VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 451

Alexandria, VA 1 May 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 May 2003 unless otherwise indicated.

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This change includes all material written in CAP items 73-02(E); 04-03(E) and 08-03(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 450 cover page.

BRIEF OF REVISION

These are the major changes made by Change 451:

C2166. Rewrites and aligns the JFTR and JTR wording on PCS travel by an ocean-going car ferry. Since ferries should all be treated in the same manner and the CONUS Standard per diem is in place for all, much of the existing language that was unique to the Alaska system can be eliminated.

C4555; C4705; C4720-B4; T4040-E9. Adds computer connection charges during TDY as a miscellaneous reimbursable expense if the computer is used to perform official Government business and the expense is authorized/approved by the authorizing/order-issuing official.

C13105. Clarifies that TQSE cannot be denied because the employee does not want fixed TQSE for travel in and around the TDY site provided that the use is limited to official purposes.

VOLUME 2

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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.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
430	i	450	C2E-9	446	C4B-3	450	C4L-15	441	C6B-1
450	iii	450	C2E-11	446	C4C-1	450	C4L-16-1	446	C6B-3
449	v	433	C2F-1	446	C4C-3	450	C4L-17	446	C6B-5
435	C-i	432	C2G-1	446	C4C-5	429	C4L-19	410	C6C-1
435	C-iii	438	C2G-3	436	C4C-7	437	C4L-21	431	C6D-1
450	C1-i	420	C2H-1	446	C4C-9	437	C4L-23	450	C6E-1
447	C1-iii	420	C2H-3	446	C4C-11	437	C4L-25	424	C6E-3
448	C1A-1	449	C2I-1	446	C4C-13	433	C4L-27	438	C6F-1
446	C1B-1	443	C2J-1	421	C4C-15	433	C4L-29	410	C6G-1
435	C1B-3	438	C3-i	442	C4D-1	431	C4M-1	409	C6H-1
446	C1B-5	442	C3A-1	450	C4D-3	442	C4M-3	446	C6I-1
450	C1B-7	416	C3A-3	450	C4D-5	442	C4M-5	422	C6I-3
450	C1B-9	410	C3A-5	450	C4D-7	428	C4M-7	409	C6J-1
450	C1B-11	436	C3B-1	435	C4E-1	428	C4M-9	445	C6J-3
442	C1C-1	436	C3B-3	435	C4E-3	441	C4N1-1	409	C6K-1
447	C1D-1	447	C3C-1	440	C4F-1	440	C4N1-3	446	C6L-1
433	C1E-1	447	C3C-3	440	C4G-1	449	C4N1-5	436	C6M-1
450	C2-i	447	C3C-5	446	C4H-1	438	C4N1-7	429	C6M-3
450	C2-iii	438	C3C-7	422	C4H-3	438	C4N2-1	409	C6M-5
450	C2-v	445	C3D-1	422	C4H-5	449	C4N2-3	448	C6N-1
443	C2A-1	447	C3D-3	428	C4H-7	438	C4N2-5	448	C6O-1
443	C2A-3	447	C3D-5	422	C4H-9	438	C4N2-7	450	C6P-1
450	C2A-5	431	C4-i	420	C4I-1	451	C4O-1	450	C6P-3
450	C2A-7	436	C4-iii	426	C4I-3	451	C4O-3	450	C6Q-1
450	C2A-9	442	C4-v	420	C4J-1	451	C4O-5	429	C7-i
445	C2B-1	443	C4-vii	446	C4J-3	451	C4O-7	439	C7-1
445	C2C-1	444	C4-ix	440	C4J-5	436	C4P-1	439	C7-3
439	C2C-3	446	C4-xi	440	C4K-1	426	C4P-3	439	C7-5
443	C2D1-1	447	C4-xiii	420	C4K-3	420	C4R-1	439	C7-7
440	C2D1-3	435	C4A-1	441	C4L-1	446	C4S-1	449	C8-i
440	C2D2-1	441	C4A-3	447	C4L-3	447	C4S-3	449	C8-iii
451	C2D2-3	410	C4A-5	447	C4L-5	447	C4S-5	431	C8A-1
444	C2D3-1	410	C4A-7	447	C4L-6-1	422	C5-1	449	C8A-3
447	C2E-1	410	C4A-9	425	C4L-7	441	C6-i	446	C8B-1
440	C2E-2-1	449	C4A-11	436	C4L-9	445	C6-iii	446	C8B-3
450	C2E-3	449	C4A-13	451	C4L-11	448	C6-v	450	C8C1-1
450	C2E-5	449	C4A-15	451	C4L-12-1	448	C6-vii	440	C8C1-3
450	C2E-7	446	C4B-1	450	C4L-13	414	C6A-1	418	C8C2-1

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
449	C8C3-1	419	C16-i	430	H-1	447	i-1		
436	C8C4-1	419	C16-iii	440	IA-1				
441	C8D-1	419	C16A-1	440	IA-3				
441	C8E1-1	419	C16A-3	440	IA-5				
436	C8E2-1	433	C16A-5	440	IA-7				
418	C8E3-1	433	C16A-6-1	440	IA-9				
424	C9-i	419	C16A-7	440	IA-11				
446	C9-1	436	C16A-9	440	IA-13				
446	C9-3	419	C16A-11	440	IA-15				
428	C10-i	419	C16A-13	440	IA-17				
428	C10-1	422	C16A-15	440	IA-19				
434	C10-3	419	C16A-17	440	IA-21				
402	C11-i	432	C16B-1	440	IA-23				
450	C11-1	419	C16B-3	440	IA-25				
450	C11-3	419	C16C-1	440	IA-27				
450	C11-5	419	C16C-3	435	I-B-1				
450	C11-7	437	A-1	435	I-B-3				
435	C12-i	438	A-3	435	I-B-5				
436	C12-1	426	A-5	435	I-B-7				
435	C12-3	437	A-7	448	L-1				
423	C13-i	446	A-9	447	L-3				
451	C13A-1	446	A-11	449	L-5				
448	C13B-1	447	A-13	448	L-7				
436	C13B-3	447	A-15	448	L-9				
449	C13B-5	447	A-16-1	450	O-1				
449	C13B-7	449	A-17	450	O-3				
436	C13C-1	449	A-19	450	O-5				
436	C13C-3	446	A-21	450	O-7				
428	C13D-1	438	A-23	450	O-9				
401	C13D-3	428	A-25	451	O-11				
448	C14-i	428	B-1	446	O-13				
446	C14-1	433	C-1	446	O-15				
446	C14-3	433	C-3	448	O-17				
446	C14-4-1	428	D-1	450	O-19				
414	C14-5	414	E-1	450	O-21				
442	C14-7	450	E-3	450	O-23				
445	C14-9	442	E-5	446	O-25				
448	C14-11	450	E-7	450	Q-1				
448	C14-13	449	E-9	444	Q-3				
448	C14-15	438	E-10-1	439	R-1				
448	C14-17	450	E-11	439	R-3				
429	C15-i	450	E-13	450	S-1				
422	C15A-1	450	E-15	450	S-3				
441	C15B-1	432	F-1	432	T-1				
441	C15B-3	387	F-3	432	T-3				
402	C15C-1	411	G-1	450	U-1				

b. PCS travel,

c. Separation travel, or

d. Renewal agreement travel

is advantageous to the Government when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

2. Mileage reimbursement for travel by privately-owned airplane that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.

3. Travel time is as provided in par. C4300.

4. Reimbursement computation for travel by privately-owned airplane is in par. C4661.

Effective 1 April 1999

B. Privately-Owned Aircraft Other Than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than mileage, is paid.

2. Expenses

a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.

b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C2164 PRIVATELY-OWNED MOTORCYCLE

A. The use of a privately-owned motorcycle is advantageous to the Government for:

1. First duty station travel by a newly recruited employee or appointee,

2. PCS travel,

3. Separation travel, or

4. Renewal agreement travel

when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation.

B. Mileage reimbursement for travel by motorcycle that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.

C. Travel time is as provided in par. C4300.

D. Reimbursement computation for travel by privately-owned motorcycle is in par. C4661.

C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT

When an employee travels by POC by personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)) The authorizing/order-issuing official, in accordance with pars. C3104-D1e and C2206-B, must ensure a statement is on the travel order indicating that Government-procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) shall not exceed the amount that would have been paid for the available Government-procured air transportation (plus appropriate per diem).

***C2166 OCEAN-GOING CAR FERRIES**

Travelers authorized to travel by POC over a route that requires use of one or more car ferries are authorized the following:

1. PCS Mileage

   a. PCS mileage (see par. C2505) is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS;

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

2. Transportation. The employee/dependent(s) are 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 (see par. C2205);

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

   NOTE: If the ferry passage does not include an overnight, PCS per diem continues uninterrupted while on the ferry.

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

NOTE: See par. C2205-F3 for required documentation if U.S. registered ferries are not available.

1. Conventional Lodging. When an employee uses conventional lodging facilities (hotels, motels, boarding houses, etc.), the allowable lodging expense is based on the single room rate for the lodging used (for double occupancy, see subpar. Il). (See par. C4555-G for computing daily lodging expense when lodging is rented on a weekly or monthly basis.)

2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.

3. Lodging with Friends or Relatives. When an employee lodges with friends or relatives (including members of the immediate family) with or without charge, the allowable cost for lodging, for computing per diem, is zero.

4. Lodging in Non-conventional Facilities. The cost of non-conventional lodging facilities may be allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances which is acceptable to the DoD component.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense shall be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 midnight of that day.

D. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles) for use as quarters, per diem is computed in accordance with the provisions of pars. C4553 and C4559 when recreational vehicles are used for lodging. Allowable expenses which are part of the lodging cost are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. rent of the apartment, house or recreational vehicle (see par. C4559-B);

2. rental charge for a parking space for the recreational vehicle;

3. charges for rent of appropriate and necessary furniture such as stoves, refrigerators, chairs, tables, beds, sofas, televisions, and vacuum cleaners provided the lease agreement does not include an option to purchase (62 Comp. Gen. 635 (1983));

4. cost for connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil, and sewer charges;

5. dumping fees;

6. shower fees;

7. cost of maid fees and cleaning charges;

8. monthly telephone use fees (excludes installation and unofficial long distance calls); and

9. if ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters.

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is entitled to per diem allowances during the entire TDY trip.

E. Allowable Expenses when a Residence Is Purchased and Used for Quarters while on TDY. An employee who purchases and occupies a residence at a TDY location is entitled to a per diem computed in accordance with the provisions of par. C4553. In determining the employee's daily lodging cost, allowable expenses are the monthly (57 Comp. Gen. 147 (1977)):

1. mortgage interest,
2. property tax, and
3. utility cost actually incurred

prorated on a 30-day month basis rather than by the actual number of days the employee occupied the residence.

F. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex. Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense allowance (par. C4720-B4k) if approved by the authorizing/order-issuing official (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight.*** An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. (Ex., An order is prepared to direct TDY at Location C for 150 days. The authorizing/order-issuing official knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.)

Example 1

A traveler who leased an apartment while on a long-term TDY assignment in Location A was required to perform additional TDY in Location B for 5 days. The authorizing/order-issuing official agreed that it would be more economical for the traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the $45 daily apartment cost as a miscellaneous expense allowance (par. C4720-B4k). The lodging cost incurred in Location B ($95 per day) was used for computing the traveler's per diem while TDY in that city.

Applicable per diem rates as used in this example:
Location A $46 (M&IE) and $130 (Maximum lodging)
Location B $46 (M&IE) and $119 (Maximum lodging)

Location A apartment reimbursement for 5 days: $225 ($45 x 5).

TDY assignment per diem in Location B:
First day (day of departure from Location A and arrival in Location B):
$46 (M&IE) plus $95 (lodging cost) = $141 plus lodging tax (see ***NOTE***)

Second thru fifth day:
$46 (M&IE) plus $95 (lodging cost) = $141 x 4 = $564 plus lodging tax (see ***NOTE***)

Day of return to Location A:
$46 (M&IE) plus $45 (lodging cost) = $91

Example 2

*A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost $25) while on the 3 day TDY assignment the quarters might not be available upon return. The authorizing/order-issuing official agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and approved reimbursement for those quarters as a miscellaneous expense allowance (par. C4720-B4k). The lodging costs ($110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.

Applicable per diem rates as used in this example:
Location C $38 (M&IE) and $109 (Maximum lodging)
Location D $46 (M&IE) and $130 (Maximum lodging)

Government quarters reimbursement for 3 days: $75 ($25 x 3).

TDY assignment per diem in Location D:
First day (day of departure from Location C and arrival in Location D):
$46 (M&IE) plus $110 (lodging cost) = $156 plus lodging tax (see ***NOTE***)

Second and third day:
$46 (M&IE) plus $110 (lodging cost) = $156 x 2 = $312 plus lodging tax (see ***NOTE***)

Day of return to Location C:
$38 (M&IE) plus $25 (lodging cost) = $63

***NOTE*: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.**

G. Lodging Obtained on a Weekly or Monthly Basis. When a traveler obtains lodging on a weekly or monthly basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is entitled to the lodging portion of per diem (62 Comp. Gen. 63 (1982)), provided the traveler acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate.

Example

1. A traveler is TDY at a location where the per diem is $85 ($55 for lodging and $30 for M&IE).

2. The traveler obtains lodging on a long-term basis and is paying $900 a month for an apartment and utilities.

3. In a normal month, the daily lodging cost would be $30 ($900/30 days).

4. In June the traveler took leave for 10 days and is entitled to per diem for only 20 days.

5. The daily lodging rate for the traveler during June is computed to be $45 per day ($900/20). Since the $45 daily lodging cost does not exceed the authorized $55 lodging ceiling, the traveler is reimbursed $45 per day for lodging in June.

H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent. See par. C4709-E for reimbursement of lodging costs when TDY is curtailed, canceled or interrupted for official purposes.

I. Double Occupancy. In the case of double occupancy, the employee is allowed one-half of the double occupancy charge if a room is shared with another employee or uniformed service member on official travel. Otherwise, the employee is allowed the single room rate. The employee must provide the single room rate.

J. Lodging Taxes. Unless exempted by the State or local jurisdiction, an employee is required to pay applicable lodging taxes while traveling on Government business. Exemptions from taxes for Federal travelers and the forms required to claim them vary from location to location. The GSA Travel Homepage (***http://policyworks.gov/travel***) lists jurisdictions where tax exempt certificates should be honored.

PART O: REIMBURSABLE TRAVEL EXPENSES

C4700 GENERAL

Reimbursement, in addition to authorized per diem or actual subsistence expenses, may be allowed for the items described in this Part. Each item claimed should be identified on the reimbursement voucher. When items are not authorized in the travel order or otherwise, administrative approval of the reimbursement voucher by the travel-approving/directing official is authority for payment.

*C4705 COMMUNICATION SERVICES *(FTR §301-12.1)*

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine that certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The travel approving/directing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. C4720-B4g.

C4710 REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING *(FTR §301-11.1)*

Even if lodging and/or meals are furnished without cost (or at a nominal cost) for a particular TDY assignment of more than 12 hours, an employee may incur expenses for occasional meals and/or lodgings. The travel approving/directing official may authorize/approve the actual amount paid up to the PMR (no incidental expenses) in par. C4554-A for meals and/or payment for lodging up to the maximums (see ***http://www.dtic.mil/perdiem/pdrates.html***) when the traveler is required to purchase these items when not authorized per diem. See Chapter 4, Part M if the lodging/meal costs exceed the maximum rates.

C4720 MISCELLANEOUS EXPENSES *(FTR §301-10, §301-12, and §302-16)*

A. General. Reimbursement is authorized for necessary travel and transportation related miscellaneous expenses incurred on official business. These include:

1. Costs of traveler's checks, money orders, or certified checks for up to the estimated per diem, and/or AEAs, and travel expenses for the authorized travel;

2. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;

3. Passports and visas fees (including photographs) for OCONUS travel; (These expenses do not include any fees or charges for legal services even though local laws or custom may require the use of lawyers to process applications for passports, visas, or changes in status.

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

4. Costs of birth certificates or other acceptable evidence of birth for OCONUS travel;

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

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

6. Fees for:

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

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

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

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

7. CTO service and processing fees;

8. Transportation-related tips for taxis, limousines, and courtesy transportation; *(FTR §301-10.421)*

9. Transportation costs to and from the transportation terminal (see Chapter 2, Part C);

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

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

B. TDY Travel. In addition to the expenses listed in par. C4720-A, reimbursable expenses for TDY travelers include:

1. POC transportation costs to and from the transportation terminal (see par. C4657-B);

2. Parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) for one round-trip to and from the terminal (see par. C4657-B);

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

*4. authorizing/order-issuing official authorized/approved expenses for:

a. services, including associated equipment, needed for reports/correspondence preparation;

b. clerical assistance;

c. services of guides, interpreters, packers, or vehicle drivers;

d. storage of property used on official business;

e. room rental (used for official business) at a hotel/other place;

f. 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); *(FTR §301-12.1)*

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

i. excess baggage transportation costs (see par. C2302);

j. 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.***

k. dual lodging costs (see par. C4555-F);

l. 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.***

m. expedited charge card delivery ***(effective 1 May 2001)***;

n. late payment delinquent fees 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);

o. lodging late check-out fees.

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 payment is ordinarily made for transportation when the amount involved is $10 or less, unless special circumstances justify the use of a transportation request.

2. Purchasing Transportation. The traveler is required to follow Chapter 2 governing the use of less than first-class accommodations when purchasing commercial transportation. When such accommodations are not available or do not fulfill mission requirements, the lowest first-class accommodations by the usual direct route common carrier shall be used. Reimbursement is so limited unless otherwise authorized/approved, including a determination of advantage to the Government, when applicable.

3. Reimbursement. Reimbursement is authorized for the cash (or Government-sponsored Contractor-issued travel charge card) purchase of transportation of $100 or less, plus Federal tax, when approved as claimed on a travel voucher. The traveler may have to show the date, carrier, name, accommodations used, origin and destination of travel performed, and the transportation cost and Federal tax paid if required by finance regulations. For appropriate evidence to support the claim for reimbursement, see par. C4700. A traveler who has procured passenger transportation services with cash (whether using personal funds, a travel advance, or a Government-sponsored Contractor-issued travel charge card) shall assign to the Government any right to recover any excess payment involving a carrier's use of improper rates. One means of accomplishing this assignment is by including the following statement on the travel voucher: "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein."

B. When Transportation Requests (GTRs) Are Not Available. *(FTR §301-51.100)* When GTRs are not available as indicated in par. C2253, reimbursement may be allowed for the cost, including transportation tax, of authorized transportation and accommodations by common carrier. This includes reimbursement to the employee for authorized dependent's transportation. The conditions in par. C4745-A apply to the purchase of accommodations except that receipts (see par. C1310) may be required. In the event that sleeping car, parlor car, or stateroom fares are paid for in cash, coupons or checks shall accompany the travel voucher unless it is stated in the voucher that the company does not give coupons or checks or they have been lost. In such instances, reimbursement is made for the actual commercial costs (air, rail, or bus) including transportation taxes, parlor cars, or sleeping accommodations on trains, or berth on a ship. If transportation is purchased from OCONUS personal funds, reimbursement is made for the actual transportation cost, including separate compartment cost for night railway travel in foreign countries where the type of accommodations otherwise available are not similar to those used in CONUS and/or staterooms cost for night water travel when extra charge is made therefore.

C. When GTRs Are Available but Not Used and Transportation Cost Exceeds $100. *(FTR §301-72.200)* When GTRs are available but due to conditions beyond the traveler's control they were not utilized, the actual cost of authorized transportation and accommodations reimbursement is authorized. In all other cases, when GTRs are available but not used and commercial transportation cost purchased by the traveler exceeds $100, reimbursement is authorized not to exceed the Government's cost for authorized transportation and accommodations had a GTR been used.

D. Streetcar and Bus Transportation. *(FTR §301-10.190)*

Reimbursement for bus or streetcar transportation expenses:

1. Is allowed under the conditions in Chapter 2, Part C, and

2. Includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station.

***NOTE*: A statement of the necessity for daily travel involving bus or streetcar may be required, by finance regulations, to accompany the travel voucher.**

C4748 BAGGAGE EXPENSES *(FTR §301-12.2)*

Reimbursement is authorized for necessary travel and transportation related miscellaneous incurred on official business. These expenses include:

A. Excess baggage; ***NOTE*: Excess baggage includes an excessive number of pieces and/or excessive weight.**

B. Baggage transfer; ***Not to exceed the customary local rates, and necessity for the transfer must be explained.***

C. Baggage Storage;

D. Checking Baggage. ***Not to exceed the customary local rates.***

E. Redcap and skycap charges are covered by the incidental expenses portion of per diem and are not items for separate reimbursement except for the following:

1. When authorized under par. C6552, item 4, for an employee with a disability,

2. Charges or tips at transportation terminals for handling Government property carried by the traveler,

3. When handling dependent's personal baggage when dependents are not authorized per diem while traveling at Government expense when unaccompanied by the sponsor, and

4. When handling that portion of dependents' personal baggage that the sponsor cannot handle when dependents are traveling with the sponsor.

F. Charges for Handling Baggage/Government Property at Hotels/Motels are travel expenses payable out of per diem allowances and are not items for separate reimbursement except when:

1. Authorized under par. C6552, item 4, for an employee with a disability, or

2. An employee shows that a separate or additional charge was incurred for handling Government property at a hotel/motel.

C4750 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA FEES *(FTR §301-12.1)*

A. General. An employee is reimbursed the associated expenses if officially required to obtain a change of status and/or to renew passports and/or visas (for the employee and/or dependents). Actual travel need not occur (e.g., the expenses may be related to mail). These expenses do not include any fees or charges for legal services even though local laws or custom may require the use of lawyers to process applications for passports, visas, or changes in status. This authority for reimbursement includes an employee,

1. hired locally or transported to a foreign OCONUS area at Government expense,

2. who is a United States citizen serving under a transportation or renewal agreement, and

3. is required to renew passports (employee's and/or dependents') as a result of continued employment in an foreign OCONUS area.

It also includes employees described in par. C4750-B. DoDFMR, Volume 9, Travel Policy and Procedures, at website ***http://www.dtic.mil/comptroller/fmr/***, prescribes the requirements for voucher submission, with supporting authority. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

B. Passport and Visa for Emergency Technical Support Personnel. Activities may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the responsible commanding officer to maintain current passports or visas in preparation for such travel, may be reimbursed the fees paid for such documents. Actual travel is not required (e.g., the expenses may be related to mail).

C4753 PRIVATELY OWNED MOTOR VEHICLE TAXES AND LICENSE FEE *(B-214930, October 1, 1984))*

A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state over 30 days. In some states, a Federal employee assigned to TDY can apply for an exemption certificate upon first coming into the state.

B. Charges Paid by an Employee. Providing an employee has applied for and has been denied an exemption certificate by the state in which assigned to TDY, charges paid by an employee for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met:

1. POC use is authorized as advantageous to the Government in connection with a TDY assignment as provided in par. C2153.

2. The employee's PDS is not in the state in which the TDY assignment is performed.

3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.

4. Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required.

C4755 PREPARATORY TRAVEL EXPENSES WHEN ORDERS ARE CANCELED, MODIFIED, OR REVOKED *(FTR §301-11.16)*

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

C4760 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When an employee has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging costs reimbursement may be approved by the authorizing/order-issuing official. (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). 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.

B. Considerations. The authorizing/order-issuing official should consider if the:

1. Employee acted reasonably and prudently in incurring lodging expenses;

2. Employee had a reasonable expectation of the TDY being completed as ordered or directed;

3. Assignment was changed for official purposes or for other reasons beyond the employee's control that are acceptable; and

4. Employee took steps to obtain a refund once the TDY was officially canceled, or curtailed.

CHAPTER 13

SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS

PART A: GENERAL

*C13105 PURPOSE

TQSE is a ***discretionary allowance, not an entitlement***, which is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy ***temporary quarters***. TQSE must be authorized before temporary quarters are occupied and ***may not be approved for any days that have passed before TQSE is authorized*** (41 CFR §302-5.7). After a determination is made that TQSE is necessary, TQSE on an actual expense basis cannot be denied because the employee does not want fixed TQSE.

C13110 GENERAL

A. Temporary Quarters. Temporary quarters are private or commercial lodgings occupied temporarily after a PCS is authorized.

B. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food and other necessities incurred while an employee and/or dependents occupy temporary quarters incident to a PCS.

C. TQSE Types. There are two allowances prescribed in this Chapter:

1. TQSE (AE). Actual expense reimbursement - see Part B, and

2. TQSE(F). Fixed amount payment - see Part C.

NOTE: For Foreign Transfer Allowance guidance refer to Section 240 of the DSSR as stated in par. C1004.

C13115 ELIGIBILITY

Effective 19 February 2002

A. Conditions. TQSE for an employee and/or each dependent may be authorized under the following conditions:

1. the employee signs a written transportation agreement;

2. a PCS is authorized and the ***new*** PDS is located in the United States or in a non-foreign (OCONUS) area;

NOTE: The old PDS may be anywhere in the world.

3. the old and new PDS are 50 or more miles apart, according to map distances along a usually traveled surface route;

4. temporary quarters occupancy is for transfers, not evacuations or other reasons unrelated to the transfer;

5. TQSE commencement must begin no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057; and

6. the authorizing/order-issuing official authorizes TQSE allowances.

B. Exclusions. TQSE is not authorized for: ***(Also, see par. C4510-B3.)***

1. a new appointee assigned to a first PDS;

2. an employee transferred to a foreign PDS;

3. an employee performing RAT, except when return is to a different OCONUS PDS in Alaska, Hawaii, U.S. territories and possessions, Commonwealths of Puerto Rico and the Northern Mariana Islands, or the Former Canal Zone Area;

4. an employee assigned to an OCONUS PDS returning to actual residence for separation;

5. an employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4500; or

6. an employee to occupy permanent quarters (with rental furniture) while HHG are en route ***(GSBCA 15569-RELO, 12 July 2001).***

C. Restrictions. As a general policy, authorizing/order-issuing officials should deny TQSE, or if temporary quarters are justified, authorize only a necessary period of TQSE if:

1. the employee and/or spouse make a HHT; or

2. previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent quarters.

C13120 DUPLICATION OF ALLOWANCES

NOTE: Duplicate payments are not allowed for temporary lodgings occupied during the same time period. If an employee receives TQSA for temporary lodgings, the TQSE payment must be reduced by the lodging component of the TQSA received (B-180286, July 2, 1975).

A. TQSE Payment

1. Limitations. TQSE is ***not paid*** when the employee is receiving any other subsistence expense allowances (41 CFR §302-5.16).

2. Exceptions. TQSE ***may be paid*** in addition to:

a. COLA payable under the Department of State Standardized Regulations (DSSR) (5 U.S.C. §5941); and

b. BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse of an employee entitled to PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

B. TQSA Payment. When TQSA is paid based on a foreign overseas location:

1. TQSE ***may not be paid*** for that location, ***but***

2. TQSE ***may be paid*** for the new nonforeign PDS location.

C. TQSE may be paid ***in addition to***:

1. COLA payable under DSSR; and

2. BAH-2 or BAS paid to a member of the Uniformed Services who is the spouse of an employee entitled to PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

6. fees for:

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

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

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

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

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

8. CTO service and processing fees;

Effective 26 September 2002
*9. authorized/approved expenses for:

a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;

b. clerical assistance;

c. services of guides, interpreters, packers, or vehicle drivers;

d. storage of property used on official business;

e. room rental at a hotel/other place used for official business;

f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);

g. official phone calls (see par. T4060-B5);

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

i. excess baggage transportation costs;

j. conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. C4955-E3 for travelers other than service members and par. U2555-E3 for members***;

k. dual lodging costs; ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;***

l. non-refundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;

m expedited charge card deliver (effective 1 May 2001);

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

o. lodging late check-out fees; and

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

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

11. tips for taxis and limousines;

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

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

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

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

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

17. **CIVILIAN EMPLOYEES ONLY**

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

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

18. **UNIFORMED MEMBERS ONLY**:

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

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

19. similar travel related expenses ***NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees***; and

20. any per-day administrative fee called for by the MTMC rental car agreements.