31 January 2005.

Appendix U. Establishes R&R leave for Operation ENDURING FREEDOM.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint 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 JTR" in the Introduction. Single sheets are not available.

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INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

FOREWORD

*These regulations are published by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). The Committee is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary for each of the DoD military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (MPP)

PURPOSE AND AUTHORITY

The regulations in this Volume pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DoD civilian employees.
With the exception of DoD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 U.S.C. §2385(d)), who are entitled to per diem, travel, and transportation allowances in accordance with Volume 6, State Department Foreign Affairs Manual (FAM), these regulations are the sole entitlement regulations for DoD components.
If there is a headquarters dispersal, the authority for prescribing the entitlements in these regulations becomes vested in each DoD Committee member. Each DoD Committee member may issue necessary regulations prescribing entitlements applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees***. At that time, regulation-issuing authority again becomes vested in the Committee.

The JTR is issued under the following authorities:

1. Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM)(CFR, title 5);

2. the United States Code, primarily sections found in title 5 (especially chapter 57, concerning allowances for travel, transportation, and subsistence) and title 10;

3. Executive Orders, General Services Administration (GSA) Commuted Rate Schedule, and DoD directives; and

4. decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA) and the OSD General Counsel (OSDGC).

CLAIMS AND ADVANCE DECISIONS

Under 31 U.S.C. §3702, the Office of Management and Budget (OMB) settles claims involving civilian federal employees' travel, transportation and relocation allowances. OMB delegated this authority to the General Services Administration (GSA), GSA Board of Contract Appeals (GSBCA). The GSBCA also may issue an advance decision with respect to the same subject matter.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to GSBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was.

An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to GSBCA should be addressed to:
General Services Administration
GSA Board of Contract Appeals
18th & F Sts., NW
Washington, DC 20405

Throughout the JTR, Comptroller General Decisions from the General Accounting Office (GAO) and decisions from the General Services Administration Board of Contract Appeals (GSBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, September 30, 1992. Website decisions of the GSBCA are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBCA 14401-TRAV issued 06-01-98. In JTR, these decisions are cited by GSBCA case number, category, and date, e.g., (GSBCA 14515-TRAV, July 22, 1998).

For GSBCA information/decisions visit their website at: ***http://www.gsbca.gsa.gov/.***

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4- or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.***

Paragraph C 1 052 -B2b(3)
JTR . . . . . .
Chapter 1. . . . . .
Paragraph 052 . . . . . .
Subparagraphs . . . . . .

References and citations to the JTR should be in the following format:

JTR, par. C1052
JTR, par. C1052-B2
JTR, par. C1052-B2b(3)
JTR, pars. C1052-C1058

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JTR, par. C1052-B2b(3)b
JTR, par. C1055-A2

The most specific unit of reference should be used.

CHANGES

Changes to the entitlements in the JTR are initiated by DoD Civilian Travel Determinations (CTDs), Department of State Travel Per Diem Supplements, Per Diem (PD) Bulletins, and General Services Administration (GSA) Bulletins, memoranda, or amendments.

CHAPTER 1
DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

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C1003	**DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)**
C1004	**DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA)**
C1005	**GAIN-SHARING PROGRAM**
C1006	**ADMINISTRATIVE PROCEDURES**

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C1050	**GENERAL** A. Prohibition Not Stated B. Travel Justification C. PCS
C1051	**PRIVILEGES WHILE ON OFFICIAL TRAVEL** A. General B. Availability/Use
C1052	**TRAVEL AND TRANSPORTATION FUNDING** A. General B. Movement between Different Departments and Agencies or DoD Components C. Movement within the Same DoD Component D. Renewal Agreement Travel E. Separation from OCONUS Employment F. DoD Domestic Dependent School Board Members
C1053	**IDENTIFICATION CARDS** A. General B. Issuance
C1054	**PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES** A. General B. No-Fee Passport C. Time Limitations

C1055 **GOVERNMENT QUARTERS USE/AVAILABILITY**
A. Quarters Available
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C. Authorization/Approval

C1057 **TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION**

C1058 **OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL**

C1059 **SCHEDULING TRAVEL**

C1060 **TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP**
A. Starting and Ending Travel
B. En Route Rest Stops
C. Rest Period at TDY Point before Reporting for Duty
D. Delaying Return Travel to Use Reduced Travel Fares

C1061 **CONFERENCES/TRAINING AT THE PDS**

C1062 **HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS**

C1066 **OFFICIAL DISTANCE DETERMINATION**
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B. Privately Owned Airplane

C1070 **APPROPRIATE ACTION FOR FAILURE TO FOLLOW JTR REGULATIONS**

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B. Use of Government-sponsored Contract-issued Travel Charge Cards

C1101 **ALLOWABLE ADVANCES**
A. Authorization
B. TDY Travel
C. PCS/TCS Travel
D. HHG Transportation and Temporary Storage Using the Commuted Rate Method
E. Non-temporary (Extended) Storage of HHG
F. Movement of Mobile Home
G. Househunting Trip
H. Temporary Quarters Subsistence Expenses
I. Real Estate Transaction and Unexpired Lease Expense Allowance
J. Attendants for Military Dependents
K. Transportation and Emergency Storage of POV

C. Authorization/Approval. Unless a reduced per diem rate is authorized on the order as indicated in par. C1055-A, the authorizing/order-issuing official must authorize/approve reimbursement for the cost of commercial lodgings used not to exceed the locality per diem lodging rate (unless an AEA is authorized/approved).

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that:

1. the 2-year period is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;

2. the 2-year period does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and

3. ***(effective 19 February 2002)*** the 2-year period is extended for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C14000-B. Even when an extension is approved, PCS allowances must be calculated by using the prescribed entitlements and allowances in effect on the employee's effective date of transfer.

C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

1. A traveler 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 traveler must maintain records to validate expenses of $75 or more and all lodging costs. All receipts should be maintained as required by financial regulations.

3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

4. Travelers 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.

***C1059 SCHEDULING TRAVEL**

Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. duty hours;

2. duty requirements;

3. lodging availability at points of origin, destination or intermediate stops;

4. the need for onward transportation;

5. the traveler's comfort and well being;

6. the traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel during 2400 – 0600 is required by the mission;

7. arranging transportation so that the traveler is scheduled to arrive the day before the TDY actually begins;

8. scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par C1060-B or C1060-C;

9. requiring travelers to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and

10. carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

***C1060 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP**

***NOTE 1*: When scheduling flights of 14 or more hours (see par. C2204-A5d(8)), the first choice is always to fly the traveler in economy class and have the traveler arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the traveler in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the traveler to travel in Government-funded business accommodations with arrival on the day the TDY starts.**

A. Starting and Ending Travel

1. General

a. The travel authorization establishes when travel status starts and ends.

b. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours at night (2400 - 0600).

c. When travel is between 2400-0600, the only acceptable sleeping accommodations are:

(1) ship staterooms, and

(2) train sleeping cars.

***NOTE 2:* Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a traveler is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (not to exceed 24 hours) at the TDY point before the traveler is required to perform official duties (see pars. C1060-B and C1060-C).**

d. A traveler should not be required to use a carrier if using that carrier requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.

e. A prudent authorizing/order-issuing official should schedule travel so that lodgings may be provided so the traveler can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).

f. Transportation should be arranged so that the traveler is scheduled to arrive the day before the TDY actually begins.

g. A traveler should be scheduled for a departure in time for an en route rest stop or an overnight rest period at the destination under the circumstances in pars. C1060-B and C1060-C.

h. Require travelers to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations.

i. Carefully review requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 - 2400. To prevent travel between 2400 - 0600, it is reasonable for a traveler to:

a. depart the PDS (or home as appropriate) early enough to prevent having to travel between 2400-0600, or

b. depart the TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem for Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment. (56 Comp. Gen. 847 (1977)).

Example 1: A traveler completes official TDY duty on Friday afternoon. The traveler could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the traveler from traveling between 2400 and 0600, the authorizing/order-issuing official may authorize or approve departure the next day (in this case, Saturday). The traveler receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the traveler receives 75% M&IE for Saturday. Any additional delayed days are the traveler's financial responsibility.

Example 2: A traveler is required to attend a conference that starts at 0800 on Monday morning. If the traveler is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the traveler had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Expenses for any additional early days are the traveler's financial responsibility.

B. En Route Rest Stops

1. Travel during Normal Rest Hours. The authorizing/order-issuing official may authorize/approve an en route rest stop when travel must be scheduled:

a. to start at, near, or after the end of the traveler's regularly scheduled duty hours; or

b. during usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See ***NOTE 2*** following par. C1060-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The authorizing/order-issuing official may authorize a rest stop en route when:

a. the origin or destination point is OCONUS;

b. travel is by a usually traveled route;

c. travel is by less than first/business-class service; and

d. the scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

3. En Route Rest Stop Prohibited. An en route rest stop is prohibited when:

a. Travel is authorized by first- or business-class service.

b. A traveler chooses to travel by an indirect route, for personal convenience, causing excess travel time.

c. A traveler takes leave at a stopover.

4. En Route Rest Stop Location. An en route rest stop:

a. may be authorized/approved at any intermediate point, and

b. should be as near to midway in the journey as authorized carrier scheduling permits; or

c. scheduled at a point en route at which the carrier permits free stopovers (if possible).

5. En Route Rest Stop Length. An en route rest stop is for a reasonable rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop locality per diem rate applies.

C. Rest Period at TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 24 hours) is recommended before the traveler reports for duty when:

1. the scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS;

2. an en route rest stop is not authorized/approved; or

3. the traveler is not authorized first- or business-class accommodations.

4. the traveler is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the traveler is required to perform official duties). See ***NOTE 2*** following par. C1060-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

D. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced travel fares, a traveler elects to stay at a TDY station longer than required by the assignment and the action is authorized/approved by the authorizing/order-issuing official, per diem or AEA for the additional time may be paid if:

1. the transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the Government; and

2. the delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

***C1061 CONFERENCES/TRAINING AT THE PDS**

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances. 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.

***C1062 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 their employees 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***. Agencies 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).

C1066 OFFICIAL DISTANCE DETERMINATION

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

1. is the only official source for worldwide TDY and PDT distance information,

2. replaces all other sources used for computing distance (except for airplanes see par. C1065-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://dtod-mtmc.belvoir.army. mil.

4. provides distances which must be rounded to the nearest mile for each leg of a journey,

5. does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal), and

6. website is found at ***http://dtod-mtmc.belvoir.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.

***C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JTR REGULATIONS**

Commands/units are expected to take appropriate disciplinary action when employees 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 other appropriate personnel means. Action must ***not*** be through refusal to reimburse. See par. C2207-A4 for exceptions when reimbursement is ***not*** allowed.

CHAPTER 2
TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION REQUESTS, BAGGAGE AND MILEAGE RATES

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C2002	**CITY-PAIR PROGRAM** A. Policy B. Scheduled Air Carriers (DoD 4500.9-R, Part L. Chap. 103, par. B2) C. Frequently Asked Questions About Using the Contract City Pair Program

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5. Required as Part of Conditions of Employee's Assignment. Travel shall be required by aircraft for any distance when such mode of travel is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require employees to be aboard aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. These employees shall be required to be aboard any type of Government aircraft on scheduled or nonscheduled flights.

6. Necessary for Accomplishment of Mission or when Air is Only Mode Available. Travel for any distance shall be required by aircraft with or without the employee's consent when such mode of travel is necessary for the accomplishment of the activity's mission or is the only mode of transportation available. These employees shall be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. Acceptance by the employee of a travel order authorizing travel by aircraft will constitute agreement to the provisions of the particular travel order

7. Evacuation by Air Required for Medical Reasons. Travel by appropriate aircraft shall be required when competent medical authority determines the use of this transportation mode is necessary for medical evacuation of an employee. For authority to provide transportation by commercial air at Government expense for medical evacuation of an employee assigned at a PDS outside the U.S. and dependents see par. C6600 (for civilian employees assigned to Defense Attaché Offices and DIA Liaison Offices see also DIA Manual 100-1, Vol. 1, Part 4, Section K).

8. Medical Reasons Precluding Air Travel. Neither civilian employees nor their dependents shall be required to travel by air if such mode of transportation is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. Appropriate medical authority at a military installation shall be responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel shall each be furnished a copy of the written medical determination. When one of the members of a family cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family.

C2002 CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: ***http://public.transcom.mil/J4/j4lt/dtr.html***.. Following is an edited extract from that regulation.

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

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

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

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

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

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

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

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JTR, par. C1058).

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

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

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

B. Scheduled Air Carriers (DoD 4500.9-R, Part L. Chap. 103, par. B2)

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

2. ***Cost reimbursable contractor personnel are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

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

C. Frequently Asked Questions About Using the Contract City Pair Program

1. How does the program work?

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

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

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

***2. What are the advantages of the program?**

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

3. Who can use it?

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

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

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

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

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

a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip.

b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours.

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

d. Rail service is available, and such service is cost effective and is consistent with mission requirements.

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

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

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

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

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

8. How is Quality of Service Evaluated?

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

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

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

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

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler. The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over $1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE:*** ***Gov't funded travel to and from RAT leave locations and when ordered TDY while on leave is considered official travel and therefore contract fares may be used to and from this leave location (see pars. C4162 and C4440)***.

Example:
Travel authorization states the official travel itinerary as:

From:	Atlanta, GA
To:	San Francisco, CA and
	Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is $251 with United Airlines. Round trip totals $502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From:	Atlanta, GA
To:	Chicago, IL
From:	Chicago, IL
To:	San Francisco, CA and
	Return to Atlanta, GA

Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city pair contract fares for this trip portion. Commercial fares are applicable to this trip portion. The city pair contract fare is applicable only to the trip portion from Atlanta, GA, to San Francisco, CA, with United Airlines at $251.

NOTE: The traveler is responsible for any additional costs when, for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in this case is limited to the transportation cost by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city pair website: ***http://pub.fss.gsa.gov/citypairs/.***

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. The topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at http://www.fss.gsa.gov/citypairs/, or **contact one of the following PoCs below. Only those without internet access should call.**

*Mr. Linda L. Smith
Contract Specialist
(703) 305-7640

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Thomas Uberto
Contracting Officer
(703) 305-7822

4. Inadequate Foreign Coach-Class Train Accommodations. The use of first-class train accommodations may be authorized/approved when coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

D. Extra-Fare Train Service. Travel by extra-fare trains may be authorized/approved when such use is advantageous to the Government or is required for security reasons. The use of the lowest class of service available on any AMTRAK Acela or Metroliner train Service (including Acela Express) is advantageous to the Government. 'Business' class is the lowest available class of service on the Amtrak Acela Express or Metroliner train service. 'Coach' class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first-class accommodations may be authorized/approved only as provided in par. C2203-C.

C2204 COMMERCIAL AIR TRANSPORTATION

A. Accommodations

1. General. It is the Government's policy that employees and/or dependents who use commercial air carriers for domestic and international travel on official business shall use coach-class airline accommodations. Employees shall ascertain their travel requirements in sufficient time to book coach-class accommodations. First-class airline accommodations may be used only as permitted in par. C2204-5c. Premium-class other than first-class airline accommodations may be used only as permitted in par. C2204-5d. When an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."

2. Authorization/Approval for Use of Premium-Class Accommodations. The officials listed in par. C2204-A3 may authorize/approve first-class airline accommodations if the criteria in par. C2204-A5c are met. The local transportation officer or other appropriate authority, in conjunction with the order-approving authority, may authorize/approve the use of premium-class airline other than first-class airline accommodations if the criteria in par. C2205-A5d are met. Authorization for the use of premium-class airline accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the local transportation officer or other appropriate authority, at the earliest possible time.

3. Authorization/Approval for First-Class Accommodations. Authority for authorizing/approving the use of first-class air accommodations shall be limited to the Secretary of Defense or Deputy Secretary of Defense or other authority as designated by the SECDEF. The delegation or redelegation of authority to authorize/approve first-class air travel shall be held to as high an administrative level as practical to ensure adequate consideration and review of the circumstances requiring the need for first-class air accommodations. Authorization/approval may only be considered when the criteria in par. C2204-A5c are met.

4. Requirements for First-Class Accommodations Use. Authorization for first-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler must obtain written approval from the appropriate authority at the earliest possible time. When a travel order (see par. C3150-B, item 16) authorizes first-class air accommodations (by including the authority and authorization source (memo/letter/message/etc. including date and signatory position), appropriate Government transportation documents must be annotated with the same information. When a travel order does not contain authority for first-class air accommodations use and no other class of service is available, a transportation document may be issued for first-class service when the document-issuing agent annotates the document in accordance with transportation procedural guidance that tickets for first-class air accommodations were issued as only first-class service was available between authorized origin and destination points."

5. Traveler Responsibility and Documentation in Connection with First-Class Accommodations. The traveler shall certify on the travel voucher the reasons for the use of first-class air accommodations. Specific authorization/approval shall be attached to, or stated on, the travel voucher and retained for the record. In the absence of specific authorization/approval, the employee shall be responsible for all additional costs resulting from the use of first-class air accommodations. The additional costs shall be the difference between the first-class accommodations used and the next lower class below first-class.

a. First-Class Air Accommodations Use. Circumstances justifying the use of first-class air accommodations are limited to those listed in pars. C2204-A5b. and C2204-A5c.

b. Employee Certification Required. First-class accommodations may be used when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only first-class accommodations, and the employee certifies this circumstance on the travel voucher.

c. Authorization/Approval Required. The appropriate authority as cited in par. C2204-A3 may authorize/approve first-class airline accommodations when:

(1) coach-class airline accommodations or premium-class other than first class airline accommodations are not reasonably available. For purposes of this paragraph, "reasonably available" means a class of accommodations other than first-class airline accommodations available on an airline scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. "Reasonably available" does not include any accommodations with a scheduled arrival time later than the employee's required reporting time at the duty site, or with a scheduled departure time earlier than the time the employee is scheduled to complete the duty.

(2) first-class airline accommodations are necessary because the employee/dependent is so handicapped or otherwise physically impaired that other accommodations cannot be used, and such condition is substantiated by competent medical authority. The use of first-class airline accommodations also may be authorized for an attendant authorized under par. C6552, item 1, to accompany the employee/dependent, when the employee/dependent is authorized use of first-class airline accommodations and requires the attendant's service en route.

(3) first-class airline accommodations are needed when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to travel by:

(a) an employee whose use of a class of accommodations other than first-class would endanger the employee's life or Government property;

(b) agents in charge of protective details who are accompanying individuals authorized to use first-class accommodations; and

(c) couriers and control officers accompanying controlled pouches or packages and premium-class other than first-class airline accommodations are not available.

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

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

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

*d. Business-Class Transportation Accommodations Use. Circumstances justifying use of business-class transportation accommodations are limited to those listed in par. C2204-A5d(1) through C2204-A5d(8). Use of business-class transportation accommodations may be authorized/approved when:

(1) regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class airline accommodations, and the employee certifies this circumstance on the travel voucher.

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

(3) Necessary to accommodate a traveler's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class airline accommodations use also may be authorized for an attendant, who is authorized to accompany the attended traveler, when that traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.

(4) The accommodations are required for security purposes or because exceptional circumstances, as determined by the local transportation officer or other appropriate authority in conjunction with the authorizing/order-issuing official, make the use essential to the successful performance of the mission.

(5) Coach-class airline accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag air carrier service use is authorized/approved in accordance with the Fly America Act. See par. C2204-B for rules governing U.S. flag carrier use.

(6) The accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.

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

*(8) travel is between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including airport stopovers and plane changes) is in excess of 14 hours. A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work. ***Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Approval authorities must consider each request for business-class service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. (See NOTE 1 in par. C1060).***

NOTES:

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

(b) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

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

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

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

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

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. C2204-B3, U.S. flag air carrier service is available if:

a. the carrier performs the commercial foreign air transportation required, and

b. the service accomplishes the mission, even though:

(1) a comparable/different kind of service by a noncertificated air carrier costs less,

(2) noncertificated air carrier service is preferred by the service/traveler,

(3) noncertificated air carrier service is more convenient for the service/traveler, or

(4) the only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen 629(1977)).

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

a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.

c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).

d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.

e. Foreign air transportation is paid fully directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***

f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.

g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

(1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or

(2) extend travel time by at least 6 hours or more; or

(3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The order-issuing/authenticating official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE:*** ***Approval based on an unreasonable safety risk must be in writing on a case by case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***

k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).

l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if noncertificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a noncertificated carrier is available which does not require travel at those hours (the traveler may travel by noncertificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp.Gen. 629 (1977)).

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

3. Nonavailability Documentation. When the order-issuing/authenticating official determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a noncertificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel orders and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and enroute points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines:

(1) when U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;

(2) when U.S. flag air carrier service is not available at origin or an interchange point, noncertificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

(3) when schedule selection leaves the traveler at a location from which there is no choice but to use noncertificated air between the U.S. and another continent, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. C2204-B4a. when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (***schedules are for illustrative purposes only and do not reflect actual airline schedules***):

Schedule I
Monday/Tuesday/Thursday/Saturday/Sunday

	City	Time	Air Carrier
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Foreign
Arrive:	Stuttgart	1410	

Schedule II
Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III
Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Schedule IV
Daily (except Saturday)

	City	Time	Air Carrier
Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. C2204-B4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

5. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part or all of the trip, the transportation cost on the foreign air carrier ***is not payable*** (41 CFR §301-10.143).

C. Carrying Dangerous Weapons Aboard Commercial Aircraft. When compatible with the mission, any person in DoD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier will be advised confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person will present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon will conform to the regulations of the separate departments.

C2205 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial ship transportation for transoceanic travel may be authorized/approved only as prescribed in par. C2205-B. An employee and/or dependents may have travel by car ferry authorized/approved as specified in par. C2166. Without authorization/approval, reimbursement is based on constructed air transportation costs.

B. Authorization To Use Commercial Ship. Commercial ships use may be authorized/approved by the order-issuing/authenticating official when:

1. the travel can be completed only by ship;

2. the travel can be performed more economically or efficiently by ship; or

3. competent medical authority certifies that the traveler is medically unable to use air transportation and ship transportation is the only reasonable alternative.

C. Accommodations on Ships. Employees who travel by ship shall use least costly first-class ship accommodations. More costly first-class ship accommodations may be used only as permitted in par. C2205-D.

D. Authorization/Approval for More Costly First-Class Ship Accommodations Use

1. Authorization/Approval. Use of more costly first-class accommodations under the circumstances specified in par. C2205-E may be authorized/approved by the order-issuing/authenticating official.

2. Requirements. Authorization for more costly first-class ship accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the employee must request written approval from the appropriate authority as soon as possible after the travel.

E. More Costly First-Class Ship Accommodations Use. More costly first-class accommodations may be authorized/approved only when:

1. least costly first-class accommodations are not available;

2. necessary to accommodate an employee's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. More costly first-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. C6552, item 1, to accompany an attended traveler when the attended traveler is authorized more costly first-class accommodations use and requires the attendant's service en route;

3. there are exceptional security requirements. Examples are:

a. an employee whose use of least costly first-class accommodations would entail danger to the employee's life or Government property;

b. agents of protective details accompanying individuals authorized to use more costly first-class accommodations; and

c. couriers and control officers accompanying controlled pouches or packages.

F. U.S. Ship Registry Use

1. General. U.S. flag ships shall be used except as provided in pars. C2205-F2 and C2205-F3 (46 U.S.C. §1241(a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. flag ship cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, May 1, 1978).

2. U.S. Flag Ship Use Impracticable. When U.S. flag ships use would seriously interfere with/prevent the performance of official business, the order-issuing official may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 explaining why U.S. flag ship use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.

3. U.S. Flag Ship Unavailable. When U.S. flag ships are not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 is used explaining why U.S. flag ships are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.

4. Determination Required. The authorizations/approvals referred to in pars. C2205-F2 and C2205-F3 must not be based on inconvenience in securing transportation on U.S. flag ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

C2206 REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE

A. General. This paragraph applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructive cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this paragraph.

B. Government and Government-Procured Air Transportation Available. When Government air transportation use is required under par. C2001-D3 through C2001-D6, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost shall not exceed the amount that would have been paid for the available Government air transportation.

NOTE: Government air transportation is not available when:

1. an authorizing/order-issuing official determines that Government air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;

2. Government air transportation use would involve circuitous travel or undue inconvenience; or

3. travel via aircraft is inadvisable medically.

If appropriate Government transportation and Government-procured transportation are both available, but an employee or dependent elects to travel at personal expense, the lowest priced transportation mode is the reimbursement limit. If only Government-procured transportation is available, its cost is the reimbursement limit.

C. Government and Government-Procured Air Transportation Not Available. When Government and Government-procured air transportation are not available, or Government air transportation is not available, reimbursement for the transportation used shall not exceed the least expensive unrestricted fare available for scheduled commercial air service over the usually traveled direct route between the origin and destination. If travel by aircraft is medically inadvisable, reimbursement is limited to the least expensive unrestricted fare for first-class passenger accommodations on a commercial ship.

D. Use of Non-certificated Air Carriers or Ships of Foreign Registry. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign carrier (or ship) service is used. If U.S. Flag carrier or ship service is available for an entire trip and the traveler uses a foreign carrier or ship for any part or all of the trip, the transportation cost on the foreign carrier or ship ***is not payable*** (41 CFR §301-10.143).

E. Computation. Except as prohibited in pars. C2206-C and C2206-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the Government would have paid for the authorized transportation mode and route, or the cost actually paid by the traveler, whichever is less. The authorized transportation mode means the transportation mode that would have been furnished in accordance with this Volume. Constructive reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, shall not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructive cost for transportation and the normal scheduled travel time for the carrier shall be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the Cost of Government-Offered Air Transportation. The reimbursement of dependent travel is subject to the limitation on the travel order, if any, under par. C2001-D1.

C2207 ARRANGING OFFICIAL TRAVEL

*A. CTO Use

1. Mandatory Policy. It is DoD ***mandatory policy*** that employees use available CTOs to arrange official travel, including transportation and rental cars.

2. Service Regulations. See DoD component regulations for CTO use information.

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when employees and/or authorizing/order-issuing officials fail to follow the regulations concerning CTO use (see par. C1070).

b. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or other personnel means. Action must ***not*** be through refusal to reimburse. See par. C2207-A4 below for exceptions when reimbursement is ***not*** allowed.

4. Reimbursement Not Allowed. Reimbursement ***shall not be allowed*** when the employee does not follow the regulations for foreign flag carriers (see par. C2200-H).

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. C2204-B or C2205-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.

b. 12 months.

3. Five Year Limit on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the RAT tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond the 5-year limit on OCONUS assignments, unless the employee is not affected by, or has been released from, the 5-year OCONUS service limitation (see par. C4005-C1e).

4. Computing Tour of Duty when Delayed RAT is Involved and Employee is not Affected by the 5-Year OCONUS Service Limitation

Example

An employee's initial 36-month tour ended 30 June 01. The employee was eligible to perform RAT beginning 1 July after signing a 24-month renewal agreement. The employee departed the PDS on 1 July, performed RAT and returned 31 July 01. The new tour of duty begins on 1 August 01 and ends 31 July 03 (i.e., 24 months after return from RAT).

If the initial tour was extended for the same employee to 31 August 01, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 01, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 01 and ending 31 July 03. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

C4156 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or be accompanied by dependents. Dependents may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee concerned does not perform authorized renewal agreement travel. Unaccompanied dependents will not be allowed delayed use of renewal agreement authority beyond 6 months after the date the employee begins such travel except as provided for teachers in par. C4164.

C4157 RENEWAL AGREEMENT TRAVEL NONCUMULATIVE

Renewal agreement travel entitlement is for use between consecutive periods of continuous overseas employment and may be performed between the date of completion of one agreement and before serving another tour of duty pursuant to a written agreement (35 Comp. Gen. 101 (1955)). Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used.

C4158 TRANSPORTATION OF BAGGAGE

Transportation of necessary baggage is allowed as provided in par. C2305.

C4159 TEMPORARY STORAGE OF HHG

The conditions under which up to 90 days temporary storage of HHG is allowable are prescribed in Chapter 8, Part D.

C4160 PER DIEM ENTITLEMENT

An employee is authorized per diem during the allowable travel period en route from the OCONUS PDS to the authorized destination and from that destination to the OCONUS PDS. No per diem is authorized for the employee's dependents incident to RAT when the employee returns to the same OCONUS PDS for duty. However, when the employee is to report to a different OCONUS PDS for duty after leave, per diem is allowable for dependents while en route, limited to the constructed time by usual mode and route between old and new OCONUS duty stations.

***NOTE*: AEA in JTR, Chapter 4, Part M may not be authorized/approved for RAT/PCS travel.**

C4161 LEAVE STATUS DURING ABSENCE FROM DUTY

During the period of absence from the overseas post of duty until return to duty at the same or different overseas post of duty, the employee may be entitled to home leave, or leave-free travel time, or may be in a leave with or without pay status. The leave regulations of the separate departments apply. Certain limitations apply to teachers in the DoD Education Activity (see par. C4164).

C4162 ALTERNATE DESTINATION

*A. Entitlement. Employees/dependents are authorized to perform RAT to a destination (other than the employee's actual residence) in:

1. U.S., or

2. the country of the employee's actual residence.

Either destination listed above is an official travel destination; contract city pair fares may be available for use. If the employee 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:
Employee's PDS is in Germany and the actual residence is Ames, Iowa.
No city pair to Ames, Iowa and least cost unrestricted fare (incorporating some city pair fare connections) is $1,200.
Employee desires to utilize RAT to Boston, MA.
City pair to Boston is $1.400.
Least cost non-city pair fare to Boston is $1,600.
Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair fare may not be used to Boston. The employee is financially responsible for the additional cost ($1,600 - $1,200 = $400).

Example 2:
Employee's PDS is in Germany and the actual residence is Washington, DC.
City pair trip cost is $980
Employee desires to utilize RAT 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 actual residence in Washington, DC, the employee is authorized city pair fare to St. Louis ($840) NTE the $980 cost to HOR.

B. Time and Location Requirement. To be entitled to RAT, an employee whose actual residence is in the U.S., must spend majority of the RAT time in the U.S.

C. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. fails to meet the conditions in pars. C4162-A and C4162-B,

2. is merely routed through the country of actual residence en route to another country, or

3. travels to various points for personal reasons (e.g., a "travel tour").

D. Administration. An alternate destination:

1. is determined in advance of travel and stated in the travel order,

2. omitted from the travel order may be amended to include the alternate destination,

3. may be specifically approved on the reimbursement voucher.

E. Reimbursement. RAT reimbursement to an alternate destination shall not exceed the amount allowed for a usually traveled route from the PDS to the actual residence and for return to the same or different OCONUS PDS.

C4163 LIMITATIONS

A. Household Goods (HHG). There is no entitlement in connection with renewal agreement travel for the shipment of HHG except with regard to necessary baggage as provided in par. C2305. However, the signing of a renewal agreement in connection with renewal agreement travel can be the basis for reestablishing expired entitlement for the transportation of HHG (and dependents) to the extent of prior authorization that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. For travel entitlements of unaccompanied dependents, see par. C4156.

C. Destination Point. Renewal agreement travel authority does not apply if an employee's travel destination is to a place other than in the country or area in which the place of actual residence is located.

D. Duplicate Eligibility. Duplicate transportation will not be authorized for persons who may be separately eligible for renewal agreement travel as an employee and as a dependent.

C4164 TEACHERS IN THE DoD OVERSEAS DEPENDENTS SCHOOL SYSTEM

A. Completion of Period of Service RAT Entitlement. Under RAT authority, a teacher who satisfactorily completes the period of service, as specified in the transportation agreement, is authorized travel to the actual residence in the U.S. during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General. The following exceptions to the provisions of par. C4164-A may be approved during a period of continuous service as provided in pars. C4164-B2 and C4164-B3.

2. Reassignment at Management's Request. Under RAT authority, after completing 1 school year of service on a current agreement, any teacher who is reassigned at management's request from one 2-year area to another, may return to the place of U.S. residence during the summer vacation. The normal routing between the two PDSs must be through the U.S. and the teacher must sign a new renewal agreement for the new area of assignment. Other reassignments at management's request must be limited to travel by direct routing as a PCS movement between the two PDSs. The first school year of service at the new location completes the second consecutive school year of required service under the initial transportation agreement.

3. Attendance at an Accredited College/University. When the teacher wants to return to the U.S. for the summer at the end of the first school year of service, a teacher may be authorized round trip renewal agreement transportation if the teacher is:

a. under an agreement to attend an accredited college/university,

b. pursuing courses for professional preparation/advancement that are related to the present/planned DoD Education Activity assignment, or

c. pursuing other specific professional preparations meeting current DoD Education Activity requirements, or

d. attending courses that are required for continued certification in the teacher's home state.

The renewal agreement is signed before leaving the OCONUS area. The teacher is required to present satisfactory evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than 6 semester hours. If the teacher fails to present evidence of satisfactory completion of the courses, for reasons unacceptable to the employing activity, the teacher must refund the Government the cost of the return travel to the U.S. which was for the purpose of attending the courses of study. Those who return to the U.S. under the exception contained in this subparagraph begin a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College or University Incident to Authorized Extended Leave of Absence. Round trip renewal agreement transportation may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized leave of absence to attend an accredited college/university located in the U.S., provided:

a. the teacher has satisfactorily completed 2 school years in the DoD Education Activity and meets the eligibility conditions for renewal agreement travel;

b. the teacher executes a renewal agreement before departure in connection with the authorized leave of absence;

c. the teacher presents to the appropriate official responsible for authorizing the extended leave of absence and renewal agreement travel satisfactory evidence of bona fide intent to attend an accredited college or university for the purpose of pursuing a course of study leading to a higher degree or for graduate work in his/her chosen field, and such course of study is not feasible through other means, together with proof or acceptance for such course of study and information regarding successful completion of the course.

Teachers are authorized to travel to the United States on the first portion of renewal agreement travel authority in order to attend an accredited college or university. Travel to the overseas area may be accomplished under the return portion of renewal agreement travel authority upon completion of the period of study. Paragraph C4156 will be exclusive of any time the teacher is actively enrolled at the college or university in the United States.

5. Reassignment to 1-Year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized renewal agreement travel to the place of residence in the U.S. to take leave without pay during the summer recess. Renewal agreement travel also is authorized from that place of residence in the U.S. to the new OCONUS PDS indicated in the renewal agreement.

C. Storage of HHG between School Years

1. Entitlement Conditions. The general entitlement conditions are covered in Chapter 8, Part E, Section 3.

2. In Addition to Storage in Transit. Authority for storage between school years is in addition to authority for temporary storage in connection with the shipment of property. Storage under these two authorities may overlap in time.

3. Not Applicable to Substitute or Part-Time Teachers. Substitute and part-time teachers are not eligible for storage of property between school years.

4. Administrative Arrangements. The industrial relations or civilian personnel officer concerned (administrative responsibility) will furnish to the appropriate transportation officer notification about storage between school years. The transportation officer is responsible for storage arrangements. The notification will specify the beginning and ending dates for the period of storage. The transportation officer will maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

5. Notification of Indebtedness. The industrial relations or civilian personnel officer concerned will be responsible for immediately notifying the transportation officer who is handling the storage account in the event the teacher becomes indebted for the cost of storage through loss of eligibility so that collection action can be taken.

6. Consecutive School Terms in Different Locations. If a teacher is at different locations for consecutive school terms, storage costs will be paid from funds of the losing command or activity until the property is removed from storage for shipment to the new duty station. Funds of the gaining command or activity will be used for any storage costs after the date the goods arrive at the new duty station. The place of storage may be at either the old or new duty station as determined most practical under the circumstances in individual instances.

C4556 LODGING AND MEALS PROVIDED WITHOUT COST

On days that all meals and lodgings are provided without cost to an employee incident to a TDY or training assignment, the per diem allowance is:

1. $2 incident to an assignment in CONUS; and

2. $3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the order-issuing official determines that the $3.50 is not adequate and authorizes/approves the incidental expense rate in ***http://www.dtic.mil/perdiem/opdrform.html*** (in this case, payment of the incidental expense rate must be stated in the travel order); or

3. the incidental amount prescribed i***http://www.dtic.mil/perdiem/opdrform.html*** for the locality concerned instead of $3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The order-issuing official can determine $3.50 to be adequate for anticipated expenses when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of $3.50 may be authorized and must be stated in the travel order.

However, the applicable amount, plus the cost of meals and lodgings furnished without cost to the employee may not exceed the applicable maximum per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***. (See par. C4554-D for per diem when TDY performed in support of field training exercises with military units.)

C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental portion of per diem for OCONUS areas is $3.50 instead of the amount prescribed in ***http://www.dtic.ml/perdiem/opdrform.html*** or the locality concerned. The order-issuing official can determine that the $3.50 is not adequate and authorize/approve the incidental expense rate in ***http://www.dtic.mil/perdiem/opdrform.html*** In this case, payment of the ***http://www.dtic.ml/perdiem/opdrform.html*** incidental expense rate must be stated in the travel order. When a charge for use of Government quarters is paid by the traveler, the per diem payable is increased in an amount equivalent to the charge for quarters. The resultant amount is not to be rounded off to the next higher dollar. In no case shall the total per diem payable exceed the applicable overseas per diem locality rate for the area.

C4558 PER DIEM FOR TRAVEL BY VESSEL

A. General. For vessel travel, the per diem allowance for the day of arrival on board (day of embarkation) and day of departure from the vessel (day of debarkation) is computed under the lodging-plus system in par. C4553.

B. Government Ship

1. General. A traveler is paid $2 per day while aboard a Government ship when furnished quarters without charge and meals with or without charge. The traveler is paid $4 per day when required to pay for quarters onboard the ship. Neither rate is subject to further reduction. When a traveler is required to pay for meals, the $2 or $4 rate is increased by the current standard Government meal rate (See Appendix A). In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the per diem rate prescribed in this subparagraph is increased by the actual daily cost of those quarters. In no case may reimbursement for the total cost of quarters on the ship and ashore exceed the maximum lodging amount prescribed in the per diem rates at ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality concerned. When an employee procures meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 (General) are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB). The per diem rates are not subject to any further reductions.

3. Two or More Meals Furnished with Charge Aboard Corps of Engineers Floating Plant. For days on which an employee is charged for two or more furnished meals in a mess facility aboard a Corps of Engineers floating plant incident to TDY, the per diem rate for that day is the actual cost of lodging up to the Standard CONUS lodging rate (see the per diem rates at ***http://www.dtic.mil/perdiem/pdrform.html*** or par. C4550-E3 for the current Standard CONUS per diem rate) plus $20 for meals and incidental expenses. The resultant amount is not rounded off. This per diem rate is not subject to the rates in par. C4554-A1 (based on Government mess use). For days when less than two meals are furnished in a mess facility aboard a floating plant, the M&IE rate payable is the Standard CONUS per diem rate (see per diem rates at ***http://www.dtic.mil/perdiem/pdrform.html*** or par. C4550-E3 for the current Standard CONUS per diem rate). When meals are furnished without charge, the provisions of par. C4554-B (deductible meals) apply.

C. Commercial Vessel

*1. General. Except as noted in par. C4558-D below, for travel aboard a commercial vessel, a per diem rate equal to the anticipated expenses should be set. The authorizing/order-issuing official should state in the orders the circumstances warranting the rate.

2. Alaska Marine Highway System. For travel by ferry on the Alaska Marine Highway System, the per diem rate is the Standard CONUS M&IE rate. See the per diem rates at ***http://www.dtic.mil/perdiem/pdrform.html*** or par. C4550-E3 for the Standard CONUS per diem rate.

3. Inland or Coastal Waters. Per diem rates for TDY travel aboard a commercial vessel on CONUS inland or coastal waters are:

a. $2 when the cost of passage includes meals, or

b. $30 when the cost of passage does not include meals.

*D. Car Ferries. When an employee on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the employee is authorized the following:

1. Mileage (see par. C2505)

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

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

2. Transportation. The employee is authorized:

a. Government-procured ferry transportation, or

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

3. Per Diem

a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.

b. Meals and Incidental Expenses (M&IE). M&IE is based and computed for the employee using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarkation) from the ferry; and

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

***NOTE*: See par. C2204-B3 for required documentation if a U.S. registered ferry is not available.**

C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

A. Privately Owned

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.

2. Meals and Incidental Expenses. The official directing travel shall: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem in accordance with par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in par. C4555-D, items 2 through 9, are lodging costs.

C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS.

Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-D1. The per diem rates in par. C4561-D1 apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the lodging-plus system in par. C4553. Per diem rates determined in accordance with instructions in par. C4561-D1a and C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

C4561 PER DIEM FOR TRAINING AND LONG-TERM TDY ASSIGNMENTS

A. General. Per diem rates for all courses of instruction regardless of length or location are determined under this paragraph in the same manner as for any other TDY except for courses of instruction for which a specific rate is prescribed in par. C4561-B and long-term training, research, and study programs to which the rates in par. C4561-C apply. See par. C4550 for procedures to request changes to the rates in par. C4561-B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the lodgings-plus system in par. C4553.

B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***

2. Survival Training School, Fairchild Air Force Base, Washington. A $12.50 per diem rate applies during DoD employees' attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Government quarters use, the per diem allowance is increased by the quarters' charge, without rounding the total to the nearest dollar.

C. Per Diem for Training Assignments of More than 30 Consecutive Calendar Days. Per diem rates for training assignments of more than 30 consecutive calendar days at one location are prescribed in par. C4561-D and apply from the day following the arrival day at the training location through the day prior to the departure day. Training assignments include research and study programs conducted at any college or university, other academic institution or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and attendance in a TDY status is authorized, in accordance with par. C4520. ***All assignments under the DoD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DoD, or similar training and development programs, are primarily for training.*** Per diem payments for training determined in accordance with instructions in pars. C4561-D1a and C4651-D1d are payable in fixed amounts.

D. Per Diem for Training Programs and Long-term TDY Assignments

1. Training Programs and Long-Term TDY Assignments. Per diem allowances for training programs of more than 30 consecutive calendar days and TDY assignments of more than 180 consecutive calendar days at one location are:

a. 55 percent of the applicable maximum rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html***, rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in Note below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that:

b. if Government quarters are used, the rate is determined using the lodgings-plus system in par. C4553 (lodging receipts are required);

c. if Government quarters are used and a Government mess is used, the rate is determined using the lodging-plus system in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and

d. if meals and lodgings are furnished without cost to an employee, per diem payable is $2 within CONUS, $3.50 OCONUS when lodgings used are on an installation (a post, camp, station, base, or depot owned or operated by the U.S.) or the applicable incidental expense allowance in ***http://www.dtic.mil/perdiem/opdrform.html*** if lodgings are not on an installation. See the note following par. C4554-A1b for a different incidental expense rate.

NOTE: Taxes on lodging in the United States and non-foreign areas (see Appendix A), limited to taxes on the maximum amount prescribed for lodging in http://www.dtic.mil/perdiem/pdrates.html for the location concerned, are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign areas are part of per diem and are not separately reimbursable.

2. Exceptions to the Prescribed Training Program and Long-Term TDY Per Diem Allowances. When the 55 percent rate prescribed in par. C4561-D1a is not appropriate for a particular training or TDY assignment, a DoD component may request an exception to the 55 percent rate in accordance with pars. C4561-D2a and C4561-D2b, below.

a. Reduced Training and TDY Per Diem Allowance. If an authorizing/order-issuing official determines that the 55 percent rate is excessive because of lower lodging and/or meal costs resulting from pre-arrangements or other reasons, the DoD component involved may request a fixed reduced per diem rate under par. C4550.

b. Training and TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an authorizing/order-issuing official determines that a 55 percent rate is inadequate, the DoD component involved may request a higher per diem rate that does not exceed the applicable maximum per diem rate prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality involved. The request must be supported by documentation of the circumstances (for example, nonavailability of acceptable lower-cost lodgings)

justifying the need for an allowance in excess of the 55-percent. The request may be forwarded by letter or message to the appropriate office designated in par. C4550.

c. Reimbursement for Cost of Retained Lodging When an Employee on a Long-Term TDY/training Assignment Takes Leave. It may be necessary and/or cost effective for an employee on a long-term TDY/training assignment to retain lodgings while on leave. Reimbursement for the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, ***if requested by the employee***, may be approved by the authorizing/order-issuing official. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

Example 1

a. An employee is on a long-term TDY assignment and is paid per diem at the rate of $47 (55% of $85, the per diem applicable to the TDY location, rounded to the next higher dollar. The $85 rate includes $30 for M&IE and $55 for lodging).

b. The $47 per diem paid the employee is, for the purpose of this example, to consist of $16.50 (55 % of $30, the applicable M&IE rate) for meals and incidental expenses and $30.50 ($47 minus $16.50) for lodging.

c. In June the employee is scheduled to be on leave for 10 days and is entitled to per diem for 20 days only (30 days in June less 10 days leave). The employee is paying $800 per month for an apartment, including utilities.

d. The 20 days per diem paid the employee during June includes $610 ($30.50 x 20 days) for the apartment cost. The remaining apartment cost for June is $190 ($800 - $610).

e. Reimbursement for the remaining apartment cost ($190) for June may be approved by the authorizing/order-issuing official since it does not exceed the per diem $470 ($47 x 10 days) the employee would have been paid had leave not been taken.

Example 2

a. An employee on a long-term training assignment is paid a per diem at the rate of $91 (55% of $164, the per diem rate applicable to the assignment location, rounded to the next higher dollar. The $164 rate includes $118 for lodging and $46 for M&IE).

b. The $91 per diem paid the employee is, for the purpose of this example, to consist of $25.30 (55% of $46, the applicable M&IE rate) for meals and incidental expenses and $65.70 ($91 minus $25.30) for lodging.

c. The employee had to take emergency leave from 16 through 31 January and after returning to the training assignment requested reimbursement for the cost of lodgings retained during that period. The employee was entitled to only 15 days per diem for January (31 days in January less 16 days leave). He is paying $2,100 per month for an apartment, including utilities.

d. The 15 days per diem paid the employee during January includes $985.50 ($65.70 x 15) for the apartment cost during that month. The remaining apartment cost for January was $1,114.50 ($2100 - $985.50).

e. Reimbursement for the remaining apartment cost ($1,114.50) for January may be approved by the authorizing/order-issuing official since it does not exceed the per diem $2,821 ($91 x 16 days) the employee would have been paid had leave not been taken.

3. Return to PDS during TDY. See Chapter 4, Part N2 for return to the PDS during TDY.

C4562 PER DIEM FOR CONSULTANTS, EXPERTS, AND PRIVATE INDIVIDUALS TRAVELING WORLDWIDE

A. General. Individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis, and individuals serving without pay or at $1 a year do not have a PDS within the meaning of that term. They are authorized per diem as prescribed in par. C4562-B, C4562-C, C4562-D or C4562-E while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable except as provided in par. C4562-D or unless a higher rate is specifically authorized in an appropriation or other statute.

B. Travel Expenses Paid from a Non-Federal Source. For regulations concerning travel expenses paid from a non-federal source please refer to the Joint Ethics Regulation (JER), DoD 5500.7-R, at *http://www.defenselink.mil/dodgc/defense_ethics/ethics_ regulation/index.html*.

C. Consultants and Experts Employed on an Intermittent Basis. Individuals serving intermittently in the Government, with or without compensation, while in an official travel and duty assignment status as described in par.C4503, are authorized a per diem or AEA in accordance with pars. C4553 and C4600.

*D. Private Individuals Serving without Compensation. Individuals performing invitational travel under the provisions of Appendix E (except as provided in Part I, par. A, item 13), are authorized a per diem or AEA (at the discretion of the ITO-issuing command) in accordance with par. C4553 or par. C4600.

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under invitational travel orders while attending the educational institution where the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the area of the cadet's residence. A cadet is a person serving without pay. For this paragraph, the area of the place the cadet resides while attending the educational institution where the ROTC unit is located means the metropolitan area surrounding the residence, which is ordinarily serviced by local common carriers of the city or town in which the residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

C4563 EFFECT OF ABSENCE ON PAYMENT OF PER DIEM

A. Absence Due to Illness or Injury. See par. C6454 for per diem entitlement when an employee becomes incapacitated during travel because of illness or injury.

B. Detained in Quarantine. Employees are entitled to per diem while detained in quarantine on TDY.

C. Leave and Non-workdays

1. General. Employees are entitled to per diem for days they take leave (other than as provided in Chapter 6, Part J) for only part of the workday, but are not entitled to per diem when they take leave for the whole workday. For purposes of this subparagraph, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

2. Non-workdays. Non-workdays are legal Federal Government holidays and weekends or other scheduled non-workdays. Employees are entitled to per diem on non-workdays except when they return to their official stations or places of abode, or if par. C4563-C2a or C4563-C2b applies.

a. Leave before and after Non-workdays. Employees are not entitled to per diem for a non=workday (s) when they take leave the whole workday before and the whole workday following the non-workday (s).

b. Leave between Non-workdays. Employees are entitled to per diem for not more than two non-workdays if they take leave for all workdays between the non=workdays.

D. Return to PDS on Non-workdays. Employees who voluntarily return home on non-workdays from TDY are reimbursed for the round-trip travel as provided in par. C4677.

E. Travel on Non-workdays to Location Other than PDS. Employees on TDY who travel for personal reasons on non-workdays from a TDY site to locations other than their homes or PDSs are entitled to per diem or AEA for the non-workdays up to the amount payable had they remained at the TDY site. There is no entitlement to reimbursement for transportation costs (B-171266, February 24, 1971).

F. Delay in Returning to PDS. When for personal reasons, including taking leave, employees do not return immediately to their PDSs after TDY, they are entitled to per diem for the time between when they reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructive time of departure is on the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructive date of departure may be the morning of the day following TDY completion. An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600 hours. Travel time should be based upon regular published carrier schedules and properly is authorized upon administrative approval of the voucher.

G. Permanent Duty Travel. Employees are not entitled to per diem while on leave during permanent duty travel.

C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED

A. Absent from PDS For Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated time of return is not entitled to expenses incurred for such travel.

B. TDY Required at Place of Leave. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is entitled to per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon completion of the TDY assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of TDY (except no per diem while at PDS) and return to the place where leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon completion of TDY is allowed per diem and transportation expenses to return to resume leave at a point more distant from the place of TDY than the point where leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructive travel expense between the employee's PDS and the place of TDY (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is ordered to perform TDY at another place, and the employee wishes to resume leave immediately after completion of the duty at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses not to exceed the per diem and transportation expenses for travel from the place where the leave of absence was interrupted to the place where the duty was performed and return may be authorized. The one way, or round trip, shall not be allowed unless, by an appropriate statement in the travel order, it is indicated clearly that, because of the personal expense incurred by the employee in traveling to the leave location, an administrative determination was made that it is unreasonable to require the employee to assume the additional travel expense to comply with the recall order or TDY order (39 Comp. Gen. 611 (1959)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon completion of the TDY assignment is not allowed to resume the leave status but is directed to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the place where the TDY assignment is completed, per diem and transportation expenses are allowed only to the extent it exceeds the constructive per diem and transportation expenses for return direct from the place of leave to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Termination of Leave Status. An employee on authorized leave away from the PDS who is directed, at the termination of leave, to proceed to a TDY location and upon completion of the TDY assignment to return to the PDS, is entitled to per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the constructive cost of direct route travel from the place of leave to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place where the employee is on leave, the place of TDY is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the place of TDY (24 Comp. Gen. 443 (1944)).

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. C4705);

h. Excess baggage transportation costs;

i. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, the per diem is computed under par. C4955-E3.***

j. Dual lodging costs (see par. C4555-F);

k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***(see par. C4760)***; ***NOTE: Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***

l. Expedited charge card delivery ***(effective 1 May 2001)***;

m. Delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card for ***only*** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);

n. late check-out fees for lodging;

5. Costs for personal laundry, dry-cleaning and pressing of clothing while TDY ***(not after returning to/arriving at PDS)***; only when CONUS TDY/PCS lodging is at least 4 consecutive nights;

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. Transportation-related tips for handling ***Government property at terminals and hotel; and***

*9. 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 Travel. Employees are authorized reimbursement for the expenses listed in par. C4720-A for PCS travel. In addition to the expenses listed in par. C4720-A, the employee is authorized reimbursement for fees in connection with dependents' transportation that cover a change in status, health, identity, and of affidavits, except for fees or charges for legal services even though local law or custom require lawyers' services in processing applications for passports, visas, or changes in status.

C4740 GOVERNMENT CONVEYANCE

A. General. ***NOTE: See Chapter 2, Part B for Travel by Government Conveyance.*** Except as indicated in par. C4740-B1, the following are examples of allowable (when necessary) expenses for Government conveyance operation that are reimbursable when Government facilities are not available:

1. Gasoline and oil;

2. Parking fees;

3. Repairs;

4. Ferry fares;

5. Bridge, road or tunnel tolls;

6. Trip insurance for travel in foreign countries (par. C4720-B2);

7. Guards; and

8. Storage fees.

B. Aero Club Aircraft Use

1. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance use. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's cost for commercial transportation. When two or more travelers are authorized to travel together to accomplish official travel in an Aero Club aircraft, reimbursement to the operator (pilot) shall be the lesser of actual necessary expenses or the Government's total commercial transportation costs for the pilot and accompanying passengers. ***The accompanying passengers receive no payments for the transportation in the Aero Club aircraft.*** Necessary expenses include

a. The hourly fee imposed by the Aero Club,

b. Fuel charges if not reimbursable by the Aero Club, and

c. Landing and tie down fees (to include the hangar fee for the aircraft in severe weather conditions) charged at en route and destination airports.

Aero Club aircraft travel authorization is in accordance with Service regulations.

2. Allowable Travel Time for Computation of Per Diem or Actual Expenses. Per diem is payable to all individuals using this transportation mode for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used.

C4745 COMMERCIAL PASSENGER TRANSPORTATION

A. When Commercial Transportation Cost Is $100 or Less *(FTR §301-51.100)*

1. General. ***It is DoD policy that, when available, CTO services be used to arrange official travel.*** When the commercial passenger transportation cost is in excess of $10 but does not exceed $100, exclusive of Federal tax, the traveler may either pay cash, be issued a transportation request in accordance with the provisions contained in pars. C4745-A2 and C4745-A3, or use a Government-sponsored Contractor-issued travel charge card. Cash

PART E: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)

C6200 APPLICABILITY

A. Individuals Covered. This Part applies to interviewees. As used in this part, an "interviewee" is an individual being considered for employment by a DoD component.

B. Policy. Unless otherwise stated, the allowances established in this Part for interviewees are the same as those available to DoD employees traveling on official Government business. However, a DoD component is not required to offer all allowances to each interviewee. (See par. C6203-B).

C6201 AUTHORIZATION OF TRAVEL

A. Payment Authority. DoD components may pay allowable pre-employment interview travel expenses (as defined in par. C6203) for individuals eligible under par. C6201-B.

B. Eligibility Determination. Each DoD component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. OPM has issued qualification criteria guidelines (see 5 CFR Part 572) for agencies.

C6202 PRE-EMPLOYMENT TRAVEL RESPONSIBILITIES

A. DoD Component Responsibilities

1. General. DoD components must adhere to the general travel authorization policies and practices in this Volume.

2. Authorization Type Limitation. Pre-employment interview travel may be authorized only on a trip-by-trip basis. Limited or unlimited open authorizations must not be used for pre-employment interview travel.

3. DoD Components' Responsibility to Inform Interviewees of DoD Travel Policies. DoD components must communicate DoD travel rules and procedures to interviewees. DoD components should ensure the interviewee understands how travel reimbursements are calculated. DoD components also should provide assistance to the interviewee in travel voucher preparation.

4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses. DoD components shall not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. C4051-E. For example, a DoD component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

B. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. Travel Agency Use. Tickets should be provided by the interviewing DoD component. However, the interviewing DoD component may authorize the interviewee to obtain tickets directly from a CTO or TMC under contract to the Government.

3. Contract Carriers Use. Interviewees of mandatory users of the Government's city pair contracts with airlines and Amtrak are bound by rules outlined in Chapter 2, Part E.

4. Interviewee's Potential Liability Notice. The interviewee is accountable for all transportation tickets and Government-procured transportation documents issued for use in performing pre-employment interview travel. DoD components must provide written instructions to the interviewee at the time an authorization is issued

explaining the component's administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is canceled or rescheduled after tickets (or Government-procured transportation documents) are issued to the interviewee, the interviewee is liable for the value of the tickets issued. This responsibility ends when all ticket coupons either have been used for pre-employment interview travel or otherwise have been properly accounted for. A statement to this effect must be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or transportation document when issued to the interviewee. The interviewee and the interviewing DoD component are bound by the same rules that apply to employee travelers and DoD components in par. C2201.

5. Billing Information for Ticket Exchanges. When an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate DoD component billing office. To facilitate this refund procedure, DoD components must provide interviewees with a "bill charge to" address by attaching a copy of the transportation document or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR §101-41.210-1.

C6203 ALLOWABLE REIMBURSEMENTS

A. Allowable Expenses

1. Expense Limitation. A DoD component may pay to or on behalf of an interviewee the same allowable travel expenses authorized for a DoD employee traveling on official business, except for the expenses listed in par. C6203-B.

*2. Expense Amount. A DoD component may pay all or part of pre-employment travel expenses. A DoD component electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DoD employee. Less than full reimbursement for common carrier transportation could make the interviewee ineligible for Government fares.

B. Unallowable Expenses. A DoD component shall not pay expenses for:

1. communication services use for purposes other than communication directly related to travel arrangements for the Government interview; and

2. hire of a room as defined in par. C4720-B4e.

C6204 FUNDS SOURCES

A. Travel Expense Payment

1. Transportation Expenses by Common Carrier, other than Local Transportation. Interviewee transportation by common carrier, other than local transportation, must be paid for through the use of a Government-procured transportation document or a centrally-billed account. Common carrier transportation includes air, bus and rail.

2. Other Authorized Expenses. The DoD component shall reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

B. Unallowable Sources

1. Government Travel Charge Card. Government-sponsored contractor-issued travel charge cards, issued to individual employees, may not be used for pre-employment interview travel. However, centrally billed accounts may be used to pay the interviewee's allowable transportation expenses.

PART P: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

C6700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. The FEML policy established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19 is also used for civilian employees.

B. Eligibility

1. Employees. An employee is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEML if the:

a. employee is authorized to have dependents at the PDS, and

b. the dependents reside with the employee at the FEML PDS.

C. Limitation

1. Number of FEML Trips

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

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

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

c. Personnel ***signing renewal agreements*** are authorized additional FEML trips based on the above table.

2. Time Limitation. FEML travel by employees/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. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***

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

1. FEML Location. A PDS, where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.

*3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) an employee 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 employee 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:
Employee'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.
Employee 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 employee is financially responsible for the additional cost ($1,600 - $1,200 = $400).

Example 2:
Employee's PDS is in Brazil and the authorized destination is Miami, FL.
City pair trip cost is $980.
Employee 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 employee is authorized city pair fare to St. Louis ($840) NTE the $980 cost to Miami.

4. Location Designation/Recertification

a. Designating Authority. USD (P&R) is the designating authority for FEML locations/destinations.

b. Designation Requests. Forward requests for designations through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

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

E. Transportation

1. Employee/Dependent. Employees and dependents may travel together or independently.

2. Restrictions. An employee/dependent(s) taking a FEML trip:

a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

b. may use commercial air transportation if military air transportation is not reasonably available, and

c. may not use cruise or tour packages.

NOTE*: *Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling FEML.

3. Procurement. Commercial air transportation may be purchased by the Government or employee from the CTO (see par. C2207).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the employee's PDS and the authorized air terminal may be reimbursed. ***(See par. C4657, and Chapter 2, Part C.)***

b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between an employee's FEML PDS and the authorized destination plus the cost of ground transportation as noted in par. C6700-E4a above.

5. Transportation Funded by a Host Government. If an employee/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for an FEML trip.

F. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

G. Dual Entitlements. Employees or eligible family members may not receive dual entitlements. Therefore, the spouse (or other family member) of an employee, who is serving at the PDS as a member of a uniformed service or as an employee of the same or another U.S. Government agency, is eligible for FEML travel as the employee's family member provided the other agency or uniformed service does not provide comparable benefits.

H. Repayment of FEML Transportation Costs. An employee must repay FEML transportation costs if the applicable tour specified in par. C6700-C1 is not completed, unless the lack of completion is a result of:

1. transfer for compassionate reasons,

2. management-initiated transfer,

3. involuntary separation through no fault of the employee, or

4. a short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

I. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FEML transportation. See par. C3150. Rules concerning transportation accommodations for TDY travel also apply to FEML travel. See par. C2204 regarding use of commercial aircraft and par. C2207 about arranging official travel.

J. Legal Authority for this Part. 10 U.S.C. §1599B; 22 U.S.C. §4081(6).

Effective 2 November 2002

PART Q: REST AND RECUPERATION (R&R) LEAVE TRAVEL

C6750 R&R LEAVE TRAVEL

A. Policy. The policy for designating locations eligible for funded R&R leave transportation for DoD employees is the same policy used for military R&R established in DoD Directive 1327.5 subsection 6.17. ***This transportation may not be combined with TDY travel.***

B. Eligibility. An employee is eligible if assigned to a designated location outside the United States. The number of R&R leaves authorized is:

1. Standard Tour: One per 12-month period.

2. Contingency Tour: One per contingency tour.

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

*3. Alternate Destination. Employees may select a destination different from the authorized destination in Appendix U and be reimbursed not to exceed the cost of Government-provided travel to the authorized destination. The alternate location is an official travel location, and therefore available contract city pair fares may be available for use. ***If the employee 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:
Employee's PDS is in Albania 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.
Baltimore, MD is the authorized CONUS destination.
The city pair fare to Baltimore is $1,000.
Employee desires to utilize R&R 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 or Baltimore, MD the city pair fare may not be used to Boston. Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison. The employee is financially responsible for the additional cost ($1,600 - $1,200 = $400).

Example 2:
Employee's PDS is in Croatia and the authorized destination is Frankfurt, Germany.
City pair trip cost to Frankfurt is $980.
Baltimore, MD is the authorized CONUS destination.
The city fare to Baltimore is $ 1,400.
Employee desires to utilize R&R to St. Louis, MO.
City pair fare to St. Louis is $1,200.
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the employee is authorized city pair fare to St. Louis ($1,200) NTE the $1,400 cost to Baltimore.

4. Location Designation/Redesignation

a. Designating Authorities. OASD (MPP) designates R&R locations/destinations for DoD employees.

b. Designation Requests. Designation requests must be through Combatant Command channels to OASD (MPP). OASD (MPP) must redesignate R&R location/destination designations every two years.

c. Redesignation Requests. Redesignation requests must be sent through Combatant Command channels to reach OASD (MPP) before the indicated re-designation date.

D. Transportation

1. Employees only.

2. Restrictions. An employee taking a R&R trip may use:

a. military air transportation on a space-required basis if reasonably available to the R&R/alternate destination, or

b. commercial air transportation if military air transportation is not reasonably available, and

c. may not use cruise or tour packages to and from the authorized destination.

NOTE*: *Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling.

3. Procurement. Commercial air transportation must be arranged in accordance with par. C2207.

4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between an employee's duty station and the authorized destination as determined in par. C6750-C2.

5. Time Limitation

a. Standard Tour: An employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.

b. Contingency Tour: An employee must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

F. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize R&R transportation. Rules concerning transportation accommodations for TDY travel also apply to R&R travel. See par. C2204 regarding use of commercial aircraft and par. C2207 about arranging official travel.

G. Legal Authority for this Part. 10 U.S.C. §1599B; 22 U.S.C. §4081(6) and (8).

PART C: HHG SHIPMENT

SECTION 1: METHODS

C8200 GENERAL

A. The official designated by the Service/Defense Agency must authorize/approve the HHG shipment method.

B. Cost comparisons must be completed prior to authorizing a shipment method.

C8205 COMMUTED RATE

A. Applicability. ***The commuted rate system is used only for HHG shipments between CONUS PDSs.***

B. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the ***employee*** makes arrangements for HHG shipment (other than by shipping the HHG within a mobile home).

C. Reimbursement Services. The employee is entitled to reimbursement under the GSA Commuted Rate Schedule (Internet address: ***http://policyworks.gov/transportation***) for carrier services provided, including:

1. transportation,
2. packing,
3. unpacking,
4. crating,
5. drayage, and
6. SIT.

NOTE: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG or, if other than common carrier is used, the date HHG begin movement.

***D. Where to get the Commuted Rate Schedule and Rate Tables: Go to the GSA Internet site** *(http://www.policyworks.gov/transportation)* **and click on Commuted Rate (under Policies). For a copy of the schedule, click on commuted rate schedule at the bottom of page. To get the actual rate tables you must subscribe to the Commercial Relocation Tariff, STB HGB 400-M, which is available from:**

American Moving and Storage Association
1611 Duke Street
Alexandria, VA 23314-3482
Tel. 703-683-7410

C8210 ACTUAL EXPENSE

A. Government-Arranged Move. The ***Government*** contracts, negotiates, audits and pays transportation vouchers directly to the carriers. Travel orders must state:

1. the transportation authorization,
2. that the HHG are shipped by a Government-arranged move, and
3. that unauthorized charges are the employee's financial responsibility.

B. Employee-Arranged Move. The employee makes arrangements for HHG shipment by any means (other than by shipping the HHG within a mobile home). Reimbursement is limited to ***actual*** expenses incurred by the employee, not to exceed the cost of a Government-arranged move.

C. Split Shipment. The employee ships some HHG by Government-arranged move and some by employee-arranged move.

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

C8215 LIMITATIONS

1. All HHG shipments for which the Government pays shall:

   a. be only for HHG within the employee's authorized HHG weight allowance;

   b. not exceed the Government-arranged move shipment cost of transporting the HHG combined weight in one lot between authorized places, when Government-arranged move is available; and

   c. be made on U.S. flag carriers, when reasonably available.

2. HHG may ***not*** be moved at Government expense when:

   a. there is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),

   b. the employee violates the agreement under which the HHG originally were transported,

   c. the employee has no entitlement to transportation at Government expense, or

   d. authorized transportation does not begin within the prescribed time limits.

3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructive (cubic foot measurement) HHG shipment weight. When the actual or constructive weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

C8220 COST COMPARISON (FTR § 302-7.301)

A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation. If the estimated cost under one method exceeds the estimated cost under the other method by more than $100, the more economical method must be authorized on the order. An employee's request for a particular method is the determining factor if the costs are within $100 of each other. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges. ***If the cost comparison is not made, and orders do not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, 20 December 2001).*** The chart below details considerations when determining a shipping method to authorize on an order.

CHAPTER 11

TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)

C11000 GENERAL

POVs (as defined in Appendix A) of an employee transferred in the Government's interest, a new appointee, or a student trainee assigned the first PDS, may be transported at Government expense:

1. when it is determined in advance of authorization that it is in the Government's interest for the employee to have POV use at the OCONUS PDS, or

2. in the case of an employee whose PDS is Johnston Island (Atoll), and Hawaii is the place designated for the immediate family to reside, or

3. when it is determined that transporting POV(s) wholly within CONUS is advantageous and economical to the Government. (see par. C11009.)

***NOTE 1:* There is no authority for rental car reimbursement while awaiting POV arrival.**

NOTE 2: For other requirements related to shipping a POV, see the MTMC website at: ***http://www.mtmc.army.mil/CONTENT/599/Povpam.pdf*.**

C11001 DETERMINATION OF ELIGIBILITY (OCONUS)

Commanding officers or designated representatives who assign employees OCONUS are delegated authority to determine the employees' eligibility to transport a POV at Government expense. Compliance with the criteria set forth in this Chapter and consistent treatment of all DoD employees must be assured. Commanding officers or designated representatives in CONUS who assign employees OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

C11002 ELIGIBILITY CRITERIA (OCONUS)

A. General. One POV may be transported at Government expense when it is determined to be in the Government's interest for the employee to have POV use at the PDS. A determination in the Government's interest must be made as circumstances change and when the employee agrees to serve a succeeding tour of duty at the same or another OCONUS PDS. A record of determination must be made in writing and filed in the employee's personnel folder.

B. Conditions. A determination/redetermination that it is "in the interest of the Government" for the employee to have the use of a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. use of the POV is not primarily for the convenience of the employee and immediate family;

2. local conditions make it desirable from the Government's viewpoint for the employee to have use of a POV;

3. use of a POV by the employee contributes to the effectiveness in the employee's job;

4. use of a POV of the type involved is suitable in the local conditions;

5. the cost of transporting the POV to/from the official station is not excessive considering the time the employee has agreed to serve at that official station;

C. Employees Assigned to Johnston Island. An employee, assigned on permanent duty to Johnston Island, may transport one POV at Government expense from the old PDS to Hawaii if Hawaii is designated as the location at which dependents are to reside during the specified tour of duty. When reassigned from Johnston Island to a new PDS, one POV may be transported from Hawaii to the port serving the new PDS, or at the employee's request, to an alternate port subject to the employee reimbursing the Government for all costs in excess of having the POV transported from Hawaii to the port from which the POV was originally shipped to Hawaii.

C11003 CONDITIONS GOVERNING TRANSPORTATION (OCONUS)

A. Transportation Not Authorized. Transportation of a POV is not authorized when:

1. the POV may be driven to the PDS over hard-surfaced all-weather highways, including ferries, and it is determined that the employee, or dependent(s), reasonably should be expected to drive the vehicle (See par. C2166 concerning reimbursement for use of ocean-going car ferries when it is determined that the employee or dependent(s) should drive the vehicle for only part of the distance involved.);

2. the local government prohibits importation of such a vehicle, applies particularly difficult restrictions on such importations, or the pertinent military department's regulations prohibit or advise against the shipment of such vehicles for military personnel (This item does not apply for an employee assigned on Johnston Island who is authorized to ship a POV to Hawaii under par. C11002-C.);

3. a vehicle is purchased in a nonforeign OCONUS area by an employee not permanently assigned there at the time of the purchase, unless it is used by the employee or dependent for personal transportation at the OCONUS PDS as a replacement vehicle. This item prohibits only the shipment at Government expense incident to the employee's PCS following vehicle purchase; or

4. an employee is hired at an OCONUS location for duty at the employee's first PDS located within CONUS (Title 5 U.S.C. §5727 authorizes transportation of POVs to an OCONUS PDS, from that same OCONUS PDS and between OCONUS PDSs only where the POV is to be used at an OCONUS PDS. See 68 Comp. Gen. 258 (1989)). (Example; an employee residing in Hawaii, who was hired locally for duty at a PDS in Hawaii and is later transferred from the Hawaii PDS to a PDS in CONUS, is not authorized transportation for a POV to CONUS. Similarly, an employee residing in Hawaii, hired locally for duty at a PDS in CONUS is not authorized transportation for a POV to CONUS.)

B. Transportation Authorized. Transportation of a POV may be authorized when an employee:

1. is transferred or assigned from a CONUS location to an OCONUS PDS, meets the eligibility criteria in par. C11002, and signs an agreement as provided in par. C4001;

2. is transferred or assigned from an OCONUS location to another OCONUS duty station, meets the eligibility criteria in par. C11002, and signs an agreement as provided in par. C4001;

3. completes a tour(s) of duty at an OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV, or the employee was assigned to Johnston Island and a POV was transported to Hawaii under par. C11002-C, and the employee is returning through transfer, or upon separation from service after completion of a tour of duty, to the U.S.;

4. does not complete a tour(s) of duty at an OCONUS PDS at which it was determined to be in the Government's interest for the employee to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawaii under par. C11002-C, and the employee is returning through transfer for the Government's convenience and not at personal request;

5. at an OCONUS PDS where it was initially determined to be in the Government's interest for the employee to have a POV or, for an employee assigned on Johnston Island whose POV was transported to Hawaii under par. C11002-C, but the employee is transferred to another OCONUS PDS and it is determined not to be in the Government's interest for the employee to have a POV at the new PDS, and the employee requests transportation of a POV back to the U.S.;

6. is stationed at an OCONUS PDS where initially there was no determination that it was in the Government's interest for the employee to have a POV and due to changed circumstances at the station, it is later determined that it is in the Government's interest for the employee to have a POV there and the employee has signed an agreement as provided in par. C4001;

7. is stationed at an OCONUS PDS where initially it was determined to be in the Government's interest for the employee to have a POV and due to changed circumstances, such determination was rescinded (in such case, the employee may elect either to keep the POV at the PDS or have it shipped back at Government expense to the port serving the actual residence).

C11004 AUTHORITY

A. General. Subject to the eligibility criteria in par. C11002 and conditions in par. C11003, transportation of POVs may be authorized as provided in this Chapter.

B. Transportation Limitation

1. General. Transportation of a POV at Government expense is limited to overwater movement from an appropriate CONUS port to an appropriate port serving the OCONUS PDS and return, or between appropriate ports serving OCONUS PDSs, or, in the case of an employee assigned to permanent duty on Johnston Island who is entitled to shipment of a POV under par. C11002-C, from the appropriate port serving the employee's last PDS to the port serving Hawaii. Shipment may not be authorized at Government expense between CONUS ports for the convenience of the traveler. Transportation at Government expense includes port handling charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation. Instructions concerning the ports from which the vehicle may be shipped are contained in the Service regulations.

2. Alternate Ports

a. Transportation at Government expense is authorized between the port serving the point of origin and the port serving the employee's new PDS. For employees assigned on permanent duty to Johnston Island, transportation at Government expense is to the point authorized in par. C11002-C.

b. A POV may be shipped to an alternate designated port. The transportation cost to the Government shall not exceed the transportation cost between the ports serving the old PDS/new PDS. For employees assigned on permanent duty to Johnston Island, the Government's transportation cost shall not exceed the cost to ship the POV from the point to which shipment was authorized in par. C11002-C.

c. When an employee is authorized to return a POV at Government expense from the OCONUS location to which it was transported, the POV may be transported from the port serving that PDS. For employees assigned on permanent duty to Johnston Island, an employee is authorized to return a POV from the port in Hawaii to which it was transported under par. C11002-C.

d. The employee may drive or transport the POV to a different port serving the destination specified by the employee. The Government's transportation costs shall not exceed the transportation costs from the port serving the employee's old PDS to the port serving the authorized destination (new PDS or actual residence).

An authorized point of origin may be a point in the U.S. when the employee purchases a replacement vehicle from a manufacturer and the vehicle is shipped to an employee.

3. Transfer or Assignment between OCONUS Duty Stations. If the employee does not have a POV at the OCONUS PDS from which being transferred, one may be transported to the appropriate port of the new PDS at Government expense provided the maximum amount which the Government pays is the cost of transporting the POV from an appropriate port within CONUS, or a port in Hawaii for employees assigned on Johnston Island whose dependents reside in Hawaii. If due to changed circumstances at a duty station, it is determined to no longer be in the Government's interest for the employee to have a POV at the duty station, the employee may ship it at Government expense to another OCONUS PDS to which the employee is transferred if it is determined at the new PDS to be in the Government's interest for the employee to have the use of a POV there. If in this latter case, it is determined that it is not in the Government's interest for the employee to have a POV at the new PDS, the employee may transport the POV at personal expense to the new PDS. Upon completion of a tour of duty at the new PDS the employee may ship the POV at Government expense to the appropriate port serving the actual residence or to an appropriate port serving a CONUS PDS in this case, the Government may not pay more than the transportation cost from the place to which it was last transported at Government expense.

4. Agreement Not Completed and Employee Transfers or Is Reassigned from OCONUS to CONUS. If the employee, for a reason not acceptable to the DoD component concerned, failed to complete the prescribed tour of duty at the PDS from which the employee is being transferred, and the employee is not being transferred for the Government's convenience, the Government may not pay for transportation of the POV unless the employee completed a tour of duty at a previous OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV. In the latter case, the Government may not pay more than the transportation cost from the PDS where the employee completed the tour of duty.

5. Agreement Not Completed and Employee Returns to CONUS for Separation. If the employee, for a reason not acceptable to the DoD component concerned, failed to complete the tour of duty at the PDS from which the employee is separating, the Government may not pay the cost of transporting the POV unless the employee completed a tour of duty at a previous OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV. In this case, the Government may not pay more than the cost of transporting the POV from the port serving the PDS where the employee completed the tour of duty. If the POV is transported to a location other than the actual residence, the Government may not pay more than the transportation cost to the appropriate port serving the actual residence.

6. Employee Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Government. An employee, who's being separated either because the agreed minimum period of service has been completed or for reasons acceptable to the Government, may be authorized to transport a POV from the OCONUS PDS to which it was transported at Government expense to the port serving the employee's actual residence established at the time of appointment or transfer to the PDS. Transportation for the employee's POV may be authorized to an alternate destination anywhere in the world but such transportation cost may not exceed the transportation cost from the OCONUS port serving the employee's PDS to the port serving the employee's actual residence. Any excess costs must be borne by the employee (65 Comp. Gen. 468 (1986)).

C. Transportation to Ports. The Government must not arrange transportation for an employee's POV from the old PDS, or actual residence at the time of employment, to the vehicle port facility/vehicle processing center serving the old PDS or actual residence. ***When an employee, or the employee's designated representative, makes a separate trip to a port facility/vehicle processing center to deliver a POV, per diem is not allowable.*** Reimbursement is authorized for one-way travel for the official distance traveled to the port facility/vehicle processing center at the applicable TDY mileage rate prescribed in par. C2500, and the actual cost incurred for

one-way return transportation. The total of the one-way TDY mileage and one-way transportation costs paid by the Government may not exceed the cost of transporting the POV from the employee's old PDS, or actual residence at the time of appointment, to the port/vehicle processing center involved. If an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to the vehicle port facility/vehicle processing center, reimbursement is authorized. Reimbursement is limited to the actual cost of having the POV driven or transported not to exceed an amount determined by multiplying the appropriate TDY mileage rate (par. C2500) by the round trip official distance between the employee's old PDS, or actual residence at the time of appointment, and the port facility/vehicle processing center (B-197255, February 10, 1981). However, if an employee delivers the POV to a port facility/vehicle processing center incident to performing permanent duty travel (see Note after par. C11004-D) by POV, other than during renewal agreement travel, the applicable PCS mileage rate prescribed in par. C2505 is authorized from the employee's old PDS, or actual residence at the time of appointment, to the vehicle port facility/vehicle processing center or port of embarkation, if the employee travels there to drop off dependents. In connection with this permanent duty travel by POV, other than renewal agreement travel, payment also is allowable for:

1. the transportation cost for the employee, or the employee and dependents, from the vehicle port facility/vehicle processing center to which the employee delivers the POV, to the port of embarkation; or

2. PCS mileage from the port of embarkation, at which the employee drops off dependents, to the vehicle port facility/vehicle processing center to which the employee delivers the POV, and the employee's return transportation to the port of embarkation.

D. Transportation from Ports. An employee is not authorized to have the Government arrange transportation for the POV from a vehicle port facility/vehicle processing center to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS. ***When an employee, or the employee's designated representative, makes a separate trip to a port to reclaim the POV, per diem is not allowable but the one-way transportation cost actually incurred for travel to the port and the one-way return at the applicable TDY mileage rate prescribed in par. C2500 are authorized.*** The total of the one-way transportation costs and one-way TDY mileage paid by the Government may not exceed the cost of transporting the POV from the port/vehicle processing center involved to the employee's new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at the time of appointment or assignment to an OCONUS PDS. If an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, from the vehicle port facility/vehicle processing center, reimbursement is authorized. Reimbursement is limited to the actual cost of having the POV driven or transported not to exceed an amount determined by multiplying the appropriate TDY mileage rate (par. C2500) by the official distance between the port facility/vehicle processing center and the employee's new OCONUS PDS, or (upon return by PCS or for separation) the actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable (B-197255, February 10, 1981). However, if an employee reclaims the POV at a vehicle port facility/vehicle processing center incident to performing permanent duty travel (see Note after this par.) by POV, other than renewal agreement travel, the applicable PCS mileage rate prescribed in par. C2505 is authorized from the vehicle port facility/vehicle processing center or port of debarkation, if the employee returns there to pick up dependents, to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS. In connection with this permanent duty travel by POV, other than renewal agreement travel, payment also is allowable for:

1. the transportation cost for the employee and dependents from the port of debarkation to the vehicle port facility/vehicle processing center; or

2. the employee's transportation cost from the port of debarkation to the vehicle port facility/vehicle processing center at which the POV is reclaimed and PCS mileage to the port of debarkation if the employee returns there to pick up dependents.

NOTE: Permanent duty travel includes first duty station travel, renewal agreement travel, permanent change of station travel, and separation travel as defined in Appendix A.

E. Delays while Awaiting Reopening of Port Facility or Delivery of POV. When PCS travel by POV is authorized as advantageous to the Government, and the employee must pick up the POV at a vehicle port facility to continue PCS travel, payment of per diem is allowable for:

1. the nonworkdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the day of arrival at the port of debarkation and the day or days following the day of arrival are nonworkdays on which the vehicle port facility is closed (B-170850, December 31, 1970);

2. the number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port facility on the day the employee arrives there to reclaim it, and the employee awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority, after considering the particular circumstances involved, certifies that the employee acted reasonably and prudently in delaying onward travel to await the arrival of the POV (B-179493, January 15, 1974.

C11005 TRANSPORTATION OF REPLACEMENT POV

When a POV, transported at Government expense to an OCONUS area or to Hawaii for an employee assigned to Johnston Island, is no longer adequate for the employee's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the following conditions are met:

A. Emergency Replacement

1. the reasons for the need for a replacement POV are beyond the employee's control (e.g., the POV is stolen, seriously damaged or destroyed, or has deteriorated due to severe climatic conditions), and

2. the reasons are acceptable to the DoD Component concerned.

B. Non-emergency Replacement

1. the employee is stationed continuously at one or more OCONUS duty locations during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, December 27, 1983); and

2. it has been determined that it is in the Government's interest that the employee continue to have a POV at the OCONUS duty location.

One emergency replacement POV may be transported at Government expense within any 4-year continuous service period. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

***C11006 SHIPMENT METHOD**

POVs may be transported at Government expense by commercial ships if available at reasonable rates and under reasonable conditions or by Government ships on a space-required basis. The transportation officer effecting the shipment determines the transportation mode. The procedures for shipment must be in accordance with appropriate Service regulations. The cost of a vehicle transported on a car ferry with the employee/dependents is a reimbursable transportation expense (see par. C2166) and does not constitute shipment of a POV.

C11007 EMERGENCY STORAGE IN EVENT OF EVACUATION

A. Eligibility. If it becomes necessary to evacuate the employee and/or dependents from an OCONUS PDS, expenses of emergency storage of the employee's POV may be authorized provided the POV was transported, or

authorized to have been transported, at Government expense to the PDS under this Chapter or the POV was driven by the employee or a member of the immediate family to the PDS at which POV use was determined to be "in the Government's interest."

B. Places of Storage. The POV may be stored at the place to which the employee's immediate family and HHG are evacuated or at another suitable place not more distant from the evacuation area. If the POV is in transit to the employee's PDS at the time that evacuation is ordered, the POV may be diverted to storage at a suitable place.

C. Allowable Expenses. Allowable expenses for the emergency storage of the employee's POV include necessary expenses for actual storage, readying the vehicle for storage and for return to the employee after the emergency has ended, local transportation expenses to and from storage, and other necessary expenses relating to storage and transportation. Insurance carried on the POV, while in storage, is an expense of the employee.

C11008 SIZE LIMIT

Transportation at Government expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger POV which otherwise qualifies for shipment at Government expense, must pay all costs which result from the excess size of the POV.

C11009 TRANSPORTATION OF POV WHOLLY WITHIN CONUS

A. General. An employee transferred in the interest of the Government, a new appointee or student trainee relocating to the first PDS in CONUS may be authorized to have POV(s) transported at Government expense when authorized/approved as being advantageous to the Government.

NOTE: See par. C6554 for authority to reimburse an employee with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.

B. Authorization for Transportation. Commanding officers or designated representatives who assign employees **in CONUS** are delegated authority to determine an employee's, new appointee's, or student trainee's eligibility to transport a POV(s) at Government expense when:

1. both the old PDS (or actual residence of a new appointee or student trainee) and the new PDS are within CONUS; and

2. its been determined in accordance with pars. C11009-B2a through C11009-B2d below that it is more advantageous and cost effective to the Government to transport the POV(s) to the new PDS at Government expense and to pay for transportation of the employee and/or immediate family by commercial means than to have the employee and/or immediate family member drive one or more POC(s) to the new PDS. Costs to be considered are:

a. cost of POC travel;

b. cost of transporting the POV(s);

c. cost of travel if the POV(s) is/are transported; and

d. productivity benefit derived by the DoD component concerned from the employee's accelerated arrival at the new PDS

C. Authorized Origin/Destination for Transportation. The transportation of the POV(s) is authorized from:

If you are	Transportation must originate at
a. a transferee	old PDS
b. new appointee or student trainee	actual residence
to the new PDS	

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART I: INVITATION TO TRAVEL

A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE

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

1. not employed by the Government,

2. employed (under 5 U.S.C. §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or

3. serving without pay or at $1 a year

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

1. it is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;

2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;

3. an individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; (ITOs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));

4. an individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);

5. an individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

6. an individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;

7. an individual is authorized pre-employment interview travel under par. C6200;

8. individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;

9. a witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;

10. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832;

11. attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);

12. when an individual is an attendant for:

a. a disabled employee on official travel (56 Comp. Gen. 661 (1977)); or

b. an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and the employee is incapable of traveling alone;

13. travel is for a family member and all pertinent conditions in items a through e are met before allowances are authorized/approved:

a. The authorizing/order-issuing official determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.

b. Travel is allowed on a mission noninterference basis only, and must be supported with ITOs that ordinarily authorize reimbursement of only transportation costs.

c. The authorizing/order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.

d. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.

e. Authorizing/order-issuing officials for all other travel under this item are:

(1) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

(2) The Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(3) The Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.);***

(4) The Secretaries of the Military Departments, or their designees, for requests from their staffs;

(5) The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

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

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

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

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

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

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

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

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

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

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

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

7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-

6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's (Contracted) Commercial Travel Offices (CTOs) have this information.

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

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

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

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

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

SIGNATURE, Title and telephone number of Contracting Officer

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART III: CITY-PAIR PROGRAM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. ***Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

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

APPENDIX E

INVITATIONAL TRAVEL ORDERS

PART IV: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

1. How does the program work?

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

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

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

***2. What are the advantages of the program?**

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

3. Who can use it?

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

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

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

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

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

a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip.

b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours.

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

d. Rail service is available, and such service is cost effective and is consistent with mission requirements.

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

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

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

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

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

8. How is Quality of Service Evaluated?

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

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

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

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

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over $1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:
Travel authorization states the official travel itinerary as:

From:	Atlanta, GA
To:	San Francisco, CA and
	Return to Atlanta, GA

City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is $251 with United Airlines. Round trip totals $502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From:	Atlanta, GA
To:	Chicago, IL
From:	Chicago, IL
To:	San Francisco, CA and
	Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city-pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city-pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at $251.

***NOTE*: The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in such case is limited to the cost of travel by a direct route on an uninterrupted basis.**

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: ***http:/pub.fss.gsa.gov/citypairs/***.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. The topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at ***http://www.fss.gsa.gov/citypairs/***, or contact one of the following PoCs below. Phone access should be used ***only*** by those without access to the internet.

*Ms. Linda L. Smith
Contract Specialist
(703) 305-7640

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Thomas Uberto
Contracting Officer
(703) 305-7822

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4501. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions shall not be supplemented.

*T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

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

T4010 REIMBURSEMENT RATE

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

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money (see JFTR, par. U2010 and JTR, par. C1058).

2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.

3. It is ***mandatory*** that travelers arrange commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

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

a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,

b. must use coach class, unless a medical condition or mission timing requires premium class,

c. shall ***not*** use foreign flag transportation even if U.S. flag carrier fares are higher,

d. who use premium class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and

e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.

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

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

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

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

9. Retaining Promotional Items

a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.

c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

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

T4025 ARRANGING OFFICIAL TRAVEL

*A. CTO Use

1. Mandatory Policy. It is DoD ***mandatory policy*** that travelers use available CTOs to arrange official travel, including transportation and rental cars.

2. Service Regulations. See DoD component/Service regulations for CTO use information.

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when travelers and/or authorizing/order-issuing officials fail to follow the regulations concerning CTO use (see par. T4005).

b. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must ***not*** be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is ***not*** allowed.

4. Reimbursement Not Allowed. Reimbursement ***shall not be allowed*** when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

B. Requirements

1. When making travel arrangements, travelers should use the following:

a. services available under a TMS (see Appendix A), or

b. in-house travel offices.

2. All travel arrangements must be made in accordance with:

a. DoDD 4500.9 (Transportation and Traffic Management) at ***http://web7.whs.osd.mil/dodiss/directives/dir2.html***;

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at ***http://web7.whs.osd.mil/dodiss/instructions/ins2.html***; and

c. Service regulations.

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

D. Transportation Reimbursement

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

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

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

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

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U4520 and JTR par. C4709). When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) ***(found at website http://www.dtic.mil/comptroller/fmr/)*** (or appropriate Service regulations for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.***

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

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

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

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

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

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

overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees -

(1) ***Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

(2). The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** are without effect. The locality rates in

http://www.dtic.mil/perdiem/pdrates.html are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See ***NOTE 1*** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

*d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of $110 ($76 for lodging and $34 M&IE). The AO could authorize up to $296 for lodging (300% x $110 = $330 - $34 = $296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** by PDTATAC or Secretary concerned for ***only uniformed members*** (see JFTR, par. U4250). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. ***An AEA may not be authorized for meals and incidental expenses.***

NOTE:

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

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

e. ***Reimbursement of lodging cost when staying with friends or relatives is not authorized.***

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on

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 CINC 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.

*3. Joint deployments involve the temporary assignment of members 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 member 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. U4151-B4 (e.g., If a TDY member 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.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

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

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.
2/ Discount Meal Rate = Food costs only.
3/ Members/employees deployed who are ordered to subsist ashore – see "Subsist Ashore" (above table) for order type and payment guidelines.

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

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

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

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

Effective 26 September 2002

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

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

*2. ATM Fees

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

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

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

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

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

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

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

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

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

(4) Rail service is available, cost effective, and consistent with mission requirements;

(5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or

(6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

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

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

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

(1) Available coach class accommodations shall not allow timely mission completion;

(2) A traveler's documented medical condition requires use of premium class accommodations;

(3) Security or exceptional circumstances make use essential to accomplish the mission;

(4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;

(5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or

*(6) travel is between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including airport stopovers and plane changes) is in excess of 14 hours. A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work. ***Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. AOs must consider each request for business-class service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. (See JFTR, par. U4325/JTR, par. C1059 Scheduling Travel and NOTE 1 in JFTR, par. U4326/JTR, par. C1060 on rest periods).***

***NOTES*:**

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

(2) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

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

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

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

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

(1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;

(2) A documented medical condition of the traveler requires use of first-class; or

(3) Exceptional security circumstances exist.

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

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

(1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

(2) Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;

(3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;

(4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;

(5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;

(6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

(7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

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

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 Unified 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

recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables ***(http://www.dtic.mil/perdiem/pdrates)***, the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. ***NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

Helping Verb	Degree of Restriction
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

APPENDIX Q

TOURS OF DUTY

The following are tours of duty ***for civilian employees only***:

A. 24-Month Tour of Duty Areas. 24-month tour of duty areas are:

Afghanistan
Australia (Northwest Cape)
Azores
Bahamas: Andros Island
Bahrain Island, for employees authorized dependents
Bosnia-Herzegovina
Burma
Canada: Newfoundland (Argentia) only, for employees authorized dependents
Croatia
Cuba (Guantanamo Bay), for employees authorized dependents
Dominican Republic
Egypt, for employees authorized dependents
Finland (all locations outside Helsinki)
Greece
Guam
Haiti, for employees authorized dependents
Hong Kong
Iceland, for all employees on initial agreements authorized dependents
Iran (Tehran and Isfahan only)
Israel, for employees authorized dependents
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa),
for employees on initial tour authorized dependents
Japan (Kure and Wakkanai and Ryukyu Islands), for employees authorized dependents
Johnston Island, for all employees on initial agreements authorized dependents
Jordan
Korea, for employees authorized dependents
Kuwait
Kwajalein Atoll
Laos
Liberia
Mexico: Coatzacoalcos, Vera Cruz, for employees authorized dependents
Morocco
Nigeria, for employees authorized dependents
Northern Mariana Islands: Saipan, only
Oman, for employees authorized dependents
Panama
Philippines
Puerto Rico
Qatar, for employees authorized dependents
Russia, Moscow
Saudi Arabia, for employees authorized dependents
Serbia-Montenegro
Taiwan
Thailand, for employees authorized dependents
Turkey, except as indicated in par. C
Venezuela
Yemen Arab Republic: Sanaa only, for employees on initial
agreements authorized dependents
Zaire

B. 18-Month Tour of Duty Areas. 18-month tour of duty areas are:

Bahrain, for employees not authorized dependents
Canada: Newfoundland (Argentia) only, for employees not authorized dependents
El Salvador, for employees not authorized dependents
Greenland
Honduras, for employees not authorized dependents
Israel, for employees not authorized dependents
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa) for employees on initial tour not authorized dependents; and for all employees serving a renewal agreement tour
Libya
Mexico: Coatzacoalcos, Vera Cruz, for employees not authorized dependents and for all employees serving a renewal tour
Pakistan (Except as indicated in par. C)
Somali Republic

C. 12-Month Tour of Duty Areas. 12-month tours of duty areas are:

Alaska: Adak; Aleutian Islands, isolated mainland bases, Kodiak Island
Ascension Island
Canada: Newfoundland: Gander, Labrador, St. Anthony, only, and Northwest Territories
Christmas Island
Cuba (Guantanamo Bay), for employees not authorized dependents
Diego Garcia Island, Chago Archipelago, Indian Ocean
Egypt, for employees not authorized dependents
Eniwetok Atoll
Ethiopia
Haiti, for employees not authorized dependents
Iceland, for all employees not authorized dependents and all employees serving on a renewal agreement
Indonesia, for all employees not authorized dependents
Iran (all places except Tehran and Isfahan)
Iwo Jima
Japan (Kure and Wakkanai), for employees not authorized dependents
Johnston Island, for all employees not authorized dependents and all employees serving on a renewal agreement
Korea, for employees not authorized dependents
Kuwait, for employees not authorized dependents (Eff: September 3, 1996)
Mahe Island
Midway Islands
Nigeria, for employees not authorized dependents
Oman, for employees not authorized dependents
Pakistan - Unaccompanied tour of duty in Islamabad, Karachi, Lahore, and Peshawar effective 18 September 2002.
Qatar, for employees not authorized dependents
Saudi Arabia, for employees not authorized dependents
Thailand, for employees not authorized dependents
Turkey: Sinop (all employees), Cakmakli, Corlu, Diyabakir, Murs, and Ortakoy for employees not authorized dependents, Izmir (unaccompanied and dependent restricted (effective 3 April 2002))

West Indies: Eleuthera Island, Grand Bahama Island, Grand Turk Island, Mayaguana Island, San Salvador Island, St. Lucia Island only
Yemen Arab Republic: Sanaa for employees not authorized dependents, all other areas, and all employees on a renewal agreement

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	31 May 2003
Armenia, Yerevan	European	Frankfurt	1 January 2003
Australia, Alice Springs	Pacific	Honolulu	31 August 2003
Australia, Exmouth	Pacific	Perth	31 August 2003
Australia, Learmonth	Pacific	Perth	31 August 2003
Azerbaijan, Baku	European	Frankfurt	1 January 2003
Bahrain	Central	Frankfurt	31 October 2004
Bangladesh	Pacific	Honolulu	31 August 2003
Barbados	Southern	Miami	31 May 2003
Belarus	European	Frankfurt	1 January 2003
Belize	Southern	Miami	31 May 2003
Bolivia	Southern	Miami	31 May 2003
Botswana	European	Frankfurt	1 January 2003
Brazil	Southern	Miami	31 May 2003
Bulgaria	European	Frankfurt	1 January 2003
Burma	Pacific	Honolulu	31 August 2003
Cambodia, Pnom Penh	Pacific	Honolulu	31 August 2003
Cameroon	European	Frankfurt	1 January 2003
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	1 January 2003
Chile	Southern	Miami	31 May 2003
China, Beijing	Pacific	Honolulu	31 August 2003
Columbia	Southern	Miami	31 May 2003
Costa Rica, San Jose	Southern	Miami	31 March 2004
Croatia, Zagreb	European	Frankfurt	1 January 2003
Cuba, Guantanamo Bay	Southern	Jacksonville	31 December 2004
Cyprus	European	Frankfurt	1 January 2003
Democratic Republic of Congo	European	Frankfurt	1 January 2003
Djibouti	Central	Frankfurt	31 October 2004

Dominican Republic	Southern	Miami	31 May 2003
Ecuador	Southern	Miami	31 May 2003
Egypt	Central	Frankfurt	31 October 2004
El Salvador	Southern	Miami	31 May 2003
Eritrea, Asmara	Central	Frankfurt	31 October 2004
Estonia	European	Frankfurt	1 January 2003
Ethiopia, Addis Ababa	Central	Frankfurt	31 October 2004
Fiji	Pacific	Honolulu	31 August 2003
Gabon, Libreville	European	Paris	31 October 2004
Georgia, Tbilisi	European	Frankfurt	1 January 2003
Ghana, Accra	European	Frankfurt	1 January 2003
Greece, Athens	European	Frankfurt	1 January 2003
Greece, Larissa	European	Frankfurt	1 January 2003
Greenland, Thule *	European	Baltimore	31 March 2004
Guatemala	Southern	Miami	31 May 2003
*Guinea, Conakry	European	Paris/ Frankfurt	31 January 2005
Guyana, Georgetown	Southern	Miami	31 May 2003
Haiti	Southern	Miami	31 May 2003
Honduras	Southern	Miami	31 May 2003
Hong Kong	Pacific	Los Angeles	31 August 2003
India, New Delhi	Pacific	Honolulu	31 August 2003
Indonesia	Pacific	Honolulu	31 August 2003
Israel, Tel Aviv	European	Frankfurt	1 January 2003
Ivory Coast	European	Frankfurt	1 January 2003
Jamaica	Southern	Miami	31 May 2003
Jordan	Central	Frankfurt	31 October 2004
Kazakhstan, Almaty	Central	Frankfurt	31 October 2004
Kenya	Central	Frankfurt	31 October 2004
Kuwait	Central	Frankfurt	31 October 2004
Kyrgyzstan, Bishkek	Central	Frankfurt	31 October 2004
Latvia	European	Frankfurt	1 January 2003
Lithuania, Vilnius	European	Frankfurt	1 January 2003
Macedonia	European	Frankfurt	1 January 2003
Malaysia, Kuala Lumpur	Pacific	Sydney	31 August 2003
Mali, Bamako	European	Frankfurt	30 April 2002
Marshall Islands, Majuro	Pacific	Honolulu	31 August 2003
Mexico	Southern	San Antonio	31 May 2003
Moldova, Chisnau	European	Frankfurt	1 January 2003

Mongolia, Ulaanbaatar	Pacific	San Francisco	31 August 2003
Morocco	European	Frankfurt	1 January 2003
Mozambique	European	Frankfurt	1 January 2003
Namibia, Windhoek	European	Frankfurt	30 April 2002
Nepal, Kathmandu	Pacific	Honolulu	31 December 2004
Nicaragua	Southern	Miami	31 May 2003
Niger, Niamey	European	Frankfurt	1 January 2003
Nigeria	European	Frankfurt	1 January 2003
Oman	Central	Frankfurt	31 October 2004
Pakistan	Central	Frankfurt	31 October 2004
Panama, Panama City	Southern	Miami	31 May 2003
Paraguay	Southern	Miami	31 May 2003
Peru	Southern	Miami	31 May 2003
Philippines, Metro Manila	Pacific	Honolulu	31 August 2003
Poland	European	Frankfurt	1 January 2003
Qatar	Central	Frankfurt	31 October 2004
Romania	European	Frankfurt	1 January 2003
Russia, Moscow	European	Frankfurt	1 January 2003
Rwanda, Kigali	European	Frankfurt	1 January 2003
Saudi Arabia	Central	Frankfurt	31 October 2004
Senegal	European	Frankfurt	1 January 2003
Singapore	Pacific	Sydney	31 August 2003
South Africa	European	Frankfurt	1 January 2003
Sri Lanka, Columbo	Pacific	Frankfurt	31 August 2003
Suriname	Southern	Miami	31 May 2003
Syria	European	Frankfurt	1 January 2003
Tanzania, Dar Es Salaam	European	Frankfurt	30 April 2002
Thailand, Bangkok	Pacific	Honolulu	31 August 2003
Thailand, Chiang Mai	Pacific	Honolulu	31 August 2003
Trinidad, Port of Spain and Tobago	Southern	Miami	31 May 2003
Tunisia	European	Frankfurt	1 January 2003
Turkey, Ankara	European	Frankfurt	1 January 2003
Turkey, Izmir	European	Frankfurt	1 January 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 October 2004
Uganda, Kampala	European	Frankfurt	1 January 2003
Ukraine, Kiev	European	Frankfurt	1 January 2003
United Arab Emirates	Central	Frankfurt	31 October 2004
Uruguay	Southern	Miami	31 May 2003

Uzbekistan, Tashkent	Central	Frankfurt	31 October 2004
Venezuela	Southern	Miami	31 May 2003
Vietnam, Hanoi	Pacific	Honolulu	31 August 2003
Yemen	Central	Frankfurt	31 October 2004
Zambia, Lusaka	European	Frankfurt	31 October 2004
Zimbabwe	European	Frankfurt	1 January 2003

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

*APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

***NOTE 1**: See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation*

***NOTE 2**: The footnoted locations are authorized R&R for specific missions only!*

The following are authorized Rest and Recuperation (R&R) locations/destinations ***for members of the Uniformed Services and, effective 2 November 2002, for civilian employees:***

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Bahrain 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Bosnia-Herzogovina	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Former Republic of Yugoslavia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Hungary	European	Frankfurt, Germany	**Baltimore, Maryland**	31 March 2002
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Kuwait 2/, 6/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Kyrgyestan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002

Oman 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Pakistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Qatar 3/, 6/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Saudi Arabia 4/, 6/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Tajikistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
UAE 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Uzbekistan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Yemen 5/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002

1/ Only for the mission of Operation Southern Watch.
2/ Only for the missions of Combined Joint Task Force – Kuwait (CJTF-KU) (Operation Desert Spring) and U.S. Army Central Command – Kuwait (ARCENT-KU).
3/ Only for the mission of U.S. Army Central Command – Qatar (ARCENT-QA).
4/ Only for the missions: a) U.S. Army Central Command – Saudi Arabia (ARCENT-SA), b) 320th Air Expeditionary Group (AEG) (Operation Desert Shift will transition JTF-SWA to Prince Sultan Air Base with target date of 1 April 01), c) U.S. Central Command Air Forces (CENTAF) elements Airborne Early Warning (AEW) at Prince Sultan Air Base, Ali Al Saleem and Al Jabbar.
5/ Only for Humanitarian Mission (Demining).
6/ Only for the mission of Enduring Freedom.