

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 452

Alexandria, VA

1 June 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 June 2003 unless otherwise indicated.

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This change includes all material written in CAP items 03-03(E); 05-03 (E); 10-03(E) and civilian editorials C03008 through C03012; C03014; C03015 and C03029. Insert the attached pages and remove the corresponding pages. Remove page C2E-2-1. This cover page replaces the Change 451 cover page.

BRIEF OF REVISION

These are the major changes made by Change 452:

Introduction. Updates instructions on how to obtain copies of the JTR.

C1004; C4050; C4051; C9002. Clarifies that new appointees performing first PDS travel to a foreign area are eligible for the miscellaneous expense portion as an element of the Foreign Transfer Allowance (FTA) administered by State Department.

C1060-B3b; C2000-A; C2001-C2; C2002-C; C2251; Appendix A; Appendix E. Eliminates the term "indirect" travel and replaces it with "circuitous" travel, making the JFTR and JTR uniform in regard to the issue of circuitous or indirect travel.

C3150-B. Removes an outdated website and replaces it with a new one which refers to the retirement program rather than a code listing.

C3150; C6700; C6750. Clarifies that per diem is not authorized for FEML.

Chapter 4, Part M. Proposes revisions for new wording and reorganization of JTR, Chapter 4, Part M (AEA) intended to simplify and update the JTR.

Appendix O, T4040-C3. Adds an effective date of 31 January 2003 to travel day in the AOR.

Appendix S. Recertifies various U.S. European FEML locations until 31 March 2005.

Appendix U. Recertifies R&R leave for U.S. Central Command Area of Responsibility (AOR).

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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.

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CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated by message.

PDs make changes in the per diem rates contained in <http://www.dtic.mil/perdiem/pdrates.html>. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements or administrative memoranda included in a printed change are shown on the cover sheet of that printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for changes in the JTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.
2. Navy - Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO-33), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPRCE, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.
5. OSD/WHS/Defense Agencies: Headquarters DCAA, Administrative Management Division, Attn: Ms. Pat Savage, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

HOW TO GET THE JTR

Requests for copies of the JTR and its changes should be routed as follows:

- *1. Army. The Army no longer purchases printed paper JTR copies. You can download and print copies at your desktop by accessing the following site: <http://www.dtic.mil/perdiem/trvlregs.html>.
2. Navy. Navy distribution of changes to the JTR (NAVSOP P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSOP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate MILSTRIP requisition must be submitted for *each* change/basic.

- (a) *For up to 3 copies*, requisition through the normal supply channels in accordance with NAVSUP P2002 and NAVSUP P-437. You may order the changes on website www.nll.navsup.navy.mil, then go into P2003 search/order, fill out the MILSTRIP requisition on line.
- (b) *For more than 3 copies*, send the request by mail or fax a letter of justification (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to SECNAV/AAUSN Publications Management Branch, 1000 Navy Pentagon, Room 5E784, Washington, DC 20350-1000. FAX COML 703-692-6052, or DSN (312) 222-6052.
- (c) *For changes in distribution*, mail or fax (including SNDL number, point of contact and phone number (DSN and commercial)) to the address in (b) above.
3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.
5. DoD Agencies/Components Not Specifically Listed. Through the appropriate agency/component publishing distribution office.
6. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.
7. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page <http://www.dtic.mil/perdiem/trvlregs.html>.

CHAPTER 1

DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

A. Inclusion. Except as indicated in par. C1001-B, the provisions in this Volume apply to:

1. DoD personal services contract employees (see 27 Comp. Gen. 695 (1948));
2. DoD civilian officials/employees and their dependents, ***NOTE: This includes direct hire foreign citizens employed by DoD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreements with the local government.***;
3. civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);
4. civilian officials and employees of other Federal Government departments and agencies who perform official assignments for and at the expense of DoD;
5. persons who perform TDY under DoD ITOs involving Government business (including foreign citizen indirect hires);
6. National Guard technicians employed pursuant to 32 U.S.C. §709;
7. persons employed intermittently as consultants or experts and paid on a when actually-employed (WAE) basis or persons serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at place of employment or service for the Government; and
8. new appointees to the senior executive service and certain Presidential appointees.

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

C. Restrictions. This Volume does not apply to:

1. NAF officials and employees traveling on NAF business (unless adopted by the NAF activities),
2. contractors' representatives and contractors' employees under contracts with DoD, and
3. DoD employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.

D. Authorization Not Stated. There may be circumstances when the FTR authorizes a discretionary travel and transportation entitlement but the JTR remains silent. A discretionary FTR authorization that is not addressed in the JTR is not implemented within DoD.

C1002 IMPLEMENTATION

Under DoDD 5154.29, the provisions in this Volume, and subsequent amendments thereto, are effective on the basis of promulgation by the PDTATAC, without further entitlement implementation by the separate departments. The

separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume. ***NOTE: DoDD 5154.29 requires that all regulations which implement JTR entitlement provisions be reviewed by PDTATAC Staff.***

C1003 DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)

An employee is authorized Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

***C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA)**

A. Policy, Payment and Procedural Guidance. For FTA policy, payment and procedural guidance see the Department of State Standardized Regulations (DSSR), Section 240 at <http://www.state.gov/m/a/als/1737.htm>.

B. Transfers. Employees transferring from a U.S./non-foreign OCONUS PDS to a foreign PDS are authorized a MEA under JTR, Chapter 9 but ***NOT*** the allowance in par. C1004-C1 below (DSSR, Section 242.6 at <http://www.state.gov/m/a/als/1737.htm>).

C. Foreign Transfer Allowance (FTA). The FTA is a DoS allowance (5 U.S.C.§5924(2)(A)) that reimburses certain expenses when an employee is appointed/PCSing to a foreign PDS when an MEA is not payable. The FTA applies to employees as indicated below. This includes expenses incurred before leaving the U.S./non-foreign OCONUS areas. The FTA is composed of four elements:

1. Miscellaneous Expense. This portion is allowable ***only*** for DoD new appointees being assigned to the first PDS.
2. Wardrobe Expense. ***This portion is not allowable for DoD civilian employees.***
3. Predeparture Subsistence Expense. This portion is allowable for DoD employees PCSing from a U.S./non-foreign OCONUS PDS to a foreign PDS, or for new appointees whose first assignment is a foreign PDS.
4. Lease Penalty Expense. This portion is allowable for all DoD employees PCSing to a foreign PDS.

NOTE: For other allowances relevant to first duty station travel, see Chapter 4, Part B.

C1005 GAIN-SHARING PROGRAM

A Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. Title 5 U.S.C., Chapter 45, Subchapter 1 provides authority for this program. Since the Gain-Sharing Program exists as a ‘Bonus’ program and not a travel program, the discretionary participation in a Gain-Sharing Program is not covered by, nor addressed in, the JTR.

C1006 ADMINISTRATIVE PROCEDURES

Except as noted in Appendix O, the separate DoD components may issue administrative procedures for the judicious administration of the allowances in this Volume. Those procedures must not contravene or duplicate this Volume’s provisions.

- 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. Rest Stop En Route Prohibited. A rest stop en route may not be authorized/approved at Government expense when:

- a. travel is authorized by premium class service;
- b. a traveler chooses to travel by a circuitous 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**

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C2001	TRANSPORTATION MODES A. General B. Within CONUS C. OCONUS Travel D. Travel By Aircraft
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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PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE

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 - B. Selecting a Rental Vehicle
 - C. Reimbursement for Special Conveyance Use
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GENERAL

CHAPTER 2
TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION
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C2000 GENERAL

*A. Travel and Transportation Policy. Travel other than by a usually traveled route must be justified. A traveler may not use contract city pair airline fares provided under GSA contract (see par. C2206-D) for that portion of a circuitous route traveled for personal convenience. The traveler is personally financially responsible for any additional expense. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.

1. less than premium-class accommodations must be used for passenger transportation, unless par. C2204 or C6552 applies,
2. travelers may voluntarily use/accept, and the Government may furnish, accommodations which do not meet minimum standards if the employee's or Service's needs require use of these accommodations,
3. travelers may not be reimbursed for travel at personal expense (see par. C2207-C) on ships/aircraft of foreign registry, except as specified in par.C2205-F, and
4. each dependent is allowed a seat.

B. TDY Travel Involving Non-PDS Location(s). An employee on TDY orders is entitled to travel/transportation allowance NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location. When TDY travel is to/from a ***non-PDS*** location:

1. the traveler must pay excess travel/transportation costs, and
2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

NOTE: For TDY travel/transportation allowances when TDY orders are received while the employee is on official leave, see par. C4564.

C. TDY Departure from Dependents' Residence

1. The authorizing/order-issuing official may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site.
2. POC use may be authorized/approved to begin or end at the employee's residence (from which the employee commutes daily to the PDS) or the place near this residence where the POC is garaged/stored, if advantageous to the Government.
3. ***Relative cost should be a consideration.***
4. ***EXAMPLE:*** The traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

C2001 TRANSPORTATION MODES

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. Travel of an employee should be by the most expeditious practicable transportation mode that meets mission requirements. The authorizing/order-issuing official is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). A statement on the order indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be the most advantageous to the Government, provides justification for travel reimbursement based on the transportation mode authorized on the order and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

NOTE: For The limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DoDD 4500.56, DoD Policy on Use of Government Aircraft and Air Travel, Enclosure 2.

2. Selecting Method of Transportation to Be Used

a. Contract Air Service. Except as noted herein, the use of discount fares offered by contract air carrier between certain cities (city-pairs) is advantageous to the Government and is mandatory for authorized air travel between those city-pairs. ***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. For exceptions and specific guidelines regarding the use of contract air service, see Title 41 Code of Federal Regulations (Federal Travel Regulation (FTR)), §301-10.107 (see the GSA website at: http://policyworks.gov/org/main/mt/homepage/mtt/fttr/newfttr/301-10_107.html) and DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: <http://public.transcom.mil/J4/j4lt/dtr.html>, and then click on 'Part I, Passenger Movement').

b. Noncontract Air Service. The use of noncontract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of noncontract air service must be shown on the travel order or other form of travel authorization before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee shall obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification therefor must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DoD component to be advantageous to the Government with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount fares offered to the Government by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount fares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Government-contract Rental or Government-furnished Automobiles. When it is determined an automobile is required for official travel, a Government-contract or Government-furnished automobile is used as follows.

a. Government-contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to employees who travel to their destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under this subparagraph, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. Government-furnished automobiles shall continue to be available for use in isolated areas where commercial rental contractors are not available.

b. Government-furnished Automobile. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a Government-contract rental or a Government-furnished automobile should be authorized, the overall cost shall include any administrative costs as well as any costs associated with picking up and returning the automobile.

d. Traveler's Cost Liability when Selected Method Not Used. The employee shall use the method of transportation administratively authorized/approved by the DoD component concerned as most advantageous to the Government. Any additional cost resulting from use of a method of transportation other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use any one, or a combination, of the transportation modes in par. C2001-A for travel within CONUS must be based on the following factors:

1. urgency and purpose of travel and ability of each mode of transportation to provide necessary service to meet mission requirements;
2. amount of baggage or working equipment necessary to accompany the traveler;
3. savings in the travelers' productive time (workdays only);
4. availability of adequate accommodations;
5. any special facilities or schedule which shall aid in maintenance of necessary security, when applicable;
6. savings to the Government in connection with PCS orders and transportation of dependents.

C. OCONUS Travel

1. Arranging and Determining Transportation Modes. Transportation for OCONUS travel is arranged through the responsible installation transportation officer or travel agency under contract to the U.S. Government (see par. C2207). Determination of the transportation mode to be used for travel to, and/or from and within, OCONUS areas is made by the responsible transportation officer or travel agency under contract to the U.S. Government in accordance with the guidelines in this Part unless the official directing the travel has specified a particular mode in accordance with this Part. The transportation officer or travel agency under contract to the U.S. Government must not under any conditions provide transportation via a mode which has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by Air

Mobility Command (AMC), including charter or individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic; by Military Sealift Command (MSC), when available; or by commercial transportation in accordance with the policies set forth in Part E. Except for travel between points served by ferries, travel by ocean vessel must not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost worktime. Travel by ocean vessel may be authorized/approved as being advantageous to the Government only through the Secretarial Process. Reimbursement for use of ocean vessels is subject to the further prerequisites of Chapter 2, Part E, concerning use of vessels of U.S. registry.

*2. Traveler Elects Commercial Air or Water. When a traveler authorized to use available AMC or MSC facilities in connection with TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2206. Travelers are required to arrange transportation, even circuitous or interrupted travel, in accordance with par. C2207.

D. Travel By Aircraft

1. General

a. *Authorizing/order-issuing officials directing travel must strictly adhere to the policy on aircraft travel contained in this paragraph.*

b. Air is the usual transportation mode to and/or from OCONUS.

c. Government or Government-procured air transportation should be used for travel to, from, and between OCONUS areas (See Appendix A, under "GOVERNMENT-PROCURED TRANSPORTATION" and "GOVERNMENT TRANSPORTATION" for appropriate definitions.).

d. Except when air travel is not possible for medical reasons, travelers may be required to travel by regularly scheduled commercial aircraft.

e. See par. C2206-E for computing reimbursement when other than the authorized transportation mode or route is used.

f. Reimbursement limitations for travel by an alternate mode or route must be stated on the travel order under which dependents travel.

g. Travelers must make transportation arrangements in accordance with pars. C2207-A and C2207-B.

2. Use of Government Aircraft. Government aircraft may be used only for official purposes in accordance with 41 CFR 101-37.402.

3. Overseas Travel. Travel shall be required by Government air or Government-procured air transportation unless medically inadvisable for:

a. employees performing TDY travel to and from CONUS or between overseas duty points;

b. employees and dependents performing permanent duty travel to, from, and between overseas duty stations.

4. Operations and Maintenance Technicians and Crash Firefighters. Employees whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and crash firefighters for whom travel by aircraft is necessary in connection with their duties, shall be required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions will include such an air travel requirement.

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. No seats/flights available in time to accomplish the mission purpose (e.g., the contract flight is fully booked.). See par. C2002-A1 regarding space for pets.
- 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 circuitry (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, a circuitous route is used or the traveler interrupts a direct travel route (e.g., by taking an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled 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

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

A. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. C2203, C2204-A, and C2205 for exceptions.

B. Travel Prudence. Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.

C. GSA City-pair Air Fares. GSA city-pair air fares contracted through the Contract City Pair Program are to be used for Government travelers whenever available. See par. C2002 for Contract City-Pair Policy and Exceptions. GSA city-pair air fares must not be used for travel to/from non-official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as RAT).

D. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. The authorizing/order-issuing official must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

F. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.

G. Accommodations. Common carrier accommodations are addressed specifically in pars. C2203, C2204, and C2205, and apply to all official travel. Authorizing/order-issuing officials should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DoD component's needs require use of these accommodations.

H. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. C2204-B or C2205-F.

I. Dependents' Seating. Each dependent is allowed a seat.

J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations shall not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler shall report the facts to the transportation office of the DoD component concerned. All adjustments in connection with official passenger transportation must be promptly processed to prevent loss to the Government. All unused tickets (including

portions thereof), coupons, exchange orders, refund slips, notices of fare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local travel/transportation office, or (Contracted) Commercial Travel Office. Failure of travelers to follow these procedures may subject them to liability for any resulting losses.

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Government and not to the traveler. Travelers, on receipt of such a payment, are required to turn the payment into the transportation office for proper disposition. In contrast, employees who voluntarily give up their seats on overbooked planes may retain the payments (as distinguished from the penalty payment for failure of the carrier to furnish the Government traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's responsibility. If it impinges on the performance of official duties, an employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee shall be charged annual leave for the additional working hours (59 Comp. Gen. 203) (1980)).

C2202 RECORDING USE OF COMMERCIAL TRANSPORTATION FOR OVERSEAS PERMANENT DUTY AND RENEWAL AGREEMENT TRAVEL

When commercial facilities are authorized for any portion of the journey to, from, or between overseas stations, in connection with initial appointment, reassignment, or transfer, or renewal agreement travel, the office processing the appointment or transfer or authorizing the renewal agreement travel requests the transportation officer to place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, date of issue, points between which transportation is furnished at Government expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

C2203 ACCOMMODATIONS ON TRAINS

*A. Policy. *Government policy is that employees who travel by train use coach-class accommodations*. When adequate reserved coach accommodations are available, officials authorizing transportation must require those accommodations be used to the maximum extent possible. For overnight travel, employees must be provided slumber coach sleeping accommodations, or the least costly sleeping accommodations available on a train that does not offer slumber coach accommodations. First-class train accommodations may be used only as permitted in par. C2203-C.

B. Authorization/Approval of Use of First-class Train Accommodations

1. Authorization/Approval. The transportation officer may authorize/approve the use of first-class train accommodations under criteria specified in par. C2203-C.
2. Requirements. Authorization for the use of first-class train 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 transportation officer at the earliest possible time.

*C. First-class-Train Accommodations Use. Circumstances justifying first-class train accommodations use are limited to those in pars. C2203-C1, C2203-C2, C2203-C3, and C2203-C4.

1. No Reasonably Available Coach-class Train Accommodations. When travel by train has been authorized as advantageous to the Government, the use of first-class train accommodations may be authorized/approved only when no coach-class train accommodations are reasonably available. For the purpose of this paragraph, "reasonably available" means coach-class train accommodations that are available and 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. In the case of a direct route that requires overnight travel, "reasonably available" shall be based on the availability of slumber coach sleeping accommodations. "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 scheduled departure time earlier than the time the employee is scheduled to complete the duty.

2. Travel by Employee/Dependent with a Disability. The use of first-class train accommodations may be authorized/approved when necessary to accommodate an employee's/dependent's disability or other physical impairment, and the employee's/dependent's condition is substantial in writing by competent medical authority. The use of first-class train accommodations also may be authorized/approved for an attendant authorized under par. C6552, item 1, to accompany the employee/dependent when the employee is authorized use of first-class accommodations and requires the attendant's service en route.

3. Security Reasons. The use of first-class train accommodations may be authorized/approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to travel by:

- a. an employee whose use of coach-class train accommodations 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 train accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

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 Government policy that, for employees and/or dependents who use commercial air carriers for domestic and international travel on official business, the Government purchases coach-class airline accommodations. Employees should determine their transportation requirements in time to reserve coach-class accommodations. First-class airline accommodations may be used only as permitted in par. C2204-5c. Premium-class other than first-class (business 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 in its identification, is "first class."***

2. Authorization/Approval for Premium-class Accommodations. The officials listed in par. C2204-A3 may authorize/approve first-class airline accommodations at Government expense if one or more of the criteria in par. C2204-A5c is met. The local transportation officer or other appropriate authority, in conjunction with the authorizing/order-issuing official, may authorize/approve the use of premium-class airline other than first-class (e.g., business class) airline accommodations if one or more of the criteria in par. C2204-A5d is met. *Authorization for the use of premium-class airline accommodations must 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 must obtain written approval from the local transportation officer or other appropriate authority at the earliest possible time.

3. Authorization/Approval for First-class Accommodations. Only the Secretary of Defense, Deputy Secretary of Defense, or other SECDEF-designated authority may authorize/approve use of first-class air accommodations at Government expense. The delegation/re-delegation of authority to authorize/approve first-class air transportation at Government expense is held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances requiring the cited need for first-class air accommodations. Authorization/approval may be considered only 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 authorization (see par. C3150-B-16(c)) 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 authorization 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 in par. C2204-A3 may authorize/approve first-class air 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			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Foreign
Arrive:	Stuttgart	1410	

Schedule II			
Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III			
Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
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)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
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. Ship Accommodations. Employees who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations may be used, at Government expense, 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 in par. C2205-E may be authorized/approved by the authorizing/order-issuing 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.

PART F: TRANSPORTATION REQUESTS

C2250 GENERAL

Passenger transportation services by common carrier may be procured through the use of U.S. Government Transportation Request (GTR) (Standard Form 1169). GTRs are issued IAW appropriate transportation regulations. GTRs are orders executed by an officially designated transportation officer or by travelers designated as acting transportation officer on common carriers for transportation expenses chargeable to the Government.

***C2251 WHEN GTR'S MAY NOT BE USED**

GTRs may not be used in the following instances.

1. Personal transportation services or privileges that increase or exceed the cost of those authorized when the travel is by a circuitous route for personal convenience. The traveler may not use GTR to procure transportation accommodations for the circuitous travel. However, a common carrier ticket procured by GTR for travel at Government expense may be reissued for a common carrier ticket to travel by a circuitous route for personal reasons. In these instances, any additional charges, including the applicable share of the Federal transportation tax, incurred as a result of the reissued ticket for personal convenience is the personal financial responsibility of the traveler. Additionally, when accommodations superior to those authorized are requested or used by the traveler for personal reasons, the additional cost, including the applicable share of the Federal transportation tax, is the personal financial responsibility of the traveler.
2. Individually procured taxicab, airport limousine, intra-city transit, rental automobiles, or other for-hire automobile services.
3. Payment of toll road or toll bridge charges.
4. Passenger transportation services costing \$10 or less, excluding Federal transportation tax, or excess baggage services costing \$15 or less for each leg of a trip, unless special circumstances justify use of a GTR.

C2253 WHEN GTR'S NOT AVAILABLE

In an emergency, when GTRs are not available, the traveler may pay for the transportation and file a claim for reimbursement, or may telegraph or telephone an administrative official who directs travel to request a GTR be issued to cover the trip. The GTR is deposited by the administrative official with the agent of the carrier at the point of issue. Such agent is asked to telegraph the agent from whom the ticket is to be obtained that a GTR to cover the travel has been received. The latter agent shall then furnish the ticket to the traveler.

C2254 ACTING TRANSPORTATION OFFICER

When official determination is made it is desirable for the traveler to issue GTRs for TDY travel, the travel order shall designate the traveler as acting transportation officer. The number of employees so designated is held to a minimum, consistent with absolute necessity. For the additional requirements incident to such designation, see the regulations of the separate departments.

C2255 LOST OR STOLEN GTR'S

When a GTR in the possession of a traveler or other accountable person is lost or stolen, an immediate report is made to the proper official in the manner prescribed by the regulations of the separate departments. If the lost or stolen GTR shows the carrier service desired and point of origin, the named carrier and other local initial carriers shall be promptly notified. A GTR which is recovered after it has been reported lost shall not be used but shall be sent to the transportation office. A traveler may be held liable for any expenditure by the Government caused through negligence on the traveler's part in safeguarding GTRs.

C2256 LOST/STOLEN/UNUSED TRANSPORTATION TICKETS

Travelers must guard transportation tickets carefully. However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the proper official IAW the DoD component's regulations. The traveler is financially responsible to purchase a replacement ticket. See par. C1320 for reimbursement involving lost/stolen tickets. Also, travelers must return unused transportation tickets to the CTO.

NOTE: *Travelers without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual DoD component procedures (see DoD 4900.9-R (DTR, Part I)). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence.*

PART G: BAGGAGE ALLOWANCE

C2300 FREE CHECKABLE BAGGAGE

*A. General. The rules governing free baggage allowances and charges for excess baggage are outlined in the carrier's tariff. Weight limitations for free checkable baggage for the different transportation modes are stipulated in pars. C2300-B, C2300-C, C2300-D, and C2300-E.

B. Rail/Bus Travel. Normally, for rail/bus travel totally within CONUS, 150 pounds of free checkable baggage is allowed on each full ticket and 75 pounds of free checkable baggage is allowed on each half-fare ticket. For travel in connection with transoceanic travel, 350 pounds of free checkable baggage is allowed on each full ticket and 175 pounds of free checkable baggage is allowed on each half-fare ticket.

C. Commercial Aircraft

1. Travel within CONUS. Free checkable baggage applies to employees performing official travel within CONUS. Generally, most domestic carriers authorize free baggage on the number of pieces concept as opposed to weight. Carriers who have adopted the number of pieces concept apply this concept to both permanent and TDY traffic. Under the "piece" concept, the air carrier will transport, free of charge, three pieces of luggage not to exceed certain overall dimensions; two pieces may be checked, plus one may be carried aboard if it can be stowed under the passenger's seat. Under the piece baggage plan, carrier's tariffs prescribe different dimensional limitations and conditions with regard to pieces of checked baggage and unchecked carry-on baggage allowable as free baggage. Carrier's tariffs should be consulted in this connection.

2. OCONUS Travel. Free baggage allowances for travel to, from, or between OCONUS points vary, but ordinarily, the carriers allow:

a. U.S. Flag Carriers (Including Conventional Premium Class and Coach Class). Two pieces may be checked and one piece may be carried aboard the aircraft if it can be stowed under the passenger's seat. Weight and dimensional limitations are prescribed in the carrier's tariffs.

b. Foreign Flag Carriers. Sixty-six pounds are allowed when traveling in premium class accommodations; 44 pounds when traveling in coach class.

D. AMC Procured Airlift (Including Categories A, B, and M)

1. Checked Baggage

a. Two pieces of baggage, each weighing no more than 70 pounds, may be checked.

b. Each piece must not exceed 62 linear inches (L + W + H).

c. An oversized bag such as duffel bag, sea bag or B-4 bag may be substituted for one checked piece.

d. Single items exceeding 70 pounds and/or 62 linear inches will be counted as two pieces and, therefore, fulfill the allowance for a passenger.

e. Items exceeding 100 pounds are not accepted.

2. Carry-on Baggage

a. Each passenger is permitted to hand carry one article for storage in the passenger cabin area.

b. The weight of this item is not part of the passenger's checked baggage authorization.

- c. The carry-on bag must fit under the passenger's seat, in the overhead rack, or on the garment bag rack.
- d. Carry-on baggage may not exceed 45 linear inches.

NOTE: For more detailed information on baggage requirements and limitations, see AMC Instruction 24-101, Volume 15; or view this information at the following website: <http://public.scott.af.mil/hqamc/pubs/amci/24series/24-101v15.pdf>.

E. MSC or Commercial Ships. On MSC or commercial ships, 350 pounds is allowed for the employee and each dependent 12 years of age or over and 175 pounds is allowed for each dependent under 12 years of age.

C2302 EXCESS BAGGAGE

Baggage in excess of the weight, size, or number of pieces carried free by transportation companies is classified as excess baggage and does not include pets. Excess baggage charges are allowed only when authorized/approved. For domestic air travel only, the traveler is required to pay for excess baggage charges up to and including \$15, plus tax, for each leg of the trip, subject to reimbursement, when excess baggage is authorized. A leg of a trip is considered to be the distance:

- 1. between PDSs,
- 2. from a PDS to a TDY station,
- 3. from a TDY station to a PDS,
- 4. between TDY stations, and
- 5. from/to a U.S. port.

When excess baggage charges for domestic air travel exceed \$15, plus tax, the excess baggage charges may be authorized on the GTR.

C2303 PUBLIC PROPERTY

Public property which cannot be transported as baggage will, when authorized, be shipped in accordance with the regulations of the separate departments.

C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE

A. Free Checkable Baggage. Allowances for free checkable baggage stipulated in par. C2300 are in addition to HHG weight allowances.

B. Expedited Shipments. The weight of expedited shipments will be a part of the maximum weight allowance for HHG when permanent duty travel is involved.

C. Excess Baggage. When excess baggage is allowed in connection with permanent duty travel, except in connection with renewal agreement travel, the excess weight will be a part of the maximum weight allowable for HHG. If the baggage moves as accompanied baggage, the authorized excess amount will be treated as gross weight. If it is shipped as unaccompanied baggage the authorized excess amount will be considered as net weight.

D. Unaccompanied Baggage. The weight of any unaccompanied baggage shipped or transported by any mode, at Government expense, will be considered part of the HHG weight allowance when permanent duty travel is involved.

In this case, the employee is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place of work.

C2402 TRAVEL AT THE TDY LOCATION

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

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

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

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

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

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

*D. POC Travel. When the conditions of par. C2402-B are met, and if authorized/approved as being advantageous to the Government, an employee who travels by POC in and around the TDY station is entitled to reimbursement at the applicable mileage rate for the distance the POC was used for travel on official purposes (see par. C2050).

C2403 USE OF TAXICABS INCIDENT TO OFFICIALLY ORDERED WORK OUTSIDE REGULAR SCHEDULED WORKING HOURS

Incident to the conduct of official business at the PDS, reimbursement for the usual taxicab fare paid by an employee between the office or duty point and place of abode may be authorized/approved when the following conditions are met:

1. employee is dependent on public transportation for such travel,
2. employee is officially ordered to work outside of regular working hours, and
3. travel is during hours of infrequently scheduled public transportation or darkness.

Reimbursement for taxicab fares may be authorized/approved by the official who ordered duty outside the regular working hours or by the employee's supervisor, if such authority has been delegated. Authorization/approval indicating the use of taxis as advantageous to the Government may be written separately or on the reimbursement voucher. Reimbursable expenses include transportation-related tips (see par. C4709-A11).

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

Preparation of vouchers and supporting documents must be as prescribed by the Service/Defense Agency concerned. If the employee was in a travel status, the expenses and mileage authorized/approved under this Part must be shown separately on the voucher.

CHAPTER 3 TRAVEL ORDERS

PART A: DELEGATION OF AUTHORITY

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C3104	PCS TRAVEL <ul style="list-style-type: none">A. GeneralB. PCS Travel within CONUSC. First Duty Station for AppointeesD. OCONUS Permanent Duty Travel
C3105	TCS TRAVEL <ul style="list-style-type: none">A. Events Requiring an OrderB. Order Content
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PART D: TRAVEL ORDER PREPARATION***C3150 TDY TRAVEL**

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel, FEMLE R&R travel, and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel authorization from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilian employees) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

NOTE: DD Form 1610 must not be used for invitational travel OR contractors' travel.

B. DD Form 1610 Preparation. DD Form 1610 generally is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See par. C3101 for specific information required on all travel orders.

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Order--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel order amendment.

(b) Proceed Date (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the mode is to be determined by the transportation officer, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Item 13, Per Diem--When per diem under the lodgings-plus method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed, check block 13b, "Other Rate of Per Diem (*Specify*)" and enter the appropriate rate information. For example:

(a) reduced per diem rates - check block 13b "Other Rate of Per Diem (*Specify*)" \$60 Total (Lodging \$40; M&IE \$20)" and indicate the authority (e.g., memo, letter, etc.) from the designated office (based on pars. C4550-C & C4550-D),

(b) conference lodging allowance rates - check block 13b "Other Rate of Per Diem (*Specify*) \$150 Total (Conference Lodging Allowance \$100; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and **NOT** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

Item 16--May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement must be in the Remarks section of each travel order involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher." If it is not practicable to include this statement in the Remarks section, the statement must be incorporated elsewhere in the travel order or attached to the travel order or to the ticket or transportation request issued to the traveler.*** Other examples:

(a) If excess baggage is authorized, include the statement "____ pieces or ____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302).

(b) If delay en route for personal reasons is authorized, include an appropriate statement indicating the number of annual leave days authorized.

(c) When a travel order authorizes first-class air accommodations, include the statement: "The use of first-class transportation is authorized by (insert the official's appropriate title) in (cite reference and date)." See Chapter 2, Part E.

(d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.

(e) If the traveler accompanies or is accompanied by other persons in an official travel status in a POC, include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor).

(f) When a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used see DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>).

(g) If a registration fee is authorized (see par. C4709-B3i), include a statement indicating whether (and if so, the number/dates) meals and/or lodgings is included in the registration fee (see par. C4955-E1).

(h) Any administrative restriction precluding or limiting other allowable costs for POC (see par. C4654).

(i) Cite JTR, par. C6150 or C6151 when traveling as escort for a Service member's dependents.

(j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

(k) When the authorizing/order-issuing official has determined that an employee should not travel via a particular transportation mode (ex., travel by air (ocean ferry or Chunnel) is precluded for medical reasons), include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government to justify travel reimbursement based on the

transportation mode authorized on the order and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

(l) Travel at No Expense to the Government -- This travel authorization is issued in the DoD's interest but voluntary (permissive) in nature. ***If used, it must result in no cost to the U.S. Government.*** All travel and transportation expenses are the employee's financial responsibility. ***No accounting information should be placed on the travel authorization.*** Should the employee choose not to use this travel authorization, there is no penalty; however, the authorizing/order-issuing official should be notified without delay that this travel authorization has not been used.

(m) If a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (see pars. C4950-M & C4950-N)) is authorized, include the statement: "***Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination).***" Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

(n) Include the dollar amount/call for authorized calls home (see par. C4706).

*(o) Costs for Expenses not Fully Covered by Non-Federal Source. If it is determined in advance of travel that payment from a non-Federal source (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodge/defense_ethics/ethics_regulation/index.html) covers some but not all of the allowable travel and subsistence expenses, then it must be stated on the travel order that the traveler is reimbursed the difference between the full allowances and the payment from the non-Federal source. See Chapter 4, Part L to determine the applicable maximum allowances.

Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20. When travelers are permitted to be travel requesting officials for their own travel orders, the travel requesting official must be other than either of the officials signing in blocks 18 and 20.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17. Item 19, Accounting Citation--Show the fiscal data in accordance with Service regulations and include travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see Appendix A) certifying to funds availability signs in the lower right corner of this block.

Item 20, Authorizing/Order-Issuing Official (Title and Signature). Other than the official signing in block 17 Show the order-issuing organization and address in addition to the title and signature of the authorizing/order-issuing official.

Item 22, Travel Order Number--Show the identifying number and/or symbol assigned by the issuing office.

NOTE: The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the authorizing/order-issuing official (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the authorizing/order-issuing official (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. (This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.)

C. Distribution. See par. C3057.

C3151 PERMANENT DUTY TRAVEL

A. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (DD Form 1614) is used as a request and authorization for all official PCS/TCS travel by employees and their families. (*See par. C3105-B.*) DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

NOTE: DD Form 1614 must not be used for contractor's travel.

B. DD Form 1614 Preparation. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See par. C3101 for specific information required on all travel orders.

*Item 6, Retirement Code--Insert the employee's applicable retirement code from Block 30 of the employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. See OPM website <http://www.opm.gov/retire/> for more information on retirement.

Item 7, Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the transportation agreement as the actual residence, if first duty station travel.

Item 10, Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a, Round Trip Travel for Househunting--Indicate if round trip travel to seek a permanent residence is, or is not authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized.

Item 16, Other Authorized Expenses--The travel advance is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card which should be addressed in Item 20, Remarks or Other Authorizations. The amount of any PCS allowances advance in Item 16 must be computed in accordance with Service finance policy.

Item 22, Accounting Citation--Show fiscal data in accordance with regulations of the DoD component concerned. ***Please ensure that funds are obligated against the PCS/TCS order.*** For Transportation Account Codes (TACs) for DoD personnel see DoD 4500.9-R, Volume 2. TAC codes: Army A2PC, Air Force F750/FCHP, and Navy and Marine Corps see website http://192.67.251.41/tac_inq/tac_menu.html.

Effective 1 August 2000

Item 23, Approving Official—See Appendix A. Show the individual who directs and approves/disapproves travel requests and vouchers prior to claim settlement in addition to the Approving Official's title and signature.

Item 24, Order-issuing/Authenticating Official--See Appendix A. Show the order-issuing organization and address in addition to the title and signature of order-issuing/authenticating official.

Item 27, Claimant – Forward Completed Claim to the Following Address--In this block the losing/gaining activity should provide the address to where the employee should submit their claim for final disbursement.

**CHAPTER 4
EMPLOYEE TRAVEL**

PART A: PERMANENT DUTY TRAVEL

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C4003	WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED A. General B. Married Employees C. Exception
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PART B: FIRST DUTY STATION TRAVEL***C4050 FIRST DUTY STATION TRAVEL ELIGIBILITY****A. General**

1. Travel and transportation expenses may be allowed to first duty station only for the following persons:
 - a. A new appointee to any position;
 - b. A student trainee assigned to any position upon completion of college work; or
 - c. Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102, note) and are appointed to Government service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.
2. The provisions of this Part apply to PDS relocation from the actual residence at the time:
 - a. Of appointment, for new appointees, as defined in par. C4051-B, or,
 - b. Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in C4050-A1c.
3. Par. C4108 (Short Distance Transfers (PCS within Same City or Area)) does not apply to first duty station travel.

B. Requirements and Entitlements for New Employees Assigned to an OCONUS PDS

1. Agreement Requirements. See par. C4001.
2. Service Requirements. See par. C4005.
3. Transportation Allowances. Transportation allowances:
 - a. Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
 - b. For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.
4. Foreign PDS Assignment Allowances
 - a. Foreign Transfer Allowance (FTA) (See par. C1004). When assignment is from a U.S./non-foreign OCONUS area to a foreign PDS the following are authorized:
 - (1) Miscellaneous Expense Portion. See DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004,
 - (2) Lease Penalty Expense Portion. See DSSR, section 242.4 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004, and
 - (3) Predeparture Subsistence Expense Portion. This is also provided for a new appointee in the U.S./non-foreign OCONUS area whose first assignment is a foreign PDS. See DSSR, section 242.3 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004.

- b. Temporary Quarters Subsistence Allowance (TQSA) (DSSR, Section 120 at <http://www.state.gov/m/a/als/1727.htm>). Provided for temporary quarters occupied upon arrival at a foreign PDS if eligible for a Living Quarters Allowance (LQA) under the DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E at <http://www.dtic.mil/whs/directives/corres/html/140025m.htm> and DSSR, Section 031.1 at <http://www.state.gov/m/a/als/1721.htm>.

***C4051 NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO POSITIONS IN THE 50 STATES AND THE DISTRICT OF COLUMBIA**

A. General

1. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a PDS in one of the 50 States or the District of Columbia.
2. For travel and transportation allowances to the first PDS, the selected individual must agree, in writing, to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.
3. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility.
4. See par. C4001-A regarding agreement requirements for appointments to an OCONUS position.
5. See par. C4005-C and Appendix Q for information concerning tours of duty at OCONUS PDS locations.

B. Coverage. A new appointee:

1. Is eligible for payment of only expenses listed in par. C4051-E when relocating to the first PDS.
2. Includes:
 - a. Any person newly appointed to Government service,
 - b. Presidential Transition Team personnel (see par. C4050-A1c), and
 - c. Individuals appointed after a break-in-service (see **NOTE** below), and
 - d. A student trainee who is assigned upon completion of college work.

NOTE: An employee separated as a result of a RIF/transfer-of-function may be treated as a transferee instead of a new appointee under pars. C1052-B2 and C4101.

C. DoD Component Responsibility. Each DoD component must ensure that new appointees are informed of benefits availability and limitations.

D. Procedural Requirements

1. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate agreement.
2. Travel before Appointment
 - a. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

b. Travel and transportation for Presidential Transition Team personnel (see par. C4050-A1c), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

c. This paragraph does not limit the Chapter 6, Part E provisions allowing the payment of pre-employment interview travel.

3. Prior Payment. A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.

E. Allowable Expenses. The following expenses are payable under the conditions of this Chapter governing the allowance in question. Not all of the listed items are applicable in each situation covered by this Part.

1. Travel and transportation, including per diem, for the appointee/student trainee (see par. C4553-B3).

NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for first duty station travel.

2. Transportation for the appointee's/student trainee's dependents (see Chapter 7).

3. PCS mileage if a POC is used (see par. C4250).

4. Transportation and temporary storage of HHG (see Chapter 8).

5. NTS of HHG if appointed to an isolated location (see Chapter 8, Part E, Section 1).

6. Mobile home transportation (see Chapter 10).

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for dependents;

2. A house-hunting trip (HHT);

3. Temporary Quarters Subsistence Expense Allowance (TQSE) (JTR, Chapter 13);

4. Miscellaneous Expense Allowance (MEA) (JTR, Chapter 9);

5. Residence sale and purchase expenses (JTR, Chapter 14);

6. Lease-breaking expenses (except as in par. C1004-3d); and

7. Relocation services (JTR, Chapter 15).

G. Alternate Origin and Destination

1. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

2. For Presidential Transition Team personnel (see par. C4050-A1c), the actual residence, at the time of PCS following the most recent Presidential election, is used.

3. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

H. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Chapter 1, Part C.

*D. Private Individuals Serving without Compensation. Except for pre-employment interview travel, most individuals performing invitational travel (see Appendix E), are authorized per diem/AEA (see pars. C4553 and C4600). Individuals are not authorized per diem on pre-employment interview travel (see par. C6200), but may be authorized reimbursement on an actual expense basis not to exceed the amount for travel in pars. C4614 and C4616 (40 Comp. Gen. 221 (1960)).

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)).

***C4566 QUICK REFERENCE TABLES - PER DIEM ENTITLEMENTS**

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part L. See par. C4554-A1c for meal allowances when JTF operations are involved.

Quick Reference - Per Diem Entitlements						
TDY Travel of More Than 24 Hours						
(1) Day of Departure from PDS		Abbreviation used: Govt. = Government GMR = Government meal rate				
Footnotes: See table # 4		NTE = Not to exceed PMR = Proportional meal rate				
	a	b	c	d	e	f
	Arrived at TDY location (not on U.S. installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. Traveler elected not to occupy available Govt. quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
Per Diem for Day of Departure from PDS ^{6/}	75% of M&IE Rate for TDY Locality ^{1/} plus lodging cost NTE maximum lodging prescribed for TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality ^{1/} plus cost of lodgings occupied NTE maximum lodging amount prescribed for TDY locality. ^{8/}	75% of M&IE Rate for destination TDY Locality ^{1/} for day of departure.	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. ^{2/, 5/}	75% of M&IE rate for long-term TDY/training location plus cost of lodging NTE rate prescribed for that location. (The fixed reduced or 55% rate authorized for long-term TDY/training does not apply on day of travel to that location.)

(2) Whole Days of Travel in CONUS						
Footnotes: See table # 4			Abbreviations used: Govt = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate			
	a	b	c	d	e	f
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at CONUS TDY locality (not on U.S. installation).	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler occupies Govt. quarters.	Each whole day at a CONUS TDY locality (on U.S. installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
Per Diem for Whole Days of Travel ^{6/}	M&IE applicable to CONUS TDY locality (when three meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} .	M&IE plus cost of Govt. quarters. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$2, if all three meals are consumed in a Govt. mess, (3) PMR plus \$2 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$2 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate)).	M&IE applicable to CONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality ^{2/} (If one or two deductible meals are provided, M&IE is PMR plus \$2 (see JTR, par. C4554-B)).	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$2, if all three meals are consumed in a Govt. mess, (3) PMR plus \$2 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$2 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate)).	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality ^{8/} . (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$2, if all three meals are consumed in a Govt. mess, (3) PMR plus \$2 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR rate plus \$2 if one or two deductible meals are provided ^{7/} , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see JTR, par. C4554-A for determination of M&IE rate)).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses.. ^{2/ 6/8/}

*PART M: ACTUAL EXPENSE ALLOWANCE (AEA)

C4600 GENERAL

An actual expense allowance allows travelers to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of the per diem allowances in Part L, or the per diem rates in <http://www.dtic.mil/perdiem/pdrates.html>. *AEAs may not be authorized for experts and consultants appointed under Section 710, Defense Production Act of 1950.*

C4602 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at <http://www.dtic.mil/perdiem/pdrates.html> is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. C4610-A have escalated temporarily due to special/unforeseen events.

C4604 AUTHORIZATION/APPROVAL

AEA:

1. May be authorized before travel begins, or approved after travel is performed;
2. Should be stated in the travel authorization when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);
4. Authorizations/approvals cover individuals specifically listed in the request and alternate/additional personnel not specifically listed, but who actually performed the duty covered by the request.

C4606 LIMITATIONS

1. Authority to prescribe an AEA is not blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. *AEA must not be authorized as part of a 'blanket' travel order.*
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request (see par. C4551) for a per diem rate adjustment.
4. The definitions and rules applicable to the traveler's authorization for a per diem under Chapter 4, Part L while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. Travelers are financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

C4608 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant authorization/approval of AEA include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
 - a. Missile launch,
 - b. Sports event,
 - c. World's fair,
 - d. Convention,
 - e. Natural disaster, or
 - f. Similar event;
3. To locations at which affordable lodgings are not available within a reasonable commuting distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. C4608-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed in Appendix L, par. E.

C4610 EXPENSES

- A. Expenses Allowed. AEAs include expenses ordinarily covered by per diem as defined in Appendix A.
- B. Expenses Not Allowed. The following expenses are not allowed. The cost of meals:
 1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government;
 2. Procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which the traveler's travel begins/ends (B-189622, March 24, 1978); or
 3. Purchased after leaving the carrier when meals are included in the price of a carrier ticket and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity that the traveler is accustomed is a matter of personal preference and is not a "justifiable reason". (See B-193504, August 9, 1979 and B-192246, January 8, 1979.)

C4612 AEA REQUESTS**A. General**

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

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

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

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

4. An AEA may be authorized/approved for pre-employment interview travel (see par. C6200) NTE the applicable locality per diem rate.

B. Submission Channels. See Appendix L.**C4614 150% MAXIMUM AEA**

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

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

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

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

C4616 300% MAXIMUM AEA

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

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

C4618 SPECIAL ACTUAL EXPENSE AUTHORIZATION (AEA)

The PDTATAC Director may issue an AEA for any Uniformed Service employee or other traveler) in support of the mission stated in the AEA. These authorizations may be issued with/without expiration dates. Copies of existing Special AEAs may be obtained from:

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

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

C4620 OVER 300% MAXIMUM AEA

AEAs in excess of 300% shall not be authorized for travelers covered by these regulations.

C4622 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.
3. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:
 - a. 150% of the M&IE rate for the TDY location,
 - b. \$25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. C4614-B2, or
 - c. 300% of the M&IE rate for the TDY location when authorized/approved under par. C4616.

B. Incidental Expenses. When Government quarters are available on a U.S. Installation (see Appendix A), the maximum reimbursement for incidental expenses is:

1. CONUS. \$2.00 in CONUS, and
2. OCONUS
 - a. \$3.50 OCONUS for all full TDY days, except the days travel begins/ends, or
 - b. The locality incidental expense rate when the authorizing/order-issuing official determines the \$3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the Lodgings Plus system (see par. C4553) while the lodging cost is reimbursed on an actual expense basis.

2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.

3. EXAMPLE:

- a. A traveler is authorized/approved an AEA for lodging.
- b. The traveler is paid M&IE on a per diem basis. Itemization of meals and incidental expenses is not required when M&IE is paid on a per diem basis.
- c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).
- d. The AEA must not exceed 150% of the *total* locality per diem rate.
- e. The AEA for the maximum amount allowed for *lodging* is computed as follows:

$$(1) \$106 (\text{Total Per Diem}) \times 150\% = \$159$$

$$(2) \$159 - \$46 (\text{M\&IE}) = \$113 \text{ maximum allowed for lodging.}$$

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for meals and incidental expenses above 150% or 300% (depending on which level is authorized/approved).

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include rooms covered by par. C1058, item 4) and/or meals for TDY travelers, and actual expense reimbursement is authorized/approved, the total daily amount paid by the Government to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE may not exceed the daily maximum authorized under pars. C4614, C4616, C4618, and C4620 (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees) must be submitted for AEA reimbursement. For M&IE reimbursement on a per diem basis (and AEA for lodging only), itemization of meals and incidental expenses is not required.

C4624 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the authorizing/order-issuing official to be paid. ***In no case shall the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; reimbursement of actual expenses for such meals is limited to the charge for each meal, not to exceed the arranged charges for three meals per day.

C. Averaging Expenses

1. When an AEA is authorized/approved that includes meals and incidental expenses, the daily amount of incidental expense items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These expenses include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (see the Incidental Expenses portion of the PER DIEM definition in Appendix A), hotel maid tips, and similar expenses. ***Averaging incidental expenses does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.***

2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (*not after returning to PDS*) is:
 - a. A separately reimbursable expense in addition to per diem/AEA when CONUS travel requires at least 4 consecutive nights of CONUS TDY lodging, or
 - b. Not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.
3. **OCONUS EXAMPLE:** A traveler on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the traveler may indicate that \$4 was paid daily.
4. **CONUS EXAMPLE:** A traveler on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY and the traveler may indicate that \$4 was paid daily.

D. Mixed Travel (Per Diem and Actual Expense)

1. **General.** Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. C4710.
2. **Reimbursement for Departure Day.** The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.
3. **Reimbursement for Return Day.** On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. C4605-D3 for reimbursement method.

C4626 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

NOTE:

1. *The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html/>) does not include an amount for lodging taxes. Lodging taxes in the U.S. and non-foreign OCONUS areas are separately reimbursable expenses in addition to AEA.*
2. *The maximum amount allowed for lodging in foreign OCONUS areas/countries (see <http://www.dtic.mil/perdiem/opdform.html/>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.*

EXAMPLE 1

Travel to single TDY point.
AEA authorized for lodging and M&IE

<u>Per Diem Rate for the CONUS TDY Location</u>			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$99	\$46	\$145	
<u>Actual Expense Allowance Computation for the CONUS TDY Location</u>			
AEA authorized NTE \$217.50 (\$145 x 150%)			
Lodging NTE \$148.50 (\$99 x 150%)			
M&IE NTE \$69 (\$46 x 150%)			
<u>Itinerary</u>			
<u>Date</u>	<u>Travel Status</u>		
10 Aug	Depart Residence Arrive CONUS TDY Location		
11 Aug	TDY in CONUS TDY Location		
12 Aug	TDY in CONUS TDY Location		
13 Aug	Depart CONUS TDY Location Arrive Residence		
<u>Daily Expenses</u>			
<u>Date</u>			<u>Total</u>
10 Aug	Lodging	\$130.00	
	Dinner	+ 25.00	
	Total	\$155.00	
	Total Daily Reimbursement		\$155.00
11 Aug	Lodging	\$130.00	
	Breakfast	6.00	
	Lunch	10.00	
	Dinner	24.00	
	Incidentals	+ 3.00	
	Total	\$173.00	
	Total Daily Reimbursement		\$173.00
12 Aug	Lodging	\$130.00	
	Breakfast	15.00	
	Lunch	20.00	
	Dinner	40.00	
	Incidentals	+ 2.00	
	Total	*\$207.00	
	* Total reimbursement for this day is limited to \$199 (\$130 (lodging) + \$69 (max M&IE)) since the total M&IE (\$77) exceeds the 150% M&IE ceiling of \$69.		
	Total Daily Reimbursement		\$199.00
13 Aug	Breakfast	5.00	
	Lunch	+12.00	
	Total	\$17.00	
	Total Daily Reimbursement		\$ 17.00
TOTAL REIMBURSEMENT			\$544.00

EXAMPLE 2

Travel to multiple TDY points.
 AEA authorized for lodging in CONUS TDY Location A
 M&IE paid on a per diem basis.

<u>Per Diem Rate for CONUS TDY Location A</u>			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$150	\$46	\$196	
<u>Actual Expense Allowance Computation for CONUS TDY Location A</u>			
AEA lodging NTE \$248 (($\$196 \times 150\%$)-\$46)			
<u>Per Diem Rate for CONUS TDY Location B</u>			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$77	\$30	\$107	
<u>Per Diem Rate for CONUS TDY Location C</u>			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$77	\$38	\$115	
<u>Itinerary</u>			
<u>Date</u>	<u>Travel Status</u>		
<u>7 Sep</u>	Depart Residence Arrive CONUS TDY Location A		
8 Sep	TDY – CONUS TDY Location A		
9 Sep	Depart CONUS TDY Location A Arrive CONUS TDY Location B		
10 Sep	TDY – CONUS TDY Location B		
11 Sep	Depart CONUS TDY Location B Arrive CONUS TDY Location C		
12 Sep	Depart CONUS TDY Location C Arrive Residence		
<u>Daily Expenses</u>			
<u>Date</u>		<u>Total</u>	
<u>7 Sep</u>	Lodging M&IE (\$46 x 75%) Total	\$170.00 + 34.50 \$204.50	
	Total Daily Reimbursement		\$204.50
8 Sep	Lodging M&IE Total	\$170.00 + 46.00 \$216.00	
	Total Daily Reimbursement		\$216.00
9 Sep	Lodging M&IE Total	\$70.00 + 30.00 \$100.00	
	Total Daily Reimbursement		\$100.00
10 Sep	Lodging M&IE Total	\$70.00 + 30.00 \$100.00	
	Total Daily Reimbursement		\$100.00
11 Sep	Lodging M&IE Total	\$75.00 + 38.00 \$113.00	
	Total Daily Reimbursement		\$113.00

12 Sep	M&IE (\$38 x 75%) Total Total Daily Reimbursement	+ 28.50 \$28.50	\$ 28.50
TOTAL REIMBURSEMENT			\$762.00

EXAMPLE 3

Travel to two TDY points.

Lodging and M&IE paid on a per diem basis in CONUS TDY Location A

AEA authorized for lodging and M&IE in CONUS TDY Location B

<u>Per Diem Rate for CONUS TDY Location A</u>			
	Max Lodging	M&IE	Total
	\$71	\$38	\$109
<u>Per Diem Rate for CONUS TDY Location B</u>			
	Max Lodging	M&IE	Total
	\$93	\$38	\$131
Actual Expense Allowance Computation for CONUS TDY Location B			
AEA authorized NTE \$196.50 (\$131 x 150%)			
Lodging NTE \$139.50 (\$93 x 150%)			
M&IE NTE \$57 (\$38 x 150%)			
Itinerary			
Date	Travel Status		
1 Oct	Depart Residence Arrive CONUS TDY Location A		
2 Oct	TDY – CONUS TDY Location A		
3 Oct	Depart CONUS TDY Location A Arrive CONUS TDY Location B		
4 Oct	Depart CONUS TDY Location B Arrive Residence		
Daily Expenses			
Date		Total	
1 Oct	Lodging M&IE (\$38 x 75%) Total Total Daily Reimbursement	\$70.00 + 28.50 \$98.50	\$98.50
2 Oct	Lodging M&IE Total Total Daily Reimbursement	\$70.00 + 38.00 \$108.00	\$108.00
3 Oct	Lodging (CONUS TDY Location B) Breakfast (CONUS TDY Location A) Lunch (CONUS TDY Location B) Dinner (CONUS TDY Location B) Total Total Daily Reimbursement	\$120.00 5.00 15.00 + 30.00 \$170.00	\$170.00
4 Oct	Breakfast Lunch Total Total Daily Reimbursement	\$10.00 + 15.00 \$25.00	\$25.00
TOTAL REIMBURSEMENT			\$401.50

EXAMPLE 4

Travel to multiple TDY points

Lodging and M&IE paid on a per diem basis in CONUS TDY Location A and OCONUS TDY Location B
AEA authorized for lodging and M&IE in OCONUS TDY Location C

<u>Per Diem Rate for CONUS TDY Location A</u>			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$208	\$46	\$254	
<u>Per Diem Rate for OCONUS TDY Location B</u>			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$209	\$85	\$294	
<u>Per Diem Rate for OCONUS TDY Location C</u>			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$172	\$71	\$243	
Actual Expense Allowance Computation for OCONUS TDY Location C AEA authorized NTE \$364.50 (\$243 x 150%) Lodging NTE \$258 (\$172 x 150%) M&IE NTE \$106.50 (\$71 x 150%)			
<u>Itinerary</u>			
<u>Date</u>	<u>Travel Status</u>		
5 Aug	Depart Residence Arrive CONUS TDY Location A		
6 Aug	TDY – CONUS TDY Location A		
7 Aug	Depart CONUS TDY Location A Arrive OCONUS TDY Location B		
8 Aug	TDY – OCONUS TDY Location B		
9 Aug	TDY – OCONUS TDY Location B		
10 Aug	Depart OCONUS TDY Location B Arrive OCONUS TDY Location C		
11 Aug	TDY – OCONUS TDY Location C		
12 Aug	Depart OCONUS TDY Location C Arrive Residence		
<u>Daily Expenses</u>			
<u>Date</u>		<u>Total</u>	
5 Aug	Lodging M&IE (\$46 x 75%) Total	\$200.00 + 34.50 \$234.50	
	Total Daily Reimbursement		\$ 234.50
6 Aug	Lodging M&IE Total	\$200.00 + 46.00 \$246.00	
	Total Daily Reimbursement		\$ 246.00
7 Aug	Lodging M&IE Total	\$205.00 + 85.00 \$290.00	
	Total Daily Reimbursement		\$ 290.00

8 Aug	Lodging M&IE Total Total Daily Reimbursement	\$205.00 <u>+ 85.00</u> \$290.00	\$ 290.00
9 Aug	Lodging M&IE Total Total Daily Reimbursement	\$205.00 <u>+ 85.00</u> \$290.00	\$ 290.00
10 Aug	Lodging Breakfast (OCONUS TDY Location B) Lunch (OCONUS TDY Location C) Dinner (OCONUS TDY Location C) Total Total Daily Reimbursement	\$200.00 7.00 20.00 <u>+ 35.00</u> \$262.00	\$ 262.00
11 Aug	Lodging Breakfast Lunch Dinner Total Total Daily Reimbursement	\$200.00 10.00 18.00 <u>+ 30.00</u> \$258.00	\$ 258.00
12 Aug	Breakfast Total Total Daily Reimbursement	<u>\$8.00</u> \$8.00	\$ 8.00
TOTAL REIMBURSEMENT			\$1878.50

**PART K: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES
WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL
STAFF**

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C6604 BAGGAGE

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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 <i>extended</i> at least 12 months	1 additional
b. at least 36 months	2
(1) tour <i>extended</i> for any length of time	0 additional

- b. No more than 2 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. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an *additional 24-month tour*, the employee would be eligible for one FEML trip during that 24-month tour.

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. Per Diem. *Per diem is not authorized for FEML.*

*K. 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. See par. C3150. The rules concerning TDY travel transportation accommodations also apply to R&R travel. See par. C2204 regarding commercial aircraft use and par. C2207 about arranging official travel.

*G. Per Diem. *Per diem is not authorized for R&R travel.*

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

- a. an employee is eligible for return transportation after satisfactorily completing the minimum service period prescribed in par. C4005; or
 - b. the OCONUS command concerned determines that it is in the Government's best interests to return one or more dependents for compelling personal reasons of a humanitarian/compassionate nature (examples: physical/mental health, death of any member of the immediate family, obligations imposed by authority, and other similar circumstances over which the employee has no control).
2. Reimbursable Expense Transportation. When one or more of an employee's dependents return before the employee is eligible for return travel and for reasons other than those described in par. C7003-D1b, the transportation expense is the employees' financial responsibility. When the employee becomes eligible for return travel, the employee shall be reimbursed for allowable travel expenses up to the cost of dependent travel by the most economical route (including the least expensive unrestricted commercial fare when contract city pair fares are not available) from the OCONUS PDS to the actual residence. The reimbursement amount shall not exceed the amount allowable for the transportation mode available that would have been used at the time that the employee became eligible for return travel. Government transportation shall be used for dependents early return travel, if available. Chapter 2 applies to dependent early return travel. See par. C1310 for receipt requirements.
3. Limitations. Dependent early return travel under par. C7003-D1 or C7003-D2 shall not be authorized more than once during each agreed period of OCONUS service. Dependent return travel at Government expense to the OCONUS PDS is not authorized except when incident to renewal agreement travel by the employee (see par. C7004). When an employee completes an agreed service period, has received one-way travel for dependents to the actual residence unaccompanied by the employee, and the employee's renewal agreement travel is at a later date, the expense of dependent return travel to the OCONUS PDS at an earlier date is then reimbursable. Reimbursement shall not exceed the Government's cost for travel by the usual transportation mode and route that would have been used had the dependents traveled back to the OCONUS PDS with the employee. See par. C1310 for receipt requirements.
4. Return of Former Spouse and Dependents. Reimbursement is authorized for return travel to the U.S. for a former spouse and former dependents of an employee who have traveled to the employee's OCONUS PDS as dependents at Government expense, even if, because of divorce/annulment, these individuals are no longer dependents when the employee becomes eligible for return travel. Travel must begin before the end of the employee's current agreed tour of duty.
- *E. Movement Because of Evacuation. When dependent travel is incident to an ordered evacuation, see Chapter 12.
- F. Transportation Routing and Mode. Transportation routing and modes for dependents may be authorized as provided in Chapter 12.
- G. Expenses Authorized. Expenses authorized for dependent travel from OCONUS areas are in pars. C4709-A and C4709-C.
- H. Travel Orders. Authorization for dependent travel must be included in the travel order issued for the employee, except where separate orders are required for the dependent early return to the actual residence or for movement because of evacuation.
- I. Time Limitations
1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, dependents should travel with the employee, or as soon after as appropriate transportation is available.
 2. Reassignment to a New PDS. In no event may dependent travel begin later than 2 years after the effective date of reassignment to a new PDS, exclusive of any time during which administrative embargoes/shipping restrictions make the travel impossible.

3. Return for Separation. When an employee returns for separation, dependent travel must be completed within a reasonable time after separation or the travel benefit is forfeited. Upon the employee's written request, the appropriate OCONUS activity commanding officer may authorize delayed travel, if proper, under the provisions of par. C4202-B.

C7004 RENEWAL AGREEMENT TRAVEL

A. When Authorized. Transportation of an employee's dependents may be authorized in connection with the employee's renewal agreement travel. Subject to the conditions in Chapter 4, Part D, the dependent transportation costs shall not exceed the Government's cost for transportation to the employee's authorized destination. In these cases, dependent transportation may be as provided in this paragraph.

B. Eligible Dependents and Authorization Limit. Dependents who:

1. traveled to the OCONUS PDS within the prescribed 2-year limit, or
2. became dependents at the OCONUS area by marriage, birth, or adoption before the employee begins round-trip travel under a renewal agreement,

are authorized round trip transportation in connection with the employee's renewal agreement. The employee's dependents at the OCONUS PDS may accompany the employee, and/or travel before or after the employee travels (but only after the employee has met eligibility requirements for RAT and the renewal agreement is in place). Dependents who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), are authorized one-way transportation to the PDS in connection with the employee's renewal agreement. ***These dependents, traveling to the employee's OCONUS PDS for the first time using RAT, may travel to the OCONUS PDS at different times than the employee or with the employee on return to the OCONUS PDS. An employee must perform RAT travel for his dependents to be authorized RAT travel (35 Comp. Gen. 101 (1955)).*** Dependents travel, performed after the employee's RAT, must be completed within 6 months of the employee's RAT beginning date.

C. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, dependents who did not accompany the employee on renewal agreement travel but remained at the old OCONUS PDS are authorized travel from the old to the new PDS.

D. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. When an employee and dependents travel to the employee's actual residence for leave before beginning a new OCONUS tour, and the employee performs TDY or attends a training course after the leave and before returning to the OCONUS PDS, the dependents may return to the OCONUS PDS after the leave.

C7005 STUDENT DEPENDENT TRAVEL FOR PURPOSE OF ATTENDING SCHOOL

A. Authority and eligibility requirements for travel and educational allowances of student dependents in foreign areas for the purpose of attending school are in the DSSR. Administration of student travel is in accordance with State Department and DoD regulations and Service implementing regulations.

B. DoDEA statutory charter, (codified at 20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.

CHAPTER 9

**MISCELLANEOUS EXPENSE ALLOWANCE (MEA)
DUE TO HOUSEHOLD RELOCATION****C9000 GENERAL**

The purpose of MEA is to reimburse various costs (e.g., moving household furnishings/appliances and other residence-relocation expenses) associated with an authorized/approved PCS/TCS residence relocation. See Chapter 10 for specific costs associated with mobile home relocation transportation expenses. *An advance of MEA funds is not authorized.* Examples of reimbursable costs include:

1. disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. non-refundable utility fees/deposits;
4. losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);
5. automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into the U.S. for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into the U.S. for non-participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));
6. rental agent fees customarily charged for securing housing in foreign countries;
7. pet quarantine charges (B-206538, September 14, 1982) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care;
8. *(Effective 19 February 2002)* transportation of pets (cats, dogs, *(Effective 13 September 2002)* and other house pets) (*FTR §302-16.1*); ***NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;***
9. required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976))); and
10. similar items.

NOTE: See DSSR, sections 241.2d and 242.4 for authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area.

C9001 ELIGIBILITY

MEA is payable when:

1. a PCS/TCS is authorized/approved,

2. the employee moves out of the old residence,
3. the employee establishes a new residence, and
4. an appropriate transportation agreement is signed.

***C9002 ELIGIBILITY EXCLUSIONS**

Effective: 1 April 1999

The following personnel are not eligible to receive an MEA:

1. New appointees assigned to the first PDS, (appointees to any position, including student trainees, Senior Executive Service (SES) and Presidential appointees);

NOTE 1: See par. C4051 New Appointee and Student Trainee Appointments and Assignments to Positions in the 50 States and the District of Columbia.

NOTE 2: New appointees and employees performing first-PDS travel in a foreign area are eligible for the Miscellaneous Expense Allowance (MEA) portion of the FTA. For foreign transfer allowance (FTA) guidance, refer to Department of State Standardized Regulations (DSSR), Section 240 at <http://www.state.gov/m/a/als/1737.htm> as stated in par. C1004.

2. Employees performing RAT unless a PCS is authorized/approved in conjunction with the RAT and the employee has discontinued residence at one location and established a residence at a new location in connection with such change;
3. Employees assigned to an OCONUS PDS returning to the actual residence for separation; and
4. Employees authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. C4500.

C9003 LIMITATIONS

A. Limited Reimbursement. MEA is not authorized to reimburse an employee for:

1. costs that exceed the maximums provided by law or in these regulations;
2. costs that are not allowed in these regulations;
3. costs reimbursed under other provisions of law or regulations;
4. costs incurred for reasons of personal taste or preference and not required because of the move;
5. losses covered by insurance;
6. fines or other penalties imposed on the employee or dependents;
7. judgments, court costs, and similar expenses because of civil actions; and
8. expenses due to circumstances, factors, or actions that were not due to the move.

B. Limited Reimbursement Examples. Examples of costs in par. C9003-A that are not reimbursable are:

1. losses/costs due to selling/buying homes and personal property;

2. duplicate payments for reimbursable expenses;
3. additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;
4. additional costs caused by the employee shipping HHGs that exceed the maximum weight allowance provided by law or the JTR;
5. higher income, real estate, sales, or other taxes due to establishing residence in the new locality;
6. fines imposed for traffic infractions while en route to the new PDS;
7. accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;
8. losses due to the sale/disposal of HHG items that are not convenient or practicable to move;
9. damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
10. subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances under the JTR;
11. medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary quarters;
12. costs due to structural alterations; remodeling or modernizing of living quarters, garages, or buildings, to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS;
13. costs of purchasing clothing, appliances, and equipment due to relocation; and
14. costs of newly purchased items, such as rugs or drapes.

C9004 REIMBURSEMENT

NOTE: The new MEA amounts (\$500 and \$1,000) are effective for PCS moves with effective dates of orders (see Appendix A) on/after 19 February 2002. Moves with effective dates of orders before 19 February 2002 continue to use the old MEA rates of \$350 and \$700.

A. Minimum. The following may be paid without receipts or itemized statements:

1. Employees without dependents: \$500 or the equivalent of 1 week's basic compensation, whichever is less;
2. Employees with dependents: \$1,000 or the equivalent of 2 week's basic compensation, whichever is less; or
3. Employees with dependents, but whose dependents and HHG are not relocated: \$500 or the equivalent of 1 week's basic compensation, whichever is less. When an employee:
 - a. reports to the new PDS but the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and
 - b. relocates the dependents or HHG within the 2-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C9002-A2.

NOTE: An employee is authorized MEA at the with-dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, August 12, 1976).

B. Maximum. The travel-approving/directing official may authorize/approve MEA in excess of the amount in par. C9004-A, if:

1. the claim is supported by acceptable evidence of expenses incurred, and
2. the total amount does not exceed the employee's basic salary rate of
 - a. 1 week if the employee is without dependents, or
 - b. 2 weeks if the employee has dependents.

The basic salary rate is the rate in effect when the employee reports for duty at the new PDS. The allowable amount shall not exceed the maximum rate (step 10) of Grade GS-13, in 5 U.S.C. §5332. A claim for more than the amount authorized in par. C9004-A must be justified.

C. Two Employees in One Household. ***When two employees discontinue the same residence at the old PDS and establish one residence at the new PDS only one MEA is paid (73 Comp. Gen. 164 (1994)).***

D. Administrative Procedures. When requesting MEA reimbursement the employee must:

1. submit a travel claim following the guidance in DoDFMR (<http://www.dtic.mil/comptroller/fmr>) for costs associated with leaving the old PDS residence and establishing a new PDS residence,
2. certify that the old PDS residence has been discontinued and a new PDS residence has been established, and
3. establish a residence at the new PDS, if filing a supplemental claim for the remainder of MEA.

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

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

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

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

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

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

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

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

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

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

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

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

COMMAND, UNIFIED. A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, and established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

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

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

COMMUTED RATE. A price rate used for HHG transportation and temporary storage. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of temporary storage within the applicable weight limit for storage including in-and-out charges and necessary drayage. The commuted rates for storage are found in the GSA publication, Commuted Rate Schedule for Household Goods constructive rate allowance.

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

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

CONTINGENCY OPERATION. A military operation that:

A. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or

B. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

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

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

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

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

DEPENDENT/IMMEDIATE FAMILY. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

A. employee's spouse;

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, a circuitous route is used or the traveler interrupts a direct travel route (e.g., by taking an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled 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 L

ACTUAL EXPENSE ALLOWANCE (AEA)
SUBMISSION CHANNELS

A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (*this authority shall not be re-delegated*), or as designated by the Service concerned. The authorizing/order-issuing official, or the official who requires the TDY assignment determines if an AEA is warranted. *Requests should arrive at least 10 days before travel begins.* Authority to authorize/approve AEAs is delegated below.

NOTE: Do not send AEA requests up to 300% directly to the PDTATAC.

*B. AEA Requests Up to but Not Exceeding 150%. Authority to authorize/approve AEA requests, not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4614-A and C4614-B) is delegated as indicated below.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: Order issuing/Authenticating/Authorizing official:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Ballistic Missile Defense Organization
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. *This authority shall not be re-delegated.*

g. Defense Information Systems Agency
Attn: BLA
701 South Courthouse Road
Arlington, VA 22202-2199

- h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035
- i. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600
- j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221
- k. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816
- l. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400
- m. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651
- n. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515
- o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
Regional Directors of DCAA Regio at Eastern, Northeastern, Central, Mid-Atlantic, and Western for assigned personnel and other DCAA personnel under their command and control
- p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613
- q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613
- r. Department of Defense Inspector General
Assistant IG for Information Management
400 Army Navy Drive
Arlington, VA 22202-2870

13. Office of the Supreme Allied Command (USACEUR): Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. AEAs may be approved by the authority of the sponsoring Uniformed Service/Defense Agency for all attendees regardless of Service/Defense Agency affiliation.

*C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted office listed below.

1. Army: A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority shall not be further delegated.***

2. Air Force:

a. MAJCOM/FMs, FOA and DRU FMs or equivalents;

b. 11th Wing/FM for HQ USAF personnel;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2nd Street, Robins AFB, GA 31098-1635.

This authority shall not be further delegated.

3. Navy:

a. Military Personnel: See par. A3 above for authorization/approval authority;

b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

4. Special Operations Commands:

a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOC MACDILL AFB FL//SOCS//. Telephone: DSN 299-5122, Commercial (813) 828-5122;

- e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN 579-2649, Commercial (850) 884-2649;
- f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, P.O. Box 64046, Camp H. M. Smith, HI 96961-4046. Message address: COMSOCPAC HONOLULU HI//COS/J4//. Telephone: DSN 315-477-3923, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCJFCOM NORFOLK VA//COS/J4//. Telephone: DSN 646-5841, Commercial (757) 443-5854;
- h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;
- i. Commander, Special Operations Command South, Attn: Chief of Staff, PSC 1008 Box 3900, FPO AA 34051-3900. Message address: COMSOCSOUTH PUERTO RICO//COS/J4//. Telephone: DSN 865-8780, Commercial (787) 865-8782;
- j. Commander, Special Operations Commander Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//COS//. Telephone: DSN 299-6547, Commercial (813) 828-6547;
- k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe: See par. A1, A4, A6-A9, and A11-A13 above for authorization/approval authority.

*D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers. The following officials may authorize/approve AEAs up to 300% for their own official travel and for accompanying uniformed service members and travelers covered by these regulations. JTR, par. C4612 provisions (for travelers covered by these regulations) are not applicable to this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
 The Assistant to the Secretary of Defense (Legislative Affairs)
 The Assistant to the Secretary of Defense (Atomic Energy)
 The General Counsel of the Department of Defense
 The Defense Advisor, U.S. Mission to NATO
 Directors of Defense Agencies
 President, Uniformed Services University of the Health Sciences
 Director Operational Test & Evaluation
 DoD Inspector General
 Director, Defense Research & Engineering
 Commander/Deputy Commanders of Air Force Major Commands
 Chairman/Vice Chairman, Joint Chiefs of Staff,
 Chiefs/Vice Chiefs of Staff, U.S. Army and U.S. Air Force,
 Chief/Vice Chief of Naval Operations,
 Commandant/Assistant Commandant, U.S. Marine Corps,
 Commandant/Vice Commandant, U.S. Coast Guard,

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.

Effective 31 January 2003

*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.

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, Gaborone	European	Frankfurt	31 March 2005
Brazil	Southern	Miami	31 May 2003
Bulgaria, Sofia	European	Frankfurt	31 March 2005
Burma	Pacific	Honolulu	31 August 2003
Cambodia, Phnom 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	31 March 2005
Cuba, Guantanamo Bay	Southern	Jacksonville	31 December 2004
Cyprus, Nicosia	European	Frankfurt	31 March 2005
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, Tallinn	European	Frankfurt	31 March 2005
Ethiopia, Addis Ababa	Central	Frankfurt	31 October 2004
Fiji	Pacific	Honolulu	31 August 2003
Gabon, Libreville	European	Paris	31 October 2004
Georgia, Tbilisi	European	Frankfurt	31 March 2005
Ghana, Accra	European	Frankfurt	1 January 2003
Greece, Athens	European	Frankfurt	31 March 2005
Greece, Larissa	European	Frankfurt	31 March 2005
Greenland, Thule *	Space	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	31 March 2005
Ivory Coast, Abidjan	European	Frankfurt	31 March 2005
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	31 March 2005
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 March 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, Rabat	European	Frankfurt	31 March 2005
Mozambique, Maputo	European	Frankfurt	31 March 2005
Namibia, Windhoek	European	Frankfurt	30 April 2002
Nepal, Kathmandu	Pacific	Honolulu	31 December 2004
Nicaragua	Southern	Miami	31 May 2003
Niger, Niamey	European	Frankfurt	31 March 2005
Nigeria, Lagos	European	Frankfurt	31 March 2005
Oman	Central	Frankfurt	31 October 2004
Pakistan	Central	Frankfurt	31 October 2004
Panama, 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, Warsaw	European	Frankfurt	31 March 2005
Qatar	Central	Frankfurt	31 October 2004
Romania, Bucharest	European	Frankfurt	31 March 2005
Russia, Moscow	European	Frankfurt	31 March 2005
Rwanda, Kigali	European	Frankfurt	1 January 2003
Saudi Arabia	Central	Frankfurt	31 October 2004
Senegal	European	Frankfurt	1 January 2003
Singapore	Pacific	Sydney	31 August 2003
South Africa, Pretoria	European	Frankfurt	31 March 2005
Sri Lanka, Columbo	Pacific	Frankfurt	31 August 2003
Suriname	Southern	Miami	31 May 2003
Syria, Damascus	European	Frankfurt	31 March 2005
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, Tunis	European	Frankfurt	31 March 2005
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	31 March 2005
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, Harare	European	Frankfurt	31 March 2005

* 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-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Croatia	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	28 February 2005
Kyrgyzstan 6/	Central	Frankfurt, Germany	Baltimore, Maryland	30 November 2004
Macedonia, Former Yugoslavia Republic of	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
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	28 February 2005
Saudi Arabia 4/, 6/	Central	Frankfurt, Germany	Baltimore, Maryland	28 February 2005
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	28 February 2005

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), U.S. Army Central Command – Kuwait (ARCENT-KU) and CENTAF elements at Ali Al Saleem and Al Jabbar.

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 transitioned JTF-SWA to Prince Sultan Air Base an/about of 1 April 01), c) U.S. Central Command Air Forces (CENTAF) elements Airborne Early Warning (AEW) at Prince Sultan Air Base.

5/ Only for Humanitarian Mission (De-mining).

6/ Only for the mission of Enduring Freedom.