

## VOLUME 2

### JOINT TRAVEL REGULATIONS

#### CHANGE 453

Alexandria, VA

1 July 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 July 2003 unless otherwise indicated.

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This change includes all material written in CAP items 7-03(E); 11-03(E); 12-03(E); 15-03(E) and 16-03(E) and civilian editorials C03016 through C03023. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 452 cover page.

#### BRIEF OF REVISION

These are the major changes made by Change 453:

C1004. Replaces "U.S." with "CONUS." The preferred wording to describe the area involved is "CONUS or non-foreign OCONUS area."

C3103; C4562; Chapter 4, Part T; Appendix O. Inserts provisions governing "Travel of Consultants and Experts" "Travel of Witnesses" "Travel of Jurors" "Travel of Employees Serving as Labor Organization Representatives" and "Travel to Receive Non-Federally Sponsored Honor Awards" in a new Chapter 4 Part. T.

C3151; Chapter 4, Part C. Prescribes regulations dealing with situations in which employees receive notice of a PCS to the location at which they are on TDY. This concerns per diem payments at the TDY location and return trips to the old PDS.

C4162. States that if your actual place of residence is located in the U.S., you and your family must spend a substantial amount of time in the U.S. in order to receive reimbursement.

C8050. Clarifies the HHG transportation authorized to an employee married to a uniformed service member when they both move between the same old and new PDS. This complements the existing information about member-married-to-member couples and civilian employee-married-to-civilian employee couples.

C8205. Explains that there is no reimbursement for HHG shipment if the move is paid for by a third party.

C13205-A2; C13225-A2b. Makes clear that the locality per diem rate used for TLE and TQSE is the PDS rate, not the lodging location rate.

Appendix S. Re-certifies the U.S. European and U.S. Southern FEML locations until 30 April 2005.

Chapter 3; Appendix A; Appendix E. Corrects the term “travel order” to “travel authorization” for DoD civilians.

Chapter 4, Part I. Inserts tables listing allowances applicable to employee assignments, transfers and moves. Table 1 is currently in JTR, par. C4400. Tables 2 through 12 are based on those provided in FTR Amendment 98, following § 302-3.2. The FTR references in tables 2 through 12 were retained and JTR and DSSR references were added.

## VOLUME 2

### JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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442	C1C-1	453	C3B-3	450	C4D-7	433	C4L-29	450	C6E-1
447	C1D-1	453	C3C-1	435	C4E-1	452	C4M-1	424	C6E-3
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436	C8E2-1	433	C16A-5	440	IA-7				
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452	C9-1	436	C16A-9	440	IA-13				
452	C9-3	419	C16A-11	440	IA-15				
428	C10-i	419	C16A-13	440	IA-17				
428	C10-1	422	C16A-15	440	IA-19				
434	C10-3	419	C16A-17	440	IA-21				
402	C11-i	432	C16B-1	440	IA-23				
450	C11-1	419	C16B-3	440	IA-25				
450	C11-3	419	C16C-1	440	IA-27				
450	C11-5	419	C16C-3	435	I-B-1				
450	C11-7	437	A-1	435	I-B-3				
435	C12-i	452	A-3	435	I-B-5				
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453	C13B-1	447	A-13	453	L-7				
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436	C13C-1	449	A-19	450	O-5				
436	C13C-3	453	A-21	452	O-7				
428	C13D-1	438	A-23	450	O-9				
401	C13D-3	428	A-25	451	O-11				
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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 (NAVSO 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 (NAVSUP 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](http://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 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 ITAs 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. Pre-departure Subsistence Expense. ***(This portion is allowable for DoD employees PCSing from a PDS in CONUS/a non-foreign OCONUS area to a PDS in a foreign country and for new appointees traveling from an actual residence in CONUS/a non-foreign OCONUS area to their first PDS in a foreign country), and***
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.

**CHAPTER 3  
TRAVEL AUTHORIZATIONS**

**PART A: DELEGATION OF AUTHORITY**

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**PART B: GENERAL CONDITIONS**

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C3052	BLANKET TRAVEL AUTHORIZATION
C3053	TRAVEL AUTHORIZATION AMENDMENT A. Policy B. Authorization, Approval and Retroactive Modification C. Effective Date of Amendment D. How To Amend a Travel Authorization
C3054	RESCINDING A TRAVEL AUTHORIZATION
C3055	NUMBERING TRAVEL AUTHORIZATIONS
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## **PART C: TRAVEL AUTHORIZATION CONTENT**

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<b>C3102</b>	<b>BLANKET TDY TRAVEL</b>
<b>C3103</b>	<b>TDY TRAVEL OF CONSULTANTS AND EXPERTS</b>
<b>C3104</b>	<b>PCS TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. PCS Travel within CONUS</li><li>C. First Duty Station for Appointees</li><li>D. OCONUS Permanent Duty Travel</li></ul>
<b>C3105</b>	<b>TCS TRAVEL</b> <ul style="list-style-type: none"><li>A. Events Requiring a Travel Authorization</li><li>B. Authorization Content</li></ul>
<b>C3106</b>	<b>INVITATIONAL TRAVEL</b>
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## **PART D: TRAVEL AUTHORIZATION PREPARATION**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
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<b>C3151</b>	<b>PERMANENT DUTY TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. DD Form 1614 Preparation</li><li>C. Distribution</li><li>D. Privacy Act Statement</li></ul>

## CHAPTER 3 -TRAVEL AUTHORIZATIONS

### PART A: DELEGATION OF AUTHORITY

Effective 6 June 2002

**\*C3000 WHO MAY ISSUE TRAVEL AUTHORIZATIONS (FTR §301-71.104)**

Authority to issue travel authorizations within the Departments of the Army, Navy and Air Force is delegated, and may be re-delegated, as shown in the following tables. Authority to issue travel authorizations within DoD components other than Departments of the Army, Navy and Air Force is as delegated by the head of each component. One authorizing/order-issuing official may ask another to issue a travel authorization. The requesting official must provide the required information and accounting data. Specific travel authorization-issuing conditions are indicated in the following tables. Permitted delegations and re-delegations of travel authorization-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating travel authorizations. See Chapter 4, Part M and Appendix L for AEA information.

#### DEPARTMENT OF THE ARMY

("X" indicates delegation of authority for the issuance of travel authorizations)

Authorizing and Approving Officials	TDY Travel 1/	Permanent Duty Travel 5/	Invitational Travel 1/, 6/
Secretary of the Army	X	X	X
Administrative Assistant to the Secretary of the Army	X 3/	X 3/	X 3/
Chief of Staff	X 2/	X	X
Commander of Major Army Commands (includes components of Combatant Commands), Heads of Army Staff Agencies, Commanders of Major Subordinate Commands and Regional Commanders	X 2/, 4/	X	X
Commanders or Heads of Installations, Activities, and Field Operating Agencies	X 4/	X	X
National Guard Adjutants General of the Respective States	X 4/	X	X 4/

1/ Issuance is subject to the provisions of AR 1-40, "Official Temporary Duty Travel Outside Continental United States."

2/ These officials may re-delegate authority to commanders of subordinate installations, activities and field operating agencies for issuance of TDY travel authorizations for travel to, from, and between OCONUS areas when AR 1-40 does not require issuance of travel authorizations by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

3/ For the Office of the Secretary of the Army and elements reporting directly thereto.

4/ For the National Guard Bureau, prior approval of the Chief, National Guard Bureau is required to issue blanket TDY travel authorizations. **NOTE: Blanket travel authorizations are not used in DTS.**

5/ For PCS between CONUS locations: applies to Commanders to whom authority has been delegated to fill positions. These officials may re-delegate authority to issue permanent duty travel authorizations. For PCS to, from or between OCONUS locations: applies to Commanders who are responsible for filling requisitions and processing appointments to OCONUS areas, or for assigning employees to OCONUS permanent duty. These officials may re-delegate their authority to issue permanent duty travel authorizations. The gaining activity is responsible for travel authorization issuance but may request the losing activity to issue the travel authorization.

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7/1/03

C3A-1

6/ When travel is to enable the interview of prospective appointees to vacant Schedule A attorney positions, prior authorization is required from one of the following, as appropriate: General Counsel or Judge Advocate General, Headquarters, Department of the Army; General Counsel, Headquarters, U. S. Army Materiel Command; or General Counsel, Office, Chief of Engineers.

DEPARTMENT OF THE NAVY

("X" indicates delegation of authority for the issuance of travel authorizations)

Authorizing and Approving Officials	*TDY Travel 5/	Permanent Duty Travel 3/		Invitational Travel 1/, 2/
	Trip And Blanket 1/, 2/, 4/	OCONUS Involving Employment Agreements	Other Including First Duty Station Travel Within CONUS	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, Marine Corps Staff	X	X	X	X
Chief, Deputy Chiefs, Vice Chiefs, and Assistant Chiefs of Bureaus and Offices and Heads of Offices of the Navy	X	X	X	X
Department Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Directors, Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commanders and Vice Commanders of Naval Systems Command Headquarters	X	X	X	X

See footnotes on page C3A-4

DEPARTMENT OF THE NAVY (Cont'd)

("X" indicates delegation of authority for the issuance of travel authorizations)

Authorizing and Approving Officials	TDY Travel 5/ Trip And Blanket 1/, 2/, 4/	Permanent Duty Travel 3/		Invitational Travel 1/, 2/
		OCONUS Involving Employment Agreements	Other Including First Duty Station Travel Within CONUS	
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Directors, Naval Training Aids Centers	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officers/ Executive Officers and Heads of Activities of the Department of the Navy	X	X	X	X
Director, Assistant Director, and Recruiting Representatives of OCONUS and Return Placement Staff		X		
Directors of Civilian Personnel and Industrial Relations Officers		X	X	
Industrial Relations Officers and Directors of Industrial Relations Divisions in all MSC Commands and Recruiting Representatives, Military Sealift Command	X	X	X	X

DEPARTMENT OF THE NAVY (Cont'd)

("X" indicates delegation of authority for the issuance of travel authorizations)

Authorizing and Approving Officials	TDY Travel 5/ Trip And Blanket 1/, 2/, 4/	Permanent Duty Travel 3/		Invitational Travel 1/, 2/
		OCONUS Involving Employ- ment Agree- ments	Other Including First Duty Station Travel Within CONUS	
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters		X	X	

- 1/ Issuance is subject to OPNAVINST 4650.11(series) concerning official visits to military installations and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Chapter 16 for duty involving access to classified material.
- 2/ Officials authorized to issue TDY travel authorizations and ITAs may delegate in writing to a subordinate official the authority to sign such authorizations "by direction." Authority for authorizing spouse travel rests at the 4-Star level (may be redelegated to the Major Command Chief of Staff or equivalent senior level official only).
- 3/ Officials authorized to issue agreements or permanent duty travel authorizations may not re-delegate this authority. In the absence of the designated official, an official "acting" is authorized to sign the agreement or travel authorizations as "acting."
- 4/ Prior approval of the Echelon I Command is required for all TDY assignments in excess of 12 months.
- 5/ The heads of Navy commands/activities have authority to authorize long-term TDY for up to 12 months.

## DEPARTMENT OF THE AIR FORCE

("x" INDICATES TRAVEL AUTHORIZATION ISSUANCE DELEGATION)

Authorizing and Approving Officials	TDY Travel 1/	Permanent Duty Travel	Invitational Travel
Secretary of the Air Force	X 3/	X 6/	X
Chief of Staff, U. S. Air Force	X 4/	X 6/	X
Commander in Chief or Commander, Major Air Command	X 5/	X 6/	X 7/
Commander, Intermediate Echelon	X 2/, 5/	X 6/	X 7/
Commander, Activity, Wing, Group, or Squadron	X 2/, 5/	X 6/	X 7/
Commander in Chief, North American Air Defense Command	X	X 6/	X
National Guard Adjutants General of The respective State	X 8/	X 8/	X

1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.

2/ Prior approval by the major air command concerned is required for TDY assignments in excess of 179 days. Approval authority may be redelegated to lower echelons if desired.

3/ Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue blanket TDY travel authorizations for employees of the Office of the Secretary of the Air Force. ***NOTE: Blanket travel authorizations are not used in DTS.***

4/ Prior authorization by AF/DALB is required to issue blanket TDY travel authorizations for civilian personnel of Headquarters, U.S. Air Force. ***NOTE: Blanket travel authorizations are not used in DTS.***

5/ Prior authorization of the major command concerned is required to issue blanket TDY travel authorizations. However, approval authority may be re-delegated to lower echelons if desired. Approval may be for a specific project or period of time, or without limitation when justified. ***NOTE: Blanket travel authorizations are not used in DTS.***

6/ Responsibility for the issuance of PCS travel authorizations belongs to commanders who have received delegated authority to fill positions, commanders who are responsible for filling requisition and processing appointments OCONUS, commanders of activities in which one individual is employed, or commanders of gaining activities, as appropriate, with regard to the type of PCS travel involved.

7/ When delegated by the responsible major air command.

8/ Authority for travel authorization issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.

**\*PART B: GENERAL CONDITIONS****C3050 AUTHORIZATION IN WRITING (FTR §301-71.107)**

A. Policy. A travel authorization must be a written or electronic authorization (see par. C3056) and establish the conditions under which official travel and transportation is authorized at Government expense. It should be issued before travel begins unless an urgent or unusual situation prevents prior issuance.

B. Purposes. (FTR §301-71.100) The purposes of travel authorizations are to:

1. Provide the traveler information regarding what expenses are to be paid;
2. Provide CTOs and travel service vendors with necessary documentation for travel programs use;
3. Provide necessary financial information for budgetary planning; and
4. Identify the travel purpose.

C. Prohibition. *Travel authorizations shall not be issued for reporting to the first PDS for duty except as provided in Chapter 4, or for pre-employment interviews or examination except as provided in Chapter 6.*

D. Exceptions. When travel is performed within the limits or immediate vicinity of a PDS, authorization by a travel-approving/directing official may be oral, by letter or message, or by travel authorization if deemed appropriate for fund approval purposes. Ordinarily, travel authorizations are not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement. If a travel authorization is not issued, approval on a claim voucher should suffice for reimbursement purposes.

E. Sea Trial Travel Authorizations. Instead of individual travel authorizations, a travel authorization may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Government ship. The written travel authorization must show the per diem authorization, the per diem rate, duty dates, accounting data, and the names of the employees assigned to the particular sea trial trip. A copy of the travel authorization must be given to each employee concerned.

**C3051 CONFIRMATORY TRAVEL AUTHORIZATION**

If official travel begins or is performed before a written travel authorization is issued, the travel must be pursuant to proper oral, letter, or message authority. A confirmatory travel authorization must be issued as promptly as possible. A confirmatory travel authorization must include appropriate statements regarding the prior authorization and justification for any unusual issuance delay. The official who directed the travel is responsible for initiating a confirmatory travel authorization.

**C3052 BLANKET TRAVEL AUTHORIZATION**

Blanket TDY travel authorizations may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel authorization is limited to use within a stated geographical area and to a time period within a fiscal year. Blanket travel authorizations must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary. Claims for reimbursement for travel under a blanket travel authorization do not require approvals except for expense items requiring specific approval under these regulations. ***NOTE: Blanket travel authorizations are not used in DTS.***

**C3053 TRAVEL AUTHORIZATION AMENDMENT**

A. Policy. An issued travel authorization may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:

1. recognize an essential aspect of travel not known in advance,

2. change the period or place of TDY assignment,
3. include omitted pertinent information,
4. change allowances for unperformed travel or duty, and/or
5. correct erroneous information or clerical errors that do not affect reimbursement retroactively.

B. Authorization, Approval and Retroactive Modification. Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See Appendix A for definitions of “authorize” and “approve”. Approval after the fact, when permitted, does NOT constitute 'retroactive modification' of a travel authorization to create, change, or deny an entitlement. Except to correct or to complete a travel authorization to show the original intent, a travel authorization shall not be revoked or modified retroactively to create or deny an entitlement (24 Comp. Gen. 439 (1944)). *(Ex: It would be improper to amend a travel authorization to 'un-authorize' POC travel after travel had been completed that the travel authorization had clearly permitted POC use.)* See pars. C4554-A and C4554-B regarding the effect of deductible meals on per diem rates.

C. Effective Date of Amendment. The effective date of an amendment is the date of issuance unless a later date is specified. However, the amendment may indicate retroactive effect under the conditions in par. C3053-A. An amendment authorizing a change in per diem or mileage rates and reimbursement basis applies only to unperformed travel on and after the effective date. When practicable, an amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

#### D. How to Amend a Travel Authorization

1. General. A travel authorization is amended by issuing an appropriate document citing the original travel authorization by number, and stating the pertinent changes, additions or deletions, and effective date(s).
2. Responsible Officials. The authorizing/order-issuing official directing an employee's travel is responsible for amending a travel authorization. Before issuing a travel authorization amendment involving the expenditure of additional funds, authorization is required from the official whose funds are affected. Any official with delegated authority to issue travel authorizations (see par. C3000) may issue an approved amendment.

### C3054 RESCINDING A TRAVEL AUTHORIZATION

If an employee has traveled (or incurred expenses that must be reimbursed) under an issued travel authorization, it may not be rescinded. However, a travel authorization may be rescinded insofar as it applies to unperformed authorized travel.

### C3055 NUMBERING TRAVEL AUTHORIZATIONS

Strict administrative control must be maintained over the issuance of travel authorizations. Each authorized issuing office must assign an identifying number or symbol to each travel authorization and cite it as reference in related documents and records when necessary. Authorization identification must be as prescribed in Service regulations.

### C3056 AUTHORIZATION (AUTHENTICATION) OF TRAVEL AUTHORIZATIONS (FTR §301-71.3)

A travel authorization is “authorized” or “authenticated” by affixing the seal or signature of the authorizing/order-issuing official. Authorization (authentication) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

**C3057 DISTRIBUTION**

The required number of copies of a travel authorization for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that travelers may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. issuance of Government-procured transportation;
2. travel advances;
3. HHG transportation and/or storage;
4. transportation of unaccompanied dependents;
5. transportation by Military Sealift Command (5 copies);
6. transportation by Air Mobility Command (3 copies);
7. immunization, passport, and visa; and
8. administrative requirements, including for a record in the employee's personnel folder, for OCONUS PCS travel.

**C3058 UNUSED TRAVEL AUTHORIZATIONS**

Unused travel authorizations must be returned promptly to the authorizing/order-issuing official with an appropriate explanation. That official must have the travel authorization canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

**\*PART C: TRAVEL AUTHORIZATION CONTENT****C3100 FORM OF REQUEST**

Use the travel authorization forms prescribed in pars. C3150 and C3151.

**C3101 SPECIFIC INFORMATION REQUIRED (FTR §301-71.103)**

A. General Information. The following information must be included on all travel authorizations:

1. Employee's name;
2. Authorizing/order-issuing official's signature;
3. Travel purpose;
4. Travel authorization conditions of or limitations;
5. Travel costs (for open authorizations, include a travel cost estimate over the period covered) estimate;
6. A statement that the employee(s) is (are) authorized to travel;
7. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DoDFMR, Vol. 9, paragraph 030301.B.1); (*See <http://www.dtic.mil/comptroller/fmr/>*.)
8. A statement indicating whether the traveler is/is not a Government-sponsored contractor-issued travel card holder (DoDFMR, Vol. 9, paragraph 030301.B.2) (*See <http://www.dtic.mil/comptroller/fmr/>*);
9. If the traveler is a Government-sponsored contractor-issued travel card holder, a statement indicating whether or not the traveler is exempt from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods) (DoDFMR, Vol. 9, paragraph 030301.B.3) (*See <http://www.dtic.mil/comptroller/fmr/>*); and
10. A statement indicating that Government-sponsored contractor-issued travel card holders should obtain necessary cash (and the amount), as authorized, through automated teller machines (ATMs) rather than obtaining cash advances from a DoD disbursing officer (DoDFMR, Vol. 9, paragraph 030301.B.4) (*Website at: <http://www.dtic.mil/comptroller/fmr/>*).

B. Specific Authorization or Approval. **(FTR §301-71.105)** The following travel arrangements require specific authorization or prior approval:

1. Use of premium-class service on common carrier transportation (par. C2204-A);
2. Use of a foreign air carrier (pars. C2204-B);
3. Use of cash to pay for common carrier transportation (par. C2252);
4. Use of extra-fare train service (par. C2203);
5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);

6. A statement that the employee(s) is (are) authorized to travel; and
7. A statement that return travel to the PDS during extended TDY is authorized must be included in the travel authorization, or on the travel voucher, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

C. Advance Arrangements. The following travel arrangements require a written or electronic advance authorization:

1. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel authorization under which dependents travel;
2. Payment of a reduced per diem rate (par. C4550);
3. Acceptance of payment from a non-Federal source for travel expenses (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)); and
4. Travel expenses related to attendance at a conference (Chapter 4, Part S).

### C3102 BLANKET TDY TRAVEL

A blanket TDY travel authorization must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

1. that the travel type is "blanket TDY travel";
2. that the employee shall proceed at such times, to such places, and at such frequency as may be necessary;
3. of the general geographic area limitations;
4. of a specific period of time within a fiscal year;
5. of the reason(s) for this type of travel;
6. designating the traveler as an acting transportation officer, if applicable;
7. authorizing use of special conveyances with reimbursement allowed when approved on claim vouchers as advantageous to the Government, if appropriate;
8. authorizing excess baggage, if necessary; and
9. of other conditions, limitations, and instructions, as appropriate.

**NOTE:** *Blanket travel authorizations are not used in DTS.*

### \*C3103 TDY TRAVEL OF CONSULTANTS AND EXPERTS

An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 days or less in any continuous 365 day period) by the Government (under 5 U.S.C. §5703) and paid on a daily-when-actually-employed basis or serving without pay or at \$1 a year (see par. C4975 and Appendix E, Parts I and II). A consultant or expert employed for more than 130 days is a temporary employee. The rules and order forms prescribed in this regulation for regular employees apply to temporary employees. **NOTE:** *This use of ITAs does not apply to contractors.*

**C3104 PCS TRAVEL**

A. General. Travel authorizations must state specific allowances and procedures the employee is authorized to follow. (FTR §302-2.104). A travel authorization for PCS must contain the same basic information prescribed in par. C3151, plus a statement:

1. in all cases:
  - a. naming the old and new PDSs and their locations;
  - b. of the reporting date at the new PDS; and
2. if applicable:
  - a. names and relationships of eligible dependents and children's birth dates who are authorized travel;
  - b. that dependents will accompany employee or travel separately, and if so when, and by what transportation mode, if known and of dependents' travel origin or destination points (when different from the employee's);
  - c. that "\_\_\_\_\_ piece(s) or \_\_\_\_\_ pounds of excess baggage is authorized for each dependent," and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or is otherwise authorized (see par. C2302);
  - d. of the maximum HHG weight the employee may transport including
    - (1) temporary storage authority;
    - (2) HHG shipment origin and/or destination points (when different from the employee's);
    - (3) the shipment method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
    - (4) (for Government-arranged moves) how the employee intends to fulfill personal financial responsibility for charges not allowed at Government expense (e.g., borne by, or collected from, the employee);
  - e. that mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;
  - f. transfer from another agency without a break in service following return for separation after satisfactorily completing an OCONUS tour of duty (See par. C4205-B4).

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

B. PCS Travel within CONUS. A travel authorization for PCS within CONUS must contain the same information as in par. C3104-A above, plus a statement:

1. that the travel type is "PCS travel," and
2. if applicable:

- a. that a transportation agreement has been signed (see par. C4001);
- b. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;
- c. authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE and the number of days authorized;
- d. authorizing NTS of HHG incident to a transfer or appointment to an isolated CONUS PDS;
- e. authorizing real estate and unexpired lease expenses;
- f. authorizing special conveyance use for PCS travel;
- g. that transportation of POV(s) within CONUS is authorized (after the mandatory cost comparison showing a financial savings to the Government has been completed) as more advantageous;
- h. authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);
- i. that a home marketing incentive payment is authorized; and
- j. that a reduction in force or function transfer is due to base closure if such is the case.

C. First Duty Station for Appointees. Travel authorizations to first PDS for appointees must contain the same basic information prescribed in par. C3104-A, plus a statement:

1. that the travel type is "travel to first duty station (5 U.S.C. §5723)";
2. of the date the required transportation agreement is signed;
3. of the actual residence;
4. of the position title and grade to which appointed; and
5. if transportation of POV(s) within CONUS is authorized as more advantageous.

D. OCONUS Permanent Duty Travel

1. General. Travel authorizations for OCONUS permanent duty travel must contain the same basic information prescribed in par. C3104-A, plus a statement:

- a. that the travel type is "permanent duty travel," and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip renewal agreement travel, separation, or advance return travel (see par. C4000);
- b. of the actual residence, as appropriate;
- c. of the date the required transportation agreement is signed in connection with assignment at an OCONUS PDS;
- d. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);

- e. of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);
  - f. for POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation in accordance with par. C2159;
  - g. prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
  - h. of the maximum HHG weight the employee may transport or store; and
    - (1) any weight limitation imposed by the OCONUS command;
    - (2) the weight allowance for consumables if authorized (par. C8420 and Appendix F);
    - (3) the employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Government-arranged move; and
    - (4) if assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;
  - i. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
  - j. of an alternate travel origin or destination point allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;
  - k. whether or not a POV shipment is authorized;
  - l. if ocean-going car ferries are authorized (see par. C2166);
  - m. if applicable, authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE, and number of days authorized;
  - n. if property management services are authorized; and
  - o. if TQSA and/or FTASE are authorized.
2. Conditions Related to RAT. For OCONUS RAT, the travel authorization also must include a statement:
- a. authorizing round trip travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;
  - b. of the number of leave days granted;
  - c. that "This employee has completed the minimum period of service for this command and has signed a new transportation eligibility agreement on (date)";
  - d. of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;
  - e. of the reporting date for duty at the OCONUS PDS following authorized absence;

- f. of baggage weight limits;
- g. authorizing up to 90 days HHG temporary storage if allowed in Chapter 8, Part D;
- h. of specific instructions about where, when, and how to submit passports and requests for revalidation, renewal, or visas; and
- i. of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving port call.

### **C3105 TCS TRAVEL**

A. Events Requiring a Travel Authorization. A separate travel authorization is required to:

1. assign the employee from the PDS to the TCS;
2. return the employee from the TCS to the PDS; or if the TCS becomes the employee's new PDS:
3. assign the TCS point as the new PDS; and
4. authorize the employee to return to the former PDS (par. C4111-E1).

B. Travel Authorization Content. Each travel authorization must reference any prior TCS travel authorizations to which it is related. Travel authorizations must state specific allowances and procedures the employee is authorized to follow. (FTR §302-2.104). A TCS travel authorization must contain the same basic information prescribed in par. C3151, plus a statement:

1. that the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS point, return from the TCS point, changing the TCS to a new PDS, or return to the former PDS when the TCS becomes a PDS;
2. of the PDS(s) and TCS involved and locations;
3. of the TCS/PDS reporting date; and if applicable;
4. of eligible dependents' names and relationships who are authorized travel (including children's birth dates);
5. that dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
6. that "\_\_\_\_\_piece(s) or \_\_\_\_\_pounds of excess baggage are authorized for each dependent," and whether the excess baggage service is the traveler's financial responsibility, subject to reimbursement, or is otherwise authorized (see par. C2302);
7. of the maximum HHG weight the employee may transport;
  - a. of temporary storage authority;
  - b. of HHG origin or destination points (when different from the employee's);
  - c. of the transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and

- d. how the employee intends to fulfill financial responsibility for charges not allowed on a Government arranged move (e.g., borne by, or collected from, the employee);
8. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;
9. if TQSE is authorized for the employee and/or dependents incident to temporary quarters occupancy, TQSE type (actual expense or fixed), and the number of days authorized; and

For OCONUS travel only:

10. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
11. of transportation modes (see par. C3151);
12. prohibiting commercial transportation use when Government transportation facilities (see par. C2206) make the travel reservations;
13. of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
14. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
15. whether or not POV shipment is authorized; and
16. if property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

### **C3106 INVITATIONAL TRAVEL**

An invitational travel authorization must contain a statement of:

1. the date that travel is requested or approved;
2. the type of travel, i.e., "invitational travel";
3. the traveler's name and position title and employer, if applicable;
4. the traveler's home address;
5. the traveler's business address (if applicable);
6. the date travel begins;
7. the number of assignment days;
8. the assignment purpose;
9. the place travel begins;

10. the assignment place or itinerary;
11. the place travel ends;
12. transportation modes;
13. allowances;
14. conditions, instructions, and limitations; and
15. the travel approving/directing official's name and accounting citation.

There is a sample Invitational Travel Authorization format in Appendix E, Part II. ***NOTE: Contractors are NOT employees for the purpose of the JTR.***

**C3107 TRAVEL AT NO EXPENSE TO THE GOVERNMENT**

See par. C6250.

**\*PART D: TRAVEL AUTHORIZATION 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, FEMR 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 authorizations 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 ordinarily 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 authorizations.***

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 Authorization--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 authorization 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 transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate TDY 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 authorization 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 authorization or attached to the travel authorization 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 authorization 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) Include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor) if the traveler accompanies or is accompanied by other persons in an official travel status in a POC.

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

(g) Include a statement indicating whether (and if so, the number/dates) or not meals and/or lodgings are included in the registration fee (see par. C4955-E1) if a registration fee is authorized (see par. C4709-B3i).

(h) Include any administrative restriction precluding or limiting other allowable POC costs (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) 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 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). This is done to justify travel reimbursement based on the transportation mode authorized on the travel authorization, 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 authorization 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.*** The employee is financially responsible for all travel and transportation expenses. ***No accounting information should be placed on the travel authorization.*** There is no penalty if the traveler chooses not to use this travel authorization; 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. State on the travel authorization that the traveler is being reimbursed for the difference between the full Government allowances and the payment from the 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/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)) covers some but not all of the allowable travel and subsistence expenses. 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. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when travelers are permitted to be travel requesting officials for their own travel authorizations.

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 the 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 travel authorization-issuing organization and address in addition to the title and signature of the authorizing/order-issuing official.

Item 22, Travel Authorization 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 1: DD Form 1614 must not be used for contractor's travel.**

**\*NOTE 2: An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. DoD components must carefully review the circumstances of the employee's TDY assignment before issuing notification of the PCS to avoid imposing per diem costs on the employee that should be borne by the Government (see par. C4113). An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent(s) and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the effective date of the PCS.**

B. Preparation of DD Form 1614. 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 authorizations.**

Item 6, Retirement Code--Insert the employee's applicable retirement code from Block 30 of 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 travel authorization.*** 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](http://192.67.251.41/tac_inq/tac_menu.html).

***Effective 1 August 2000***

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

Item 24, Authorizing/order-issuing Official--See Appendix A. Show the authorization-issuing organization and address in addition to the title and signature of authorizing/order-issuing 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.

Item 28, Remarks or Other Authorizations--In addition to the type of notation suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

(a) When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item.

(b) If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions.

(c) When the authorizing/order-issuing official has determined that an employee and or dependents 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 travel authorization 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 travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

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

(e) Include the issuing CPO's name, address, and PoC with phone number and DSN (including area code for each).

***Effective 26 September 2002***

(f) When the cost of paper tickets (when electronic tickets are available) is authorized.

(g) When travel is by POC (specifically by privately owned boat) and not advantageous to the Government, a statement must be placed on the travel authorization that Government-procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Government-procured air transportation (plus appropriate per diem). ***See par. C2165.***

C. Distribution. See par. C3057.

D. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for “Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel” (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also 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>.

- C4101**                    **MOVEMENT OF EMPLOYEES OR REEMPLOYED FORMER EMPLOYEES AFFECTED BY RIF AND TRANSFER OF FUNCTION**  
A.    General  
B.    Agreements/Entitlements
- C4102**                    **REIMBURSEMENT FOR PCS EXPENSES**
- C4103**                    **MOVEMENT TO AND WITHIN CONUS**  
A.    General  
B.    Requirements/Entitlements
- C4104**                    **MOVEMENT FROM CONUS TO AN OVERSEAS ACTIVITY**  
A.    General  
B.    Agreements/Service Requirements  
C.    Entitlements and Allowances  
D.    Issuance of Travel Authorizations  
E.    Funds Chargeable
- C4105**                    **MOVEMENT BETWEEN OCONUS ACTIVITIES**  
A.    General  
B.    Requirements and Entitlements
- C4106**                    **SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO LAST DUTY STATION**  
A.    Entitlement Limitation  
B.    Funding
- C4107**                    **HOUSEHUNTING TRIP (HHT)**  
A.    General  
B.    Definitions  
C.    Eligible Employees  
D.    Individuals Ineligible for HHT  
E.    Separate Trips by Employee and Spouse  
F.    When HHT May Begin  
G.    When HHT Must be Completed  
H.    Who May Authorize HHT  
I.    Considerations  
J.    Prohibitions  
K.    Trip Duration  
L.    Transportation to and/or from New PDS Locality  
M.    Local Transportation  
N.    Subsistence  
O.    Subsistence Amounts  
P.    Documenting Expenses  
Q.    Travel Authorization Requirements  
R.    Status while on HHT  
S.    No Return to Old PDS  
T.    Advance of Funds for HHT Expenses  
U.    HHT in Connection with TQSE Allowance
- C4108**                    **SHORT DISTANCE TRANSFERS (PCS WITHIN SAME CITY OR AREA (FTR §302-2.6))**  
A.    Authorization/Approval  
B.    Exceptions  
C.    PCS Allowances Claims Must Satisfy Conditions

- C4109**                    **TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM**
- C4110**                    **RETURN FROM MILITARY DUTY**
- C4111**                    **TEMPORARY CHANGE OF STATION (TCS)**  
 A. General  
 B. Eligibility  
 C. Conditions  
 D. TCS Allowances  
 E. Temporary Official Station Becomes PDS  
 F. Separation from Government Service
- C4112**                    **WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO OR FROM A REMOTE OR ISOLATED LOCATION (FTR §302-1.15)**  
 A. General  
 B. Remote or Isolated Locations  
 C. Designating a PDS as Remote or Isolated Location  
 D. Criteria for Designating a PDS as Remote or Isolated Location
- C4113**                    **TDY STATION BECOMES PDS**  
 A. Per Diem Entitlement Ends upon Notification of Transfer  
 B. PCS Allowances  
 C. Return to Old PDS  
 D. Per Diem at Old PDS  
 E. Guidance in Comptroller General and GSBICA Decisions Applicable to Cases in which an Employee is Transferred to the Location at which the Employee is TDY

**PART D: RENEWAL AGREEMENT TRAVEL (RAT)**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
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<b>C4152</b>	<b>EMPLOYEES STATIONED IN ALASKA OR HAWAII ON 8 SEPTEMBER 1982</b>
<b>C4153</b>	<b>EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAII AFTER 8 SEPTEMBER 1982</b>
<b>C4154</b>	<b>ALLOWABLE TRAVEL AND TRANSPORTATION</b>
<b>C4155</b>	<b>RENEWAL AGREEMENT TRAVEL DENIAL/DELAY</b> A. Renewal Agreement Travel Denial B. Renewal Agreement Travel Delay
<b>C4156</b>	<b>TRAVEL IN FAMILY UNITS NOT REQUIRED</b>
<b>C4157</b>	<b>RENEWAL AGREEMENT TRAVEL NONCUMULATIVE</b>

- C4158                    TRANSPORTATION OF BAGGAGE**
- C4159                    TEMPORARY STORAGE OF HHG**
- C4160                    PER DIEM ENTITLEMENT**
- C4161                    LEAVE STATUS DURING ABSENCE FROM DUTY**
- C4162                    ALTERNATE DESTINATION**
- A. Entitlement
  - B. Time and Location Requirement
  - C. Alternate Destination not Authorized
  - D. Administration
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<b>C4201</b>	<b>SEPARATION TRAVEL ENTITLEMENTS</b>
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C4352	<b>AGREEMENT VIOLATIONS FOR OVERSEAS EMPLOYEES</b> A. Failure to Satisfy Service Requirement B. Violation during the First Year of Service under an Initial Agreement C. Violation after 1 Year of Service under an Initial Agreement D. Employees Serving under Renewal Agreements E. Teachers in the DoDDS

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	E. Per Diem Allowance
	F. Extent of Employee Financial Responsibility to the Government
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<b>C4410</b>	<b>WHAT CONSTITUTES TDY TRAVEL</b>
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- C4753                    **PRIVATELY OWNED MOTOR VEHICLE TAXES AND LICENSE FEES**  
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B. Remote or Isolated Locations. The following locations have been designated as remote or isolated Locations:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Recertification Date</u>
1.		
2.		
3.		

C. Designating a PDS as Remote or Isolated Location. A request to designate a PDS as a remote or isolated location should be submitted with justification to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed in the to the JTR under the heading Feedback Reporting. Justification for continuing a PDS designation as an isolated or remote location must be submitted by the biennial recertification date indicated in the table in par. C4112-B or the designation will be deleted.

D. Criteria for Designating a PDS as a Remote or Isolated Location

1. Criteria. In the circumstances described in pars. C4112-D2 or C4112-D3, any PDS is a remote or isolated location for the purpose of this paragraph if listed in par. C4112-B. For NTS of HHG at an isolated PDS, see Chapter 8, Part E, Section 1.
2. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD component management requires employees to remain at the PDS for their work week as a normal and continuing part of the conditions of employment.
3. Extraordinary Conditions. Transportation may be accomplished only by boat, aircraft, or unusual conveyance, or under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, or hardship significantly greater than that encountered in metropolitan area commuting.

**\*C4113 TDY STATION BECOMES PDS**

A. Per Diem Entitlement Ends upon Notification of Transfer. Generally, when an employee is transferred for permanent duty to a place at which the employee is already on TDY, the transfer is effective for per diem purposes on the date the employee receives definite notice, whether formal or informal, of the transfer. Per diem stops on the date the employee receives the notice. This, however, does not apply if the employee performs a TDY period or periods at the new PDS between the time the employee receives definite notice of the transfer (ex: 1 September 2003) and the effective date of the transfer (ex: 30 September 2003) if such period or periods are terminated by a return to the old PDS at which the employee performs substantial duty (B-214966, December 27, 1984).

***NOTE 1: An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. DoD components must carefully review the circumstances of the employee's TDY assignment before issuing notification of the PCS to avoid imposing per diem costs on the employee that should be borne by the Government. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent(s) and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the effective date of the PCS.***

B. PCS Allowances. An employee on TDY at a location that becomes the employee's PDS is authorized PCS allowances if the transfer is in the Government's interest. Par. C4102 lists PCS allowances that are authorized in this case as well as the allowances (TQSE and househunting trip) that may be authorized.

C. Return to Old PDS. Return travel to the old PDS from the TDY location, or new PDS when an employee is transferred in the Government's interest to the TDY location, may be authorized/approved at Government expense (B-169392, October 28, 1976) as indicated in pars. C4113-C1 and C4113-C2.

1. Return to the Old PDS before the Date on which the TDY Location Becomes the Employee's New PDS. When return travel from the TDY location to the old PDS, *before the date on which the TDY location becomes the employee's new PDS*, is authorized/approved, the employee is authorized:

a. return transportation to the old PDS under the TDY travel authorization, or reimbursement on a TDY mileage basis for POC use at the rate in par. C2500 if POC travel is determined to be advantageous to the Government plus per diem for the return trip payable in connection with return from TDY; and

b. transportation to the new PDS under the PCS travel authorization, or reimbursement on a PCS mileage basis for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable in connection with PCS travel.

2. Return to the Old PDS after the Date on which the TDY Location Becomes the Employee's New PDS. When return travel from the new PDS to the old PDS, *after the date on which the TDY location becomes the employee's new PDS*, is authorized/approved, the travel is PCS travel (B-169392, 28 October 1976) and the employee is authorized:

a. transportation under the PCS travel authorization to the old PDS, or reimbursement on a PCS mileage basis for POC use at the one person rate in par. C2505 (69 Comp. Gen. 424 (1990)) plus per diem for the return trip payable in connection with PCS travel; and

b. transportation to the new PDS under the PCS travel authorization, or reimbursement on a PCS mileage basis for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable in connection with PCS travel.

D. Per Diem at the Old PDS. Return to the old PDS before the date that the employee's TDY location becomes the employee's PDS is treated in the same manner as return from any TDY assignment and no per diem is payable at the old PDS. Return transportation to the old PDS after the date on which the TDY location becomes the employee's PDS is authorized as PCS travel and per diem at the old PDS is not authorized in connection with such travel.

E. Guidance in Comptroller General and GSBICA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

1. B-214966, 27 December 1984. Several different cases, dealing with transfers to TDY locations and cessation of per diem payments in those cases, are discussed as well as the exception to these situations when an employee performs a period or periods of TDY at the new official station between the time the employee receives the transfer authorization and the stated effective date of that authorization if such TDY period or periods are terminated by a return to the old station on official business.

2. GSBICA 13686-RELO, 28 February 1997. An employee was authorized a TDY assignment at the old PDS to act as a contracting officer's representative to make arrangements and supervise the packing and shipping of the employee's HHG.

3. GSBICA 15640-RELO, 13 June 2002. An employee was authorized reimbursement for second trip to the old PDS to supervise the shipment of HHG because, due to circumstances beyond the employee's control, the employee was unable to ship the HHG at the time of transfer.

4. B-169392, 28 October 1976. An employee was authorized reimbursement for expenses (transportation and per diem) for a round trip between the new and old PDSs several months after the TDY location became the employee's new PDS.

5. B-188093, 18 October 1977

a. One instance that notice of transfer to the location at which an employee is on TDY does not preclude payment of per diem while at that location is the case in which an employee returns to the old PDS to perform substantial duty before the scheduled PCS date. An employee who was notified of a transfer to the TDY location could continue to be paid per diem until the end of the TDY assignment because the employee was expected to return to the old PDS for two or three weeks before the date on which the employee was to report to the new PDS.

b. Return to the old PDS for a weekend primarily to make moving arrangements is not considered to be performance of substantial duty at the old PDS as that term is used in par. C4113-E5a, above.

c. Notification of a transfer to the TDY location is not necessarily based on the date the employee receives a formal or written notice of the PCS, it may be based on the date that the employee actually knew officially that the TDY location was to become his PDS. The notice to the employee not only must be communicated to the employee by proper authority but should also be definite as to the action being taken so that the employee has no doubt concerning the PCS.

d. To eliminate any misunderstanding, the employee should be advised at the time the employee is notified of the PCS to the TDY location that the notification also terminates per diem entitlement at the TDY location. At the same time, or soon after, a PCS travel authorization should be issued. Round-trip travel expenses should be authorized as soon as possible for the employee's return trip to the old PDS so that the employee can begin making necessary arrangements in preparation for the PCS.

6. B-190107, 8 February 1978. An employee performed intermittent TDY in Boston during June 1977. By PCS travel authorization dated 16 June 1977 the employee was transferred to Boston, effective 3 July 1977. While the general rule is that an employee, transferred to the place where the employee is performing TDY, may not be paid per diem after notice of such transfer, the rule is not applicable where TDY is intermittent and it is expected that the employee will return to headquarters for official duty prior to effective date of transfer.

7. B-205440, 25 May 1982. An employee stationed in Washington, D.C., who performed intermittent TDY in Hines, Illinois, after being notified of transfer to Hines effective 9 September 1978, nonetheless may be paid per diem when at Hines through December 30, 1978, since the employee was issued a TDY travel authorization to Hines during this period and until reporting to Hines on that date spent much time on assignment in Washington, D.C.

8. B-213742, 5 August 1985. Since employee was notified, while at a TDY station (Washington, D.C.), that Washington, D.C., had been changed to the employee's PDS, the employee may be reimbursed for round-trip travel and transportation expenses incurred between Washington, D.C., and Fort Collins to arrange for the movement of the employee's family and HHG and assisting in other matters incident to the relocation.

9. 64 COMP. GEN. 205 (1985). An employee received travel and per diem during an alleged 6-month detail in Washington, D.C., and then was permanently assigned to Washington. Whether a particular location should be considered a temporary or permanent duty station is a question of fact to be determined from the travel authorization directing the assignment, the duration of the assignment, and the nature of the duties to be performed. Under the facts and circumstances of this case, it was concluded that the employee's 6-month detail in Washington constituted a legitimate TDY assignment. Therefore, the employee was entitled to TDY allowances in Washington until the day the employee received definite notice of transfer there.

10. 69 Comp. Gen. 424 (1990). An employee, permanently transferred to the place at which the employee was on a TDY assignment, returned to the old duty station by privately owned vehicle to retrieve stored household goods. The employee is entitled to en route per diem and PCS mileage expenses for the round-trip since relocation travel by privately owned vehicle is deemed advantageous to the Government.

11. B-253033, 16 November 1993. An employee's official duty station was Salt Lake City, Utah. The employee was on a TDY assignment in San Bernardino, California, where the employee was selected for a permanent position. However, the employee's final TDY period in San Bernardino was terminated by a return to Salt Lake City for substantial official business. The effective date of transfer for per diem purposes is the date on which the employee returned to San Bernardino to stay at the new position, after completion of official business in Salt Lake City.

b. 12 months.

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

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

#### Example

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

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

#### **C4156 TRAVEL IN FAMILY UNITS NOT REQUIRED**

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

#### **C4157 RENEWAL AGREEMENT TRAVEL NONCUMULATIVE**

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

#### **C4158 TRANSPORTATION OF BAGGAGE**

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

#### **C4159 TEMPORARY STORAGE OF HHG**

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

#### **C4160 PER DIEM ENTITLEMENT**

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

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

**C4161 LEAVE STATUS DURING ABSENCE FROM DUTY**

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

**\*C4162 ALTERNATE DESTINATION**

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

1. U.S., or
2. the country of the employee's actual residence.

Either destination listed above is an official travel destination, and therefore available contract city pair fares may be used. *If the employee/dependents travel to a more expensive alternate destination city pair fares are not authorized to the alternate destination.*

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

**Example 1:**

Employee's PDS is in Germany and the actual residence is Ames, Iowa.

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

Employee desires to utilize RAT to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair fare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair fare may not be used to Boston. The employee is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

**Example 2:**

Employee's PDS is in Germany and the actual residence is Washington, DC.

City pair trip cost is \$980

Employee desires to utilize RAT to St. Louis, MO.

City pair fare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the actual residence in Washington, DC, the employee is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to HOR.

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

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

1. fails to meet the conditions in pars. C4162-A and C4162-B,
2. is merely routed through the country of actual residence en route to another country, or
3. travels to various points for personal reasons (e.g., a "travel tour").

## PART I: ELIGIBILITY/MOVEMENT ALLOWANCES

### C4400 ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/MOVEMENTS

A. Table 1 - Eligibility Table: This table:

1. summarizes travel, transportation, and other related DoD civilian employee expenses.
2. does *not* include eligibility for:
  - a. emergency evacuation, or
  - b. former employees separated by RIF or function transfer and restored to duty, and
3. may be used as a guide in determining eligibility for travel and transportation allowances for civilian employees when travel is in the Government's interest.

B. Tables 2 through 12. Tables 2 through 12 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. The regulations in this volume are an administrative implementation for DoD civilian employees of the regulations in the FTR, which applies to all Federal employees. References to the FTR are included for research purposes.

**Employee Travel**

**Table 1**

<b>ELIGIBILITY TABLE</b>										
Payment of travel, transportation, and other related expenses of civilian employees, except in connection with emergency evacuation and former employee separated by RIF or transfer of function and restored to duty.										
MOVEMENT SITUATION	(A) Agreement Required	(B) Transportation of Employee & Dependents	(C) Per Diem for Employee	(D) Per Diem for Dependents	(E) House Hunting Per Diem & Transportation	(F) Temporary Quarters Subsistence Expenses	(G) Miscellaneous Expense Allowance	(H) Sell & Buy Residence Lease Termination	(I) Movement Household Effects Temporary Storage	(J) Nontemporary Storage Household Effects
(1) First PDS travel - appointees and student trainees in CONUS	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	Footnotes 5 and 7
(2) First PDS travel to OCONUS PDS (footnotes 8 and 9)	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	YES Footnote 7
(3) PCS between CONUS PDSs (footnote 1)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	YES ADVANCE Per Diem & Mileage	YES ADVANCE	YES NO ADVANCE	YES NO ADVANCE	YES ADVANCE Footnote 4	Footnotes 5 and 7
(4) PCS from OCONUS PDS to CONUS PDS (footnote 1)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	YES ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES ADVANCE Footnote 4	Footnotes 5 and 7
(5) PCS from CONUS PDS to OCONUS PDSs (footnotes 1, 8, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES ADVANCE Footnote 4	YES Footnote 7

**Employee Travel**

**Table 1**

(6) PCS between OCONUS PDSs (footnotes 1, 8, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES ADVANCE Footnote 4	YES Footnote 7
(7) RAT (round-trip between overseas tours of duty for leave purposes when return is to same PDS or another in same locality).	YES	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	NO	Footnote 6
(8) return from OCONUS PDS to actual residence for separation	Satisfactory Compliance with agreement conditions	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	NO
(9) last move home for SES career appointees upon separation	Satisfy conditions in Ch. 4, Part P	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	NO

Footnote 1 -- Movement of dependents and/or HHG to/from a training location when authorized instead of per diem or AEA for the employee while at the training site under par. C4500 is not a PCS.

Footnote 2 -- Allowed when the new PDS is located in the U.S.

Footnote 3 -- Allowed when old/new PDS are located in the U.S. Also allowed when instead of being returned to the former non-foreign PDS, an employee is transferred, in the Government's interest, to a different non-foreign PDS than the PDS from which transferred when assigned to the foreign PDS (see par. C14000-C).

Footnote 4 -- Advance allowed if not shipped via an actual expense Government-arranged move.

Footnote 5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

Footnote 6 -- Allowed only for teachers employed in DoDEA. Applicable between school years.

Footnote 7 -- NTS is arranged by the Government.

Footnote 8 -- Foreign Transfer Allowance (Subsistence Expense). For FTA guidance refer to Section 240 of the DSSR as stated in par. C1004.

Footnote 9 -- Foreign Transfer Allowance (Miscellaneous Expense). For FTA guidance refer to Section 240 of the DSSR as stated in par. C1004.

Footnote 10 -- Foreign Transfer Allowance (Lease Penalty Expense). For FTA guidance refer to Section 240 of the DSSR as stated in par. C1004.

Footnote 11 -- HHT may be authorized incident to a PCS when the old and new PDS are located in the U.S.

**TABLE 2.—NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONTINENTAL UNITED STATES (CONUS)**

Column 1—Relocation allowances that a DoD component must pay or reimburse <i>when the DoD component elects to pay movement costs to the employee's first PDS.</i> <sup>1</sup>	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or reimburse <i>when the DoD component elects to pay movement costs to the employee's first PDS.</i>
<ol style="list-style-type: none"> <li>1. Transportation of employee &amp; immediate family member(s) (JTR, Chap. 4, Part B) (FTR, Part 302–4).</li> <li>2. Per diem for employee only (JTR, par. C7006-B) (FTR, Part 302–4).</li> <li>3. Transportation &amp; temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7).</li> <li>4. Non-temporary (extended) storage of household goods when an eligible employee is moved to an isolated CONUS PDS (JTR, Chap. 8 Part E) (FTR, Part 302–8).</li> <li>5. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10)<sup>2</sup>.</li> <li>6. Relocation income tax allowance (RITA) JTR, Chap. 16 (FTR, Part 302–17).</li> </ol>	<ol style="list-style-type: none"> <li>1. Shipment of privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302–9, Subpart B)<sup>3</sup>.</li> </ol>

<sup>1</sup> **Note to Column 1 heading:** A DoD component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in this volume. JTR, Chap. 4, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

<sup>2</sup> **Note to Column 1, Item 5:** Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

<sup>3</sup> **Note to Column 2, Item 1:** Transportation of a POV may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS (see JTR, par. C11003)

**TABLE 3.—NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)**

Column 1—Relocation allowances that a DoD component must pay or reimburse <i>when the DoD component elects to pay movement costs to the employee's first PDS.</i> <sup>1</sup>	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or reimburse <i>when the DoD component elects to pay movement costs to the employee's first PDS.</i>
<ol style="list-style-type: none"> <li>1. Transportation of employee &amp; immediate family member(s) JTR, Chap. 4 Part B) (FTR, Part 302–4).</li> <li>2. Per diem employee only (JTR, par. C7006-B) (FTR, Part 302–4).</li> <li>3. Transportation &amp; temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7).</li> <li>4. Non-temporary (extended) storage of household goods (JTR, Chap. 8, Part E) (FTR, Part 302–8).</li> <li>5. The miscellaneous expense portion of the FTA is authorized for new appointees assigned to first foreign PDS (DSSR, Sec. 241.2). DSSR available at: <a href="http://www.state.gov/m/a/als/">http://www.state.gov/m/a/als/</a></li> <li>5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).</li> </ol>	<ol style="list-style-type: none"> <li>1. Shipment of privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302–9).</li> <li>2. Temporary quarters subsistence allowance (TQSA) may be authorized for temporary quarters occupied at the foreign PDS under the Department of State Standard Regulations (DSSR) (Government Civilians - Foreign Areas, Sec. 120).</li> <li>3. Foreign Transfer Allowance (FTA) (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for quarters occupied temporarily before departure from the 50 states, the District of Columbia, its territories or possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands for a PDS in a foreign area.</li> <li>4. Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are not authorized for new appointees assigned to first PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12).</li> </ol>

<sup>1</sup> **Note to Column 1 heading:**

(a) Temporary quarters subsistence expense (TQSE) in JTR, Chap. 13 is *not* authorized for new appointee movement to first PDS.

(b) The Miscellaneous Expense Allowance (MEA) in JTR, Chap. 9 is *not* authorized for new appointees to first PDS.

(c) Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are *not* authorized for new appointees assigned to first PDS (JTR, Chap. 15) (FTR, Part 302–12).

**TABLE 4.—TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONTINENTAL UNITED STATES (CONUS)**

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances.	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the Component authorizes PCS allowance.
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Chap. 4, Part C) (FTR, Part 302–4).</li> <li>2. Miscellaneous Expense Allowance (MEA) when moving household (JTR, Chap. 9) (FTR, Part 302–16)</li> <li>3. Sell or buy residence transactions or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11).</li> <li>4. Transportation &amp; temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7).</li> <li>5. Non-temporary (extended) storage of household goods (JTR, Chap. 8-E) (FTR, Part 302–8)<sup>1</sup></li> <li>6. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10).</li> <li>7. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).</li> </ol>	<ol style="list-style-type: none"> <li>1. Househunting per diem &amp; transportation, employee &amp; spouse only (JTR, par. C4107) (FTR, Part 302–5).</li> <li>2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6).</li> <li>3. Shipment of privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302–9, subpart B).</li> <li>4. Use of relocation service companies (JTR, Chap. 15, Part A) (FTR, Part 302–12).</li> <li>5. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15).</li> <li>6. Home marketing incentives (JTR, Chap. 15, Part C) (FTR, Part 302–14).</li> </ol>

<sup>1</sup> **Note to Column 1, Item 5:** Only when assigned to a designated isolated official station in CONUS.

**TABLE 5.—TRANSFER FROM CONUS TO AN OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)**

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or not pay when the Component authorizes PCS allowances.
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Chap. 4, Part C) (FTR, Part 302–4).</li> <li>2. Miscellaneous expense allowance (JTR, Chap. 9) (FTR, Part 302–16).</li> <li>3. Transportation &amp; temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7).</li> <li>4. Non-temporary (extended) storage of household goods (JTR, Chap. 8-Part E, Sec. 2) (FTR, Part 302–8)</li> <li>5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17)<sup>1</sup>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Temporary quarters subsistence expense (TQSE) under JTR, Chap. 13 may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area.</li> <li>2. The Foreign Transfer Allowance (FTA), Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for quarters occupied temporarily before departure from the 50 states, the District of Columbia, its territories or possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands for a PDS in a foreign area.</li> <li>3. Temporary Quarters Subsistence Allowance (TQSA) (DSSR, Sec. 120) may be authorized for temporary quarters occupied at the foreign PDS upon arrival.</li> <li>4. Shipment of a privately owned vehicle (JTR, Chap. 11) (FTR, Part 302–9).</li> <li>5. Property management services may be authorized for an employee who qualifies under JTR, Chap. 15, Part B. (FTR, Part 302–15).</li> <li>6. Use of relocation service companies may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12).</li> <li>7. Home marketing incentives may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Chap. 15, Part C) (FTR, Part 301–14).</li> </ol>

<sup>1</sup> **Note to Column 1, item 5.** Allowed when old and new official stations are located in the United States.

**TABLE 6.—TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS**

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Chap. 4, Part C) (FTR, Part 302-4).</li> <li>2. Miscellaneous expense allowance (JTR, Chap. 9) (FTR, Part 302-16).</li> <li>3. Sell &amp; buy residence transaction expenses or lease termination expenses (JTR, Chap. 14) (FTR, Part 302-11) <sup>1</sup>.</li> <li>4. Transportation &amp; temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302-7).</li> <li>5. Non-temporary (extended) storage of household goods only when assigned to a designated isolated official station in CONUS (JTR, Chap 8, Part E, Sec. 1) (FTR, Part 302-8).</li> <li>6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302-17).</li> </ol>	<ol style="list-style-type: none"> <li>1. Shipment of a privately owned vehicle (JTR, Chap. 11) (FTR, Part 302-9).</li> <li>2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302-6) may be authorized for temporary quarters occupied at the old PDS and new PDS. However, a Temporary Quarters Subsistence Allowance (TQSA) under DSSR Sec. 120 may be authorized for temporary quarters occupied at a foreign PDS before departure from that PDS while TQSE may be authorized for temporary quarters occupied in CONUS. <sup>1</sup>.</li> </ol>

<sup>1</sup> **Note to Column 1, item 3:** Allowed when old and new official stations are located in the United States and/or in a non-foreign OCONUS area. Also allowed when instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the Government's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign official station.

**TABLE 7.—TRANSFER BETWEEN OCONUS OFFICIAL STATIONS**

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Chap. 4, Part C) (FTR, Part 302-4).</li> <li>2. Transportation &amp; temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302-7).</li> <li>3. Miscellaneous expense allowance (JTR, Chap. 9)(FTR, Part 302-16).</li> <li>4. Non-temporary (extended) storage of household goods (JTR, Chap. 8, Part E, Sec. 2) (FTR, Part 302-8).</li> <li>5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302-17).</li> </ol>	<ol style="list-style-type: none"> <li>1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302-9).</li> <li>2. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302-15).</li> <li>3. Temporary quarters subsistence expense (TQSE) if new PDS is in the U.S. (JTR, Chap. 13) (FTR, Part 302-6) <sup>1</sup>.</li> </ol>

<sup>1</sup> **Note to Column 2, item 3:** TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign PDS.

**TABLE 8.—TOUR RENEWAL AGREEMENT TRAVEL (JTR, Chap. 4, Part D)(FTR, § 302-3.209)**

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation for employee &amp; immediate family member(s) (JTR, Chap. 4, Part D) (FTR, Part 302-4).</li> <li>2. Per diem for employee only (JTR, par. C4160) (FTR, Part 302-4).</li> </ol>	<ol style="list-style-type: none"> <li>1. HHG shipment to PDS (JTR, par. C4163)</li> <li>2. Dependent Transportation to PDS (JTR, par. C4156)</li> </ol>

**TABLE 9.—RETURN FROM OCONUS OFFICIAL STATION TO ACTUAL RESIDENCE FOR SEPARATION**

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation for employee &amp; immediate family member(s) (JTR, Chap. 4, Part E) (FTR, Part 302-4).</li> <li>2. Per diem for employee only (JTR, par. C4160) (FTR, Part 302-4).</li> <li>3. Transportation &amp; temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302-7).</li> </ol>	<ol style="list-style-type: none"> <li>1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302-9).</li> </ol>

**TABLE 10.—LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (JTR, Chap. 4, Part P) (FTR, § 302-3.304)**

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation for employee &amp; immediate family member(s) (JTR, Chap. 4, Part P) (FTR, Part 302-4).</li> <li>2. Per diem for the employee only (JTR, par. C4803) (FTR, Part 302-4).</li> <li>3. Transportation &amp; temporary storage of household goods (JTR, par. C4803) (FTR, Part 302-7).</li> <li>4. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302-10).</li> </ol>	<ol style="list-style-type: none"> <li>1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302-9, subpart B).</li> </ol>

**TABLE 11.—TEMPORARY CHANGE OF STATION (TCS) (JTR, par. C4111) (FTR, § 302-3.400)**

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; dependent(s) (JTR, par. C4111) (FTR, Part 302-4).</li> <li>2. Miscellaneous Expense Allowance (MEA) (JTR, Chap. 9) (FTR, Part 302-16).</li> <li>3. Transportation &amp; temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302-7).</li> <li>4. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302-10).</li> <li>5. Transportation of a privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302-9, subpart B).</li> <li>6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302-17).</li> <li>7. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302-15).</li> </ol>	<ol style="list-style-type: none"> <li>1. Househunting trip expenses (JTR, par. C4107) (FTR, Part 302-5).</li> <li>2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302-6).</li> </ol>

**TABLE 12.—ASSIGNMENT UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT (5 U.S.C. §4109) <sup>1</sup> (JTR, par. C4500)**

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Transportation of employee &amp; immediate family member(s) (JTR, par. Chap. 4, Part K) (FTR, Part 302–4).</li><li>2. Per Diem for employee ( JTR, Chap. 4, Part K) (FTR, Part 302–4).</li><li>3. Movement of household goods &amp; temporary storage (JTR, Chap. 4, Part K) (FTR, Part 302–7).</li></ol> |
|--|

<sup>1</sup> **Note to Table 12:** The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

1. When a travel authorization does not contain authorization for itinerary variation but circumstances arising after travel begins require itinerary variation, the appropriate authorizing/order-issuing official orally may authorize changes before the variance is made and later confirm it in writing.
2. *The authorization for itinerary variation shall not be substituted for inadequate advance preparation.*
3. *Variation authority does not grant blanket travel authorization.*

#### C4430 TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)

##### A. General

1. The authorizing/order-issuing official must determine that the assignment is not a TCS or PCS move before authorizing a long-term assignment away from the PDS as TDY. All of the following criteria must be met for an assignment to be a TDY (68 Comp. Gen. 465 (1989)):
  - a. the duties to be performed are temporary in nature,
  - b. the assignment is for a reasonable time duration, and
  - c. TDY costs are lower than round-trip TCS or PCS expenses.
2. An employee's PDS is where an employee spends, and is expected to spend, the most time.
3. The "temporary" designation of an employee's duty station on a travel authorization is not necessarily controlling.
4. Long-term TDY should not exceed 180 consecutive days (64 Comp. Gen. 205 (1985); 62 id. 560 (1983)).
5. A reduced fixed per diem, 55% of the TDY locality rate (see pars. C4560 and C4561-D1), is payable for long-term TDY assignments of more than 180 consecutive calendar days at one location.
6. The 55% rate ordinarily is adequate to cover the cost of lodgings, meals and incidental expenses when long-term arrangements for lodging, such as renting an apartment, are made.

B. 180 Consecutive day Time Limitation. TDY assignments at one location may not exceed 180 consecutive days, except when authorized under par. C4430-C. This limitation does not apply to employees assigned TDY at more than one location for a collective period of over 180 consecutive days if the duty period at each location is 180 or fewer consecutive days. ***NOTE: Issuing a TDY travel authorization for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY travel authorization for return to the same location is a violation of this 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration was in excess of 180 days when the initial travel authorization was issued.***

C. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the criteria in par. C4430-A are satisfied, the authorizing/order-issuing official (see par. C3000) must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)). A written request and justification must be forwarded to the authorizing/order-issuing official as soon as practicable. This determination should be made before the travel authorization is issued. If the situation does not permit determination before travel authorization issuance, the travel authorization may be issued and the case submitted immediately to the appropriate authority who must:

1. Approve the travel authorization as written (making sure the advice in par. C4430-E is contained in the remarks section of the TDY authorization), or
2. Direct the travel authorization be amended to:

- a. terminate the duty thereby returning the employee to the old station or assigning a new station,
- b. change the assignment from TDY to a PCS,

*\*NOTE: If an employee is transferred by PCS travel authorization to the TDY location, entitlement to per diem, being paid in connection with the TDY assignment, stops on the date the employee is notified of the transfer (see par. C4113).*

- c. fix the period at 180 or fewer days from the reporting date at the TDY station, or
- d. authorize a TCS (see par. C4430-E).

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

D. Temporary Change of Station (TCS) Instead of an Extended TDY. The authorizing/order-issuing official may authorize the limited PCS allowances of a TCS instead of TDY allowances for an employee when the extended TDY period is between 6 and 30 consecutive months. (See par. C4111).

E. Income Taxation of Reimbursable TDY Allowances

1. Authorizing/order-issuing officials must advise employees of their potential income tax liability if their TDY assignments (including training assignments) are at one location for more than a year.
2. A TDY assignment at one location for more than a year is considered, by the IRS, to be permanent and any reimbursement is taxable income.
3. The IRS Code, 26 U.S.C. §162(a), does not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year. This applies to costs paid or incurred after December 31, 1992.

F. Extensions. When an employee on TDY for 180 or fewer consecutive calendar days (including weekend days) is assigned additional/extended duty, the reduced fixed per diem rule may apply (see pars. C4560 and C4561-D1). The rule applies if the scheduled TDY duration, measured from the date of the travel authorization directing the additional/extended duty including the time remaining on the original travel authorization, is more than 180 consecutive days.

Example 1: An employee's original TDY travel authorization is for 160 days. On day 100, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is less than 180 consecutive days (60 days remaining on original TDY + 60 days extension = 120 days) the assignment continues as regular TDY.

Example 2: An employee's original TDY authorization is for 160 days. On day 30, the assignment is extended for 60 days. Since the remaining number of TDY days plus the number of days extended is more than 180 consecutive days (130 days remaining on original TDY + 60 days extension = 190 consecutive days) the assignment becomes long-term TDY and the 55% rule becomes effective on the day the extension is authorized (and authority must be requested and received for the TDY period that is now in excess of 180 consecutive days.).

***NOTE: If the employee is returned to the PDS between TDY assignments at the same location (as opposed to the employee being provided or making visits as permitted by par. C4662), the 'long-term' TDY is broken. The second (and additional) TDY period(s) after the break(s) cannot be added to the initial TDY period to create an artificial TDY period of more than 180 consecutive days.***

## PART L: PER DIEM ALLOWANCES

### C4550 PER DIEM RATES

\*A. General. The per diem allowances prescribed in this Part are applicable for all TDY periods, except when an AEA, authorized under Part M, applies, and for all periods of PDT. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** If neither Government nor commercial quarters are available at the TDY location, see par. C4555-A.

B. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the head of each DoD component, or a designee, to ensure per diem allowances for travelers are sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid authorization/approval of amounts in excess of the needed amounts, consideration must be given to the following factors that tend to reduce employees' necessary expenses:

1. actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. an employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. Government-furnished lodging availability, such as Government quarters, or other lodging procured for the employee by means of a purchase order (see par. C4552-H).

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the authorizing/order-issuing official should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and approved in advance of the travel.*** (A fixed per diem may not exceed the locality per diem rates prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned.) The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. (Include the name and telephone number for a PoC who may be contacted concerning the request.) If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization.*** This rate shall be the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.***

#### D. Offices Designated to Authorize Increased Per Diem

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance):
  - a. a fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-D1, for long-term training and TDY assignments, up to the applicable maximum rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality involved; or
  - b. a per diem under the lodgings-plus system prescribed in par. C4553 in lieu of the 55 percent limitation in par. C4561-D1 when justified for a long-term training or TDY assignment.

2. Designated Offices

- a. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;
- b. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments, and 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 for long-term TDY;
- c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;
- d. Office of the Secretary of Defense, Washington Headquarters Services, and other DoD components: Offices listed in Appendix L, par. A-1.

*NOTE: An increase to the 55 percent limitation prescribed in par. C4561-D1 for a period of travel that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600.*

E. Offices Designated to Authorize Reduced Per Diem. The offices listed in items 1 through 4 are designated to authorize (in advance) a fixed reduced per diem rate in accordance with pars. C4550-B and C4550-C:

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 and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for training assignments and 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 for TDY;
3. Air Force: HQ USAF/DPCS, Washington, DC 20330-5060;
4. 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.

F. Standard CONUS Per Diem Rate

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

LODGING	M&IE	TOTAL
\$55	\$30	\$85

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

#### **C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING**

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

##### **A. Privately Owned**

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.
2. Meals and Incidental Expenses. The official directing travel shall: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem in accordance with par. C4550-C if the expected actual costs can be determined in advance of the travel.

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

#### **C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS.**

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

#### **C4561 PER DIEM FOR TRAINING AND LONG-TERM TDY ASSIGNMENTS**

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

##### **B. Rates for Specific Training Courses**

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***
2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during DoD employees' attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Government quarters use, the per diem allowance is increased by the quarters' charge, without rounding the total to the nearest dollar.

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

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

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

- a. 55 percent of the applicable maximum rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in Note below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that:
- b. if Government quarters are used, the rate is determined using the lodgings-plus system in par. C4553 (lodging receipts are required);
- c. if Government quarters are used and a Government mess is used, the rate is determined using the lodging-plus system in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and
- d. if meals and lodgings are furnished without cost to an employee, per diem payable is \$2 within CONUS, \$3.50 OCONUS when lodgings used are on an installation (a post, camp, station, base, or depot owned or operated by the U.S.) or the applicable incidental expense allowance in <http://www.dtic.mil/perdiem/opdrform.html> if lodgings are not on an installation. See the note following par. C4554-A1b for a different incidental expense rate.

*\*NOTE 1: Taxes on lodging in the United States and non-foreign OCONUS areas (see Appendix A) are limited to taxes on the maximum amount prescribed for lodging in <http://www.dtic.mil/perdiem/pdrates.html> for the location concerned and are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign areas are part of per diem and are not separately reimbursable.*

*\*NOTE 2: If an employee is transferred by PCS travel authorization to the long-term training or TDY location, entitlement to per diem being paid in connection with the long-term assignment stops on the date the employee is notified of the transfer (see par. C4113).*

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

- a. Reduced Training and TDY Per Diem Allowance. If an authorizing/order-issuing official determines that the 55 percent rate is excessive because of lower lodging and/or meal costs resulting from pre-arrangements or other reasons, the DoD component involved may request a fixed reduced per diem rate under par. C4550.
- b. Training and TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an authorizing/order-issuing official determines that a 55 percent rate is inadequate, the DoD component involved may request a higher per diem rate that does not exceed the applicable maximum per diem rate prescribed in

<http://www.dtic.mil/perdiem/pdrates.html> for the locality involved. The request must be supported by documentation of the circumstances (for example, nonavailability of acceptable lower-cost lodgings) justifying the need for an allowance in excess of the 55-percent. The request may be forwarded by letter or message to the appropriate office designated in par. C4550.

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

#### Example 1

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

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

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

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

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

#### Example 2

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

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

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

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

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

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

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

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

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

\*C. Consultants and Experts Employed on an Intermittent Basis. Individuals serving intermittently in the Government, with or without compensation, while in an official travel and duty assignment status as described in par. C4975, are authorized a per diem or AEA in accordance with pars. C4553 and C4600.

## PART T: SPECIFIC ASSIGNMENT CONDITIONS

### C4975 TRAVEL OF CONSULTANTS AND EXPERTS

A. Authority. Title 5 U.S.C. §5703 and 50 U.S.C., App. §2160 provide entitlements for travel expenses and allowances for consultants and experts who are in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and reimbursement of expenses incident to TDY assignments for these individuals.

***NOTE:** See, par. C3103-A and Appendix E, Parts I and II for applicable travel authorization formats and par. C4562 for per diem allowances.*

B. Conditions. Individuals serving without pay or at \$1 per year are authorized the allowances in pars. C4975-B1 through C4975-B5. Consultants and experts employed intermittently and paid on a daily-when-actually-employed basis may be paid the allowances in pars. C4975-B1 through C4975-B5 when it is determined to be in the Government's best interest:

1. transportation expenses, per diem allowances, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;
2. expenses for transportation for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;
3. travel expenses for recurring round-trip travel between home or place of business and place of duty during an assignment when it is administratively determined more advantageous or economical to the Government;
4. per diem allowance while at a place of duty assignment away from the area in which home or place of business is located;
5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under 50 U.S.C., App. §2160).

If more than 130 days of full-time service is performed in any continuous 365-day period, the employment is not intermittent. When service is not intermittent, there is no entitlement for per diem or AEA at the regular place of assignment (35 Comp. Gen. 90 (1955); 36 id. 351 (1956)). However, per diem authorization is not precluded in connection with other TDY assignments at places of duty away from the regular duty location.

### C4976 WITNESS TRAVEL

A. General. TDY regulations apply when, in connection with any judicial or agency proceeding, an employee is:

1. summoned/authorized to respond,
2. assigned by the agency to testify/produce official records on the Government's behalf,
3. to testify in the employee's official capacity, or
4. to produce official records on behalf of a party other than the Government.

B. Definitions. The following definitions only apply to this paragraph:

1. Judicial Proceeding. As used in this paragraph, the term "judicial proceeding" means any action, suit, or other proceeding (such as hearings/conferences before a committing court, magistrate, commission, grand jury,

or coroner's inquest) that is judicial in nature held in the U.S. and non-foreign OCONUS areas. Included are condemnation, preliminary, and informational (such as hearings/conferences conducted by a prosecuting attorney to determine whether an information or charge should be made in a particular case) proceedings.

2. Agency Proceedings. The term "agency proceeding" refers to "rulemaking" (means agency process for formulating, amending, or repealing a rule); "adjudication" (means agency process for the formulation of an order); and "licensing" (includes agency process respecting the grant, renewal, denial, relocation, suspension, annulment, withdrawal, limitation, amendment, modification, or conditioning of a license).

3. Summoned. The word "summoned" means an official request, invitation, or call, evidenced by an official writing of the court, authority, or party responsible for conducting the proceeding.

C. Allowable Travel Expenses. Travel expenses at the rates/amounts allowable for employees on TDY are paid to an employee performing travel under this paragraph. However, if any travel expenses are paid to the employee for appearance by the court, authority, or party which caused the employee to be summoned as a witness on behalf of a party other than the Government, the payment must be deducted from the amount otherwise payable under the travel authorization. Regulations of the separate departments regarding absence from duty for court leave apply.

D. Funding. If the employee serves as a witness for the Government, and the case involves the employing activity, the employing agency pays the travel expenses. If the case does not involve the employee's activity, the agency chargeable with the travel expenses issues a travel authorization for the required travel. If an employee serves as a witness in an official capacity or produces official records for a party other than the Government, the employing agency pays the employee's allowable travel expenses.

#### **C4977 JUROR TRAVEL**

A TDY travel authorization shall not be issued when officials or employees are summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the judiciary branch of the Government. Regulations of the separate departments of the DoD regarding absence from duty and entitlement or non-entitlement to compensation or expense reimbursement apply.

#### **C4978 TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE**

A. General. TDY travel regulations apply when employees serving as labor organization representatives perform travel to attend labor-management meetings that are certified to be in the Government's primary interest. The term "Labor Organization Representative," as used in this paragraph, means a DoD employee specifically designated by a labor organization to represent an organization in dealing with management.

B. Certifications. All authorizations for the payment of travel expenses to employees serving as labor organization representatives to attend labor-management meetings must be supported by the certification cited in par. C4978-A, accompanied by a brief explanation of the certification's basis. The following certification standards are that the travel:

1. is incident to attendance at a meeting which is primarily in the Government's interest;
2. is incident to participation in activities such as joint labor-management cooperation committees concerning, but not limited to, accident prevention, absenteeism reduction, improving communications, ensuring equal employment opportunity, and maintaining employee productivity and morale;
3. is not for the purpose of engaging in activities covered by 5 U.S.C. §7131(b), which provides internal labor organization business be conducted only when employees are in a nonduty status.

**C4979 TRAVEL TO RECEIVE NON-FEDERALLY SPONSORED HONOR AWARDS**

A. General. Travel and transportation at Government expense may be authorized for an employee who travels to receive an honor award sponsored by a non-Federal organization provided the award is determined in each case to be closely related to the official duties of the employee and the functions and activities of the employee's agency (55 Comp. Gen. 1332 (1976)). When attendance at the meeting or convention where the award is given has been authorized/approved for another reason, no further authorization is required for the traveler to accept an award.

B. Allowable Expense. Transportation and per diem or AEA are the same as those prescribed for TDY.

C. Prohibition. Travel and transportation at Government expense is not authorized for dependents or next of kin to accompany an employee receiving an honor award, except as an attendant for a handicapped employee (see Appendix E, Part I, Invitation to Travel, par. A-5). Except as provided in Chapter 4, Part Q, there is no authority for an employee authorized travel under this paragraph to accept reimbursement from a private organization for travel and other expenses.

**PART C: HHG SHIPMENT****SECTION 1: METHODS****C8200 GENERAL**

- A. The official designated by the Service/Defense Agency must authorize/approve the HHG shipment method.
- B. Cost comparisons must be completed prior to authorizing a shipment method.

**C8205 COMMUTED RATE**

- A. Applicability. *The commuted rate system is used only for HHG shipments between CONUS PDSs.*
- B. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the *employee* makes arrangements for HHG shipment (other than by shipping the HHG within a mobile home).
- C. Reimbursement Services. The employee is entitled to reimbursement under the GSA Commuted Rate Schedule (Internet address: <http://policyworks.gov/transportation>) for carrier services provided, including:
  - 1. transportation,
  - 2. packing,
  - 3. unpacking,
  - 4. crating,
  - 5. drayage, and
  - 6. SIT.

**\*NOTE 1:** *The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG or, if other than common carrier is used, the date HHG begin movement.*

**\*NOTE 2:** *If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.*

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

American Moving and Storage Association  
1611 Duke Street  
Alexandria, VA 22314-3482  
Tel. 703-683-7410

**C8210 ACTUAL EXPENSE**

- A. Government-arranged Move. The *Government* contracts, negotiates, audits and pays transportation vouchers directly to the carriers. Travel orders must state:
  - 1. the transportation authorization,
  - 2. that the HHG are shipped by a Government-arranged move, and

3. that unauthorized charges are the employee's financial responsibility.

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

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

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

### C8215 LIMITATIONS

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

- a. be only for HHG within the employee's authorized HHG weight allowance;
- b. not exceed the Government-arranged move shipment cost of transporting the HHG combined weight in one lot between authorized places, when Government-arranged move is available; and
- c. be made on U.S. flag carriers, when reasonably available.

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

- a. there is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
- b. the employee violates the agreement under which the HHG originally were transported,
- c. the employee has no entitlement to transportation at Government expense, or
- d. authorized transportation does not begin within the prescribed time limits.

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

### C8220 COST COMPARISON (FTR § 302-7.301)

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

**PART B: TQSE(AE)****C13200 PURPOSE**

TQSE(AE) is a *discretionary allowance, not an entitlement*, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy *temporary quarters*. The order-issuing/authenticating official, *not the employee*, determines if TQSE(AE) is necessary.

**C13205 TQSE(AE) OPTION**

A. TQSE(AE) is an actual expense allowance based on:

1. the \$85 Standard CONUS per diem rate for temporary quarters occupied in *all* CONUS localities, or
- \*2. the PDS locality (not the lodging location) per diem rate (<http://www.dtic.mil/perdiem/opdrform.html>) for temporary quarters occupied in OCONUS localities.

**NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for TQSE(AE).**

B. Authorization. The following factors must be considered before authorizing TQSE(AE):

1. TQSE(AE) may only be authorized before temporary quarters are occupied and *may not be approved after the fact* (41 CFR §302-5.7).
2. TQSE(AE) may be authorized only for the time period determined necessary by the order-issuing/authenticating official, *never to exceed a total of 120 days*.
3. TQSE(AE) is for a temporary place of residence.
4. If an employee moves HHG into quarters occupied initially at a new PDS and continues occupancy indefinitely, the quarters are permanent quarters, unless 5. or 6. applies.
5. Quarters occupied temporarily, within the allowable time limit, are temporary quarters when employee-arranged permanent quarters:
  - a. remain occupied by the present tenant,
  - b. require repairs/alternations that have not been completed, or
  - c. are under construction.
6. The order-issuing official may determine that quarters initially occupied that eventually become an employee's permanent quarters were temporary quarters after considering:
  - a. lease duration,
  - b. HHG movement into the quarters,
  - c. quarters type,
  - d. expressions of intent,
  - e. attempts to secure a permanent dwelling, and
  - f. length of time the employee occupied the quarters.

7. Temporary quarters location must be within reasonable proximity of the old and/or new PDS.
8. TQSE(AE) in other locations may be authorized only if the order-issuing/authenticating official is convinced that the circumstances are unique to the individual employee and/or dependents and are reasonably related to the transfer.
9. TQSE(AE) in other locations must be authorized by the order-issuing/authenticating official to ensure adequate review of the circumstances and that TQSE(AE) payment is justified.

C. Eligibility Period

1. Starting Temporary Quarters Occupancy. Temporary quarters occupancy may start as soon as TQSE allowances have been authorized in PCS orders and the employee has signed a transportation agreement. Occupancy of temporary quarters must begin within 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C1057.

2. Temporary Quarters Occupancy Time Period. The period of temporary quarters occupancy runs concurrently for the employee and all dependents. The employee may occupy temporary quarters at one location while dependents occupy quarters at another location.

a. Temporary Quarters Occupancy Interruptions. The period continues to run whether or not the employee and/or dependents occupy temporary quarters except if occupancy is interrupted for:

- (1) travel between the old and new PDS (actual travel time);
- (2) necessary official duties such as an intervening TDY assignment/military duty; or
- (3) non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control that are acceptable to the order-issuing official.

b. Temporary Quarters Occupancy Resumption. Under the circumstances cited in par. C13205-C2a above:

- (1) the period of absence is excluded from the authorized time for temporary quarters occupancy;
- (2) the employee is eligible for TQSE(AE) when temporary quarters occupancy at the new PDS resumes; and
- (3) eligibility continues for the balance of the authorized time, if necessary.

c. Temporary Quarters Occupancy Interrupted by Official Travel

(1) Exceptions are not made if dependents occupy temporary quarters at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.

(2) When temporary quarters occupancy is interrupted by the performance of official travel, the actual time en route, not in excess of the authorized allowable travel time, is excluded from the period of eligibility, which resumes when temporary quarters are occupied.

(3) When an employee retains temporary quarters while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the order-issuing official determines that the employee acted reasonably in retaining the temporary quarters (69 Comp. Gen. 72 (1989)).

3. Ending Temporary Quarters Occupancy. Temporary quarters occupancy ends when the employee or any dependent occupies permanent quarters or when the authorized period of time expires, whichever occurs first.

**5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C4107-O2a) and 25 days TQSE(F) for employee and dependents (C13330).** Used 8 days for the HHT and occupied temporary quarters for 20 days. Pay HHT as indicated in par. C4107-O2a and TQSE(F) for 25 days as indicated in par. C13320.

**NOTE:** (a) *There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT (Lodgings-Plus Method) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary quarters were occupied.*

**6. Initially Authorized a 10-day HHT (Lodgings-Plus Method) and 30 days for TQSE(AE) and then Authorized an additional 30 days TQSE(AE) under par. C13210-B.** Used 10 days for a HHT and occupied temporary quarters for 58 days.

Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first 30-day period of authorized TQSE(AE)).

**First 20 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

**Next 30 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:

a. CONUS. For CONUS, use the **\$85** Standard CONUS per diem rate.

\*b. OCONUS. For OCONUS use the PDS locality (not the lodging location) per diem rate (<http://www.dtic.mil/perdiem/opdrform.html>).

c. First 30 Days

(1) Employee/Unaccompanied Spouse. For an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee) the daily rate shall not exceed the maximum per diem rate.\*

(2) Spouse Accompanying the Employee. For a spouse who accompanies an employee, the daily rate shall not exceed 75% of the daily maximum per diem rate.\*

(3) Dependents 12 Years of Age or Older. For each dependent, other than a spouse, who is 12 years of age or older, the daily rate shall not exceed 75% of the daily maximum per diem rate.\*

(4) Dependents under 12 Years of Age. For each dependent who is under 12 years of age, the daily rate shall not exceed 50% of the daily maximum per diem rate.\*

**NOTE:** *If the temporary quarters are occupied in CONUS, the maximum daily rates for the first 30 days (based on the daily per diem rate of \$85) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d. are \$85, \$63.75, \$63.75, and \$42.50, respectively.*

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1) Employee/Unaccompanied Spouse. For an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee), the daily rate shall not exceed 75% of the daily maximum per diem rate.\*\*

(2) Spouse Accompanying the Employee. For a spouse who accompanies the employee, the daily rate shall not exceed 50% of the daily maximum per diem rate.\*\*

(3) Dependents 12 Years of Age or Older. For each dependent, other than a spouse, who is 12 years of age or older, the daily rate shall not exceed 50% of the daily maximum per diem rate.\*\*

(4) Dependents under 12 Years of Age. For each dependent under 12 years of age, the daily rate shall not exceed 40% of the daily maximum per diem rate.\*\*

**\*\*NOTE:** *If the temporary quarters are in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$85) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d are \$63.75, \$42.50, \$42.50, and \$34 respectively.*

e. 60-120 Days. When the order-issuing authenticating official authorizes a time extension for temporary quarters occupancy beyond the first 60 days (never to exceed an additional 60 days) the additional days shall be computed at the same rates allowed for the second 30-day period in par. C13225-A2d above. *The total period of time for which TQSE(AE) may be paid may never exceed 120 days.*

#### B. Computation Examples

1. TQSE(AE) Calculation Chart. The \$85 per diem rate used in the following chart is the current Standard CONUS per diem rate which applies when temporary quarters are in CONUS. Use the applicable locality per diem rate in <http://www.dtic.mil/perdiem/opdrform.html> when temporary quarters are located OCONUS.

CONUS Per Diem Rate:	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
\$85				
<b>Employee or Unaccompanied Spouse</b>	\$85	\$85	$\$85 \times .75$	\$63.75
<b>Accompanied Spouse</b>	$\$85 \times .75$	\$63.75	$\$85 \times .50$	\$42.50
<b>Dependent 12 and older</b>	$\$85 \times .75$	\$63.75	$\$85 \times .50$	\$42.50
<b>Dependents Under 12</b>	$\$85 \times .50$	\$42.50	$\$85 \times .40$	\$34

2. TQSE(AE) Example 1. An employee resides in temporary quarters at a new PDS in Omaha, NE, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable per diem rate of \$85 times 5 days, totals \$425. Since the actual expenses are less than the maximum amount authorized, TQSE(AE) is \$223.30. If the actual subsistence expenses amount to more than the maximum authorized, (e.g., \$440) TQSE(AE) is limited to \$425. In a situation where an employee pays allowable subsistence expenses on a weekly, biweekly, or monthly basis, an amount per day is apportioned.

3. TQSE(AE) Example 2. The order-issuing authority authorizes not to exceed 60 days of TQSE(AE). An employee's dependents delay occupancy of temporary quarters until 31 days after the employee starts occupancy of temporary quarters. The per diem amount limitation for the first 30 days applies to the employee's allowable expenses. The per diem amount limitations for the second 30-day period apply to the employee and dependents. This applies when the employee and dependents occupy temporary quarters at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary quarters. For determining the TQSE(AE) maximum amount, resumption of temporary quarters occupancy at the new PDS is counted as the 4th day. Travel time is excluded.

5. TQSE(AE) Example 4. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters. After 3 days, the employee begins travel to the new PDS. The dependents remain in temporary quarters. The employee is en route 5 days and upon arrival at the new PDS occupies temporary quarters. For determining the TQSE(AE) maximum amount, the employee's resumption of temporary quarters occupancy is the 9th day, since dependents continued their occupancy of temporary quarters, and the time must run concurrently for all.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

**\*TRAVEL AUTHORIZATION.** *(Also referred to as travel order.)* A written instrument, issued or approved by person(s) to whom authority has been delegated, authorizing an employee or group of employees to travel. There are four basic types of travel authorizations:

A. **Unlimited Open.** A travel authorization allowing an employee to travel on official business without further authorization for a specified period of time. **NOTE: Unlimited Open travel authorizations are not used in DTS.**

B. **Limited Open.** A travel authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. **NOTE: Limited Open travel authorizations are not used in DTS.**

C. **Repeat.** A travel authorization allowing an employee to repeatedly travel on official business without further authorization to a specific destination for a specified period of time. **NOTE: Repeat travel authorizations are not used in DTS.**

D. **Trip-by-trip.** A travel authorization allowing an individual or group of individuals to take one or more specific official business trips that must include specific purpose, itinerary, and estimated costs.

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

**TRAVEL, EMERGENCY.** Travel that results from:

A. the traveler becoming incapacitated by illness or injury not due to personal misconduct;

B. the death or serious illness of a member of the traveler's family; or

C. a catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

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

**TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103)** A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

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

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

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

**TRAVEL REQUEST.** A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL.** The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel requesting officials for their own travel orders. However when travelers are permitted to be travel requesting officials for their own orders, under no circumstances may the travel requesting official also be the travel-approving/directing and/or authorizing/order-issuing official for the travel. ***NOTE: A travel request is subject to approval/disapproval by a travel-approving/directing official.***

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

**UNACCOMPANIED BAGGAGE.** See **BAGGAGE, UNACCOMPANIED.**

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

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

**UNITED STATES.** The 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the territories and possessions of the United States, and the areas and installations in the Republic of Panama that are made available to the United States pursuant to the Panama Canal Treaty of 1977 related agreements (as described in section 3(a) of the Panama Canal Act of 1979).

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

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

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

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

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

***Effective 13 September 2002***

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

**\*APPENDIX E****INVITATIONAL TRAVEL AUTHORIZATIONS**

***JFTR NOTE:*** *Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, Volume 2, Appendix E, for the DoD Services and in agency regulations for non-DoD Services. The Invitational Travel Authorization provisions in JTR, Volume 2, Appendix E, are reproduced in JFTR, Appendix E, for convenience. See Part I, Invitation to Travel, paragraph D, for information concerning travel by a contractor and a contractor's employees.*

**PART I: INVITATION TO TRAVEL**

- A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE**
- B. RESTRICTIONS**
- C. ALLOWANCE EXPENSES**
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**PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION****PART III: CITY-PAIR PROGRAM**

- A. POLICY**
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## APPENDIX E

## INVITATIONAL TRAVEL AUTHORIZATIONS

## PART I: INVITATION TO TRAVEL

## A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE

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

1. not employed by the Government,
2. employed (under 5 U.S.C. §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or
3. serving without pay or at \$1 a year

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

1. it is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;
2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
3. an individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; *(ITAs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976))*;
4. an individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);
5. an individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
6. an individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;
7. an individual is authorized pre-employment interview travel under par. C6200;
8. individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;
9. a witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;
10. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832;

11. attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);
12. when an individual is an attendant for:
  - a. a disabled employee on official travel (56 Comp. Gen. 661 (1977)); or
  - b. an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and the employee is incapable of traveling alone;
13. travel is for a family member and all pertinent conditions in items a through e are met before allowances are authorized/approved:
  - a. The authorizing/order-issuing official determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.
  - b. Travel is allowed on a mission noninterference basis only, and must be supported with ITAs that ordinarily authorize reimbursement of only transportation costs.
  - c. The authorizing/order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.
  - d. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.
  - e. Authorizing/order-issuing officials for all other travel under this item are:
    - (1) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;
    - (2) The Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
    - (3) The Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***);
    - (4) The Secretaries of the Military Departments, or their designees, for requests from their staffs;
    - (5) The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

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

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

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

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

***Effective 1 January 2003***

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

***Effective 1 January 2003***

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

**\*B. RESTRICTIONS**

Invitational travel shall not be authorized for:

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

**C. ALLOWANCE EXPENSES**

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

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

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

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

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

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

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

#### **D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES**

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

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

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

1. Contractor(s) means:

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

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

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

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

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

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

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

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

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

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

7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's (Contracted) Commercial Travel Offices (CTOs) have this information.

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

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

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

#### OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

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

SIGNATURE, Title and telephone number of Contracting Officer

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## APPENDIX E

## INVITATIONAL TRAVEL AUTHORIZATIONS

## PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all Services) to prepare an ITA. *Use of the sample format is not mandatory.*

## INVITATIONAL TRAVEL AUTHORIZATION

Name \_\_\_\_\_ TRAVEL AUTHORIZATION NUMBER \_\_\_\_\_

Address \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

You are invited to proceed from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_ (Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus  
See below for travel by Privately-Owned Conveyance

The authorizing/order-issuing agent has arranged Transportation.

- Transportation tickets are included with this authorization.  
 Transportation tickets shall be provided at a later date

***NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.***

To arrange transportation call: (\_\_\_\_) \_\_\_\_\_

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for travelers who are not Government employees, reimbursement for transportation may not exceed the least expensive coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) accommodations selected shall be the least costly unrestricted service that permits satisfactory accomplishment of the traveler’s mission, and
- (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; *otherwise reimbursement for the cost of transportation is not allowed.*

**Effective 1 January 2003**

You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.36 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

**Receipts:** Ticket stubs are required to substantiate your transportation cost. Receipts are required for any lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, US territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned. Even if your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. (See JTR, Chapter 4, Part M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

***NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the district of Columbia and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.***

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel authorization to: \_\_\_\_\_

The travel authorized in this travel authorization is in the public interest, and is chargeable to: \_\_\_\_\_

## APPENDIX E

## INVITATIONAL TRAVEL AUTHORIZATIONS

## PART III: CITY-PAIR PROGRAM

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

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

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

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

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

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

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

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

b. The contractor’s flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working 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), Government-sponsored contractor issued travel charge cards, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares);*

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

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

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

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

***2. Cost reimbursable contractor personnel should never be in possession of invitational travel authorizations while in the performance of their contracts and are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

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

## APPENDIX E

### INVITATIONAL TRAVEL AUTHORIZATIONS

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

##### 1. How does the program work?

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

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

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

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

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

##### 3. Who can use it?

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

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

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

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

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

- a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip.
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours.
- c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or through a centrally billed account, e.g., YDG, MDG, QDG, VDG, and similar fares.***
- d. Rail service is available, and such service is cost effective and is consistent with mission requirements.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

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

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

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

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

**8. How is Quality of Service Evaluated?**

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

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 to the appropriate 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. 11<sup>th</sup> 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 2<sup>nd</sup> 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. B1, B4, B6-B9, and B11-B13 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,

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

#### \*T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with no, or limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions shall not be supplemented.

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

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

#### T4010 REIMBURSEMENT RATE

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

#### T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

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

4. Travelers should make their travel and transportation arrangement through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTOs should CTOs not be used. Travelers:
  - a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
  - b. must use coach class, unless a medical condition or mission timing requires premium class,
  - c. shall *not* use foreign flag transportation even if U.S. flag carrier fares are higher,
  - d. who use premium class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
  - e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.
5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.
6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."
7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.
8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8 (series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.
9. Retaining Promotional Items
  - a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
  - b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
  - c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.
10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

1. Mandatory Policy. It is DoD **mandatory policy** that travelers use available CTOs to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DoD component/Service regulations for CTO use information.
3. Failure to Follow Regulations
  - a. Commands/units are expected to take appropriate disciplinary action when travelers and/or authorizing/order-issuing officials fail to follow the regulations concerning CTO use (see par. T4005).
  - b. Disciplinary action should be for **willful** violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must **not** be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is **not** allowed.
4. Reimbursement Not Allowed. Reimbursement **shall not be allowed** when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

#### B. Requirements

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

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

#### D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

### T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

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

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

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

\*C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U4520 and JTR par. C4720). When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the MTMC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (*found at website <http://www.dtic.mil/comptroller/fmr/>*) (or appropriate Service regulations for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.***

#### D. Government Transportation

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

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

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

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

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

## \*APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

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

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

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

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