VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 454

Alexandria, VA 1 August 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 August 2003 unless otherwise indicated.

J. P. MCLAURIN
Deputy Assistant Secretary of
the Army (MPP)

ANITA BLAIR
Deputy Assistant Secretary
of the Navy (Personnel Programs)

KELLY A. CRAVEN
Deputy Assistant Secretary
of the Air Force (FMP)

This change includes all material written in CAP items 14-03(E); 18-03(E); 20-03(E); 21-03(E); 23-03(E) and civilian editorials C03024; C03026; C03027; C03028 and C03030. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 453 cover page.

BRIEF OF REVISION

These are the major changes made by Change 454:

C1052-B; C4051-D; C4101. Allows the losing activity to pay for: (a) NTS of HHG in the same situations as allowed for any other PCS, and (b) PCS allowances for transfers to, from, or between any locations. Additionally, the provisions governing movement under the Priority Placement Program were changed to apply only to employees serving under a transportation agreement.

C2204-A4; C2204-A5. States that the reason for all premium-class travel (not just first class) must be listed on the orders or voucher.

C4554-A3. Explains that the schoolhouse commander is authorized to determine the appropriate meals rate (e.g., GMR, PMR) but does not have the authority to prescribe a different per diem rate (par. U4177 or C4550-C).

C4561-D. Reflects the correct per diem the employee would have been paid had leave not been taken.

C4720. Includes wording to allow PCS baggage transportation costs to be approved after travel but not authorized before travel.

C8010-A. Spells out that HHG delivery out of storage at the Government's expense is still authorized after the authorized SIT time has expired.

C8825-C. Clarifies that if an employee pays to remove HHG from NTS before the employee has eligibility for return transportation and subsequently earns return transportation at Government expense, the employee may be reimbursed NTE the cost that would have been incurred at the time the employee becomes eligible for return transportation at Government expense.

Appendix A. Inserts the definition of GARS to the JTR and explains that it is an allowable rental car expense.

Appendix L, par. E. Removes the special actual expense authorization from the actual expense sections of the JTR as this authorization is covered in Appendix L, par. E under the authorization for travel with certain dignitaries.

Appendix O, par. T4060-B1c(6); -B1c(7). Adds non-Federal source funding as a reason for allowing business class travel in Appendix O so it matches JFTR, par. U3125 and JTR, par. C2204.

Appendix Q. Clarifies the applicability of nonstandard tours prescribed for OCONUS locations.

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.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
430	i	452	C2E-11	454	C4B-1	447	C4L-6-1	447	C4S-3
450	iii	452	C2E-13	454	C4B-3	425	C4L-7	447	C4S-5
453	v	452	C2F-1	454	C4C-1	454	C4L-9	453	C4T-1
435	C-i	452	C2G-1	454	C4C-3	451	C4L-11	453	C4T-3
435	C-iii	438	C2G-3	446	C4C-5	451	C4L-12-1	422	C5-1
450	C1-i	420	C2H-1	436	C4C-7	450	C4L-13	441	C6-i
447	C1-iii	452	C2H-3	446	C4C-9	453	C4L-15	445	C6-iii
453	C1A-1	449	C2I-1	446	C4C-11	454	C4L-16-1	452	C6-v
454	C1B-1	443	C2J-1	446	C4C-13	452	C4L-17	452	C6-vii
454	C1B-3	453	C3-i	453	C4C-15	429	C4L-19	414	C6A-1
446	C1B-5	453	C3A-1	453	C4C-17	437	C4L-21	441	C6B-1
454	C1B-7	453	C3A-3	442	C4D-1	437	C4L-23	446	C6B-3
454	C1B-9	453	C3A-5	453	C4D-3	437	C4L-25	446	C6B-5
454	C1B-11	453	C3B-1	450	C4D-5	452	C4L-27	410	C6C-1
442	C1C-1	453	C3B-3	450	C4D-7	433	C4L-29	431	C6D-1
447	C1D-1	453	C3C-1	435	C4E-1	452	C4M-1	450	C6E-1
433	C1E-1	454	C3C-3	435	C4E-3	454	C4M-3	424	C6E-3
452	C2-i	453	C3C-5	440	C4F-1	452	C4M-5	438	C6F-1
452	C2-iii	453	C3C-7	440	C4G-1	452	C4M-7	410	C6G-1
452	C2-v	454	C3D-1	446	C4H-1	452	C4M-9	409	C6H-1
452	C2A-1	453	C3D-3	422	C4H-3	452	C4M-11	446	C6I-1
452	C2A-3	453	C3D-5	422	C4H-5	441	C4N1-1	422	C6I-3
450	C2A-5	452	C4-i	428	C4H-7	440	C4N1-3	409	C6J-1
452	C2A-7	453	C4-iii	422	C4H-9	449	C4N1-5	445	C6J-3
452	C2A-9	453	C4-v	453	C4I-1	438	C4N1-7	409	C6K-1
445	C2B-1	453	C4-vii	453	C4I-3	438	C4N2-1	446	C6L-1
454	C2C-1	444	C4-ix	453	C4I-5	449	C4N2-3	436	C6M-1
454	C2C-3	454	C4-xi	453	C4I-7	438	C4N2-5	429	C6M-3
443	C2D1-1	454	C4-xiii	453	C4I-9	438	C4N2-7	409	C6M-5
440	C2D1-3	454	C4-xv	453	C4I-11	454	C4O-1	448	C6N-1
440	C2D2-1	435	C4A-1	420	C4J-1	451	C4O-3	448	C6O-1
451	C2D2-3	441	C4A-3	453	C4J-3	451	C4O-5	452	C6P-1
444	C2D3-1	410	C4A-5	440	C4J-5	451	C4O-7	452	C6P-3
452	C2E-1	410	C4A-7	440	C4K-1	436	C4P-1	452	C6Q-1
454	C2E-3	410	C4A-9	420	C4K-3	426	C4P-3	429	C7-i
452	C2E-5	449	C4A-11	453	C4L-1	454	C4Q-1	439	C7-1
452	C2E-7	449	C4A-13	447	C4L-3	420	C4R-1	439	C7-3
452	C2E-9	449	C4A-15	447	C4L-5	446	C4S-1	452	C7-5

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
439	C7-7	445	C14-9	453	E-5	448	O-17		
449	C8-i	448	C14-11	453	E-7	454	O-19		
449	C8-iii	448	C14-13	453	E-9	450	O-21		
454	C8A-1	448	C14-15	453	E-10-1	450	O-23		
454	C8A-3	448	C14-17	453	E-11	446	O-25		
446	C8B-1	429	C15-i	453	E-13	454	P-1		
446	C8B-3	422	C15A-1	452	E-15	454	Q-1		
453	C8C1-1	441	C15B-1	432	F-1	454	Q-3		
440	C8C1-3	441	C15B-3	387	F-3	439	R-1		
418	C8C2-1	402	C15C-1	411	G-1	439	R-3		
449	C8C3-1	419	C16-i	430	H-1	453	S-1		
436	C8C4-1	419	C16-iii	440	IA-1	453	S-3		
441	C8D-1	419	C16A-1	440	IA-3	432	T-1		
441	C8E1-1	419	C16A-3	440	IA-5	432	T-3		
454	C8E2-1	433	C16A-5	440	IA-7	452	U-1		
418	C8E3-1	433	C16A-6-1	440	IA-9	447	i-1		
424	C9-i	419	C16A-7	440	IA-11				
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				
436	C12-1	426	A-5	435	I-B-7				
435	C12-3	437	A-7	454	J-1				
423	C13-i	454	A-9	454	K-1				
451	C13A-1	454	A-11	452	L-1				
453	C13B-1	447	A-13	447	L-3				
436	C13B-3	447	A-15	449	L-5				
449	C13B-5	447	A-16-1	453	L-7				
453	C13B-7	449	A-17	454	L-9				
436	C13C-1	449	A-19	454	M-1				
436	C13C-3	453	A-21	454	N-1				
428	C13D-1	454	A-23	453	O-1				
401	C13D-3	428	A-25	453	O-3				
448	C14-i	428	B-1	450	O-5				
446	C14-1	433	C-1	452	O-7				
446	C14-3	433	C-3	450	O-9				
446	C14-4-1	428	D-1	451	O-11				
414	C14-5	453	E-1	446	O-13				
442	C14-7	453	E-3	446	O-15				

PART B: CONDITIONS/FACTORS

C1050 GENERAL

A. Prohibition Not Stated. There may be circumstances when travel and transportation entitlements are prohibited and are so stated. ***However, just because a prohibition is not stated does not mean that an entitlement exists or may be authorized.***

B. Travel Justification (FTR §301-71.101)

1. Directed Travel. Travel and transportation at Government expense may be directed only:

   a. when officially justified, and

   b. by means which meet mission requirements consistent with good management practices.

2. Employee Expenses. Employees must not be directed to:

   a. perform official travel at personal expense, or

   b. at reimbursement rates/amounts inconsistent with provisions in this Volume.

3. Limited Travel Funds. Limited travel funds is not a basis for:

   a. denying reimbursement for official travel, or

   b. reducing allowances.

4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DoD component to another, which is outside an employee's commuting area, is effective after the ***employee*** has been given reasonable advance notice (at least 30 days). Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. DoD components should give as much advance notice as possible to enable the employee to begin the arrangements necessary when relocating family and residence. See par. C4108 governing payment of travel and transportation expenses and applicable allowances when short distances are involved. A reasonable advance notice period should not be less than 30 days except when:

   a. the employee and both the losing/gaining agencies agree on a shorter period;

   b. other statutory authority and implementing regulations stipulate a shorter period (see OPM regulations for specified time frames); or

   c. there are emergency circumstances.

C. PCS

1. Authorization. (FTR §§302-2.102, 2.103, 2.104)

When Government-funded PCS is authorized:

   a. a written travel authorization must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station,

   b. the DoD component should advise an appointee/employee not to incur PCS expenses (in anticipation of a PCS) until the written notification has been received,

c. the travel authorization must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C4051 for procedural requirements applicable to new appointees.

2. Reimbursement Provisions

a. The reimbursement maximums/limitations that apply to certain allowances are not the same for all employees even though claims may be filed within the same time frame because of:

(1) successive changes to these regulations governing PCS allowances, and

(2) the extended period of time that employees retain eligibility for certain allowances (see par. C1057).

b. The provisions of these regulations in effect on the appointee's/employee's appointment/transfer effective date (see Appendix A) apply for payment/reimbursement purposes. A summary of the allowance rates in effect on specific dates is in Appendix G for reference purposes.

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

A. General. Travelers under official travel orders may use:

1. Government quarters,

2. food services,

3. exchanges, and

4. recreational facilities owned, operated, or under the jurisdiction of the DoD.

B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated December 15, 1992, AAFES Operations, {www.usapa.army.mil}, Department of Defense Directive 1330.9, dated December 15, 1986 (ASD FM&P), Subject: Armed Services Exchange Regulations, and Department of Defense Directive 1330.17-R, dated August 3, 1990, Subject: Armed Services Commissary Regulations {web7.whs.osd.mil/dodiss/directives/dir2.html} and at the discretion of the local commander.

C1052 TRAVEL AND TRANSPORTATION FUNDING

A. General. An employee's pay and leave status during official travel are subject to the hours of duty, pay, and leave regulations of the separate departments. A new appointee is in a duty status while traveling to the first PDS.

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DoD 1400.25-M, Section 630-G4c at http://www.cpms.osd.mil/cpm/docs/630.pdf.

NOTE 2: See Appendix A for definitions of "Different (or Separate) Departments and Agencies," "DoD component," "Foreign Area and/or Country," and "OCONUS" (overseas).

*B. Movement between Different Departments and Agencies or DoD Components (FTR §302-2.105)

NOTE: This paragraph applies to movements between any of the following: Army, Navy, Air Force, DoD Components, to or from non-DoD agencies.

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DoD Component (see JTR, par. C4100).

2. Reduction in Force (RIF)/Transfer of Functions (FTR § 302–2.105). Necessary costs for a transfer, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DoD activity must endeavor to have a non-DoD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.

3. Movement under the DoD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DoD component are funded in accordance with par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies to an employee serving with an agreement. An employee serving without an agreement may be authorized PCS allowances by the gaining activity and that activity is responsible for the costs. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2.

C. Movement within the Same DoD Component

1. General. Except as indicated in pars. C1052-C2, C1052-C3, C1052-C4 and C1052-C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C4100-C. Par. C4102 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the discretion of the gaining activity when the gaining activity elects to pay necessary movement costs.

2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.

3. Base Realignment and Closure. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a Base Realignment and Closure (BRAC) action.

4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity up to the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the miscellaneous expense allowance, real estate allowances (if the employee is eligible), and at its discretion for a househunting trip (if the employee is eligible) and TQSE for an:

a. employee who completes the prescribed tour of duty under the current agreement;

b. employee released from the period of service specified in the agreement for reasons beyond the employee's control that are acceptable to the losing DoD component;

c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and

d. employee with/without transportation agreements moved under the PPP. (If a RIF/transfer of function is involved, par. C1052-C2 above applies.)

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. The provisions of pars. C1052-C2, C1052-C3 and C1052-C4 above apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD component.

6. Directed Transfer Due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs.

D. Renewal Agreement Travel

NOTE: See Appendix A for the definition of "Actual Residence".

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. Return to a Different OCONUS PDS. Except for DODEA employees, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD component, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DoD component must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the renewal agreement travel, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DODEA, all PCS costs must be paid by the gaining (area) activity.

3. Obtaining a Position while on Leave in the U.S. An employee who:

a. returns to the U.S. under a renewal agreement, and

b. arranges a movement to a PDS in the U.S. while on leave,

is authorized reimbursement for travel/transportation expenses to the new PDS instead of the actual residence indicated in the OCONUS agreement. The losing OCONUS activity must pay the necessary travel/transportation costs to the new PDS up to the cost of such transportation to the actual residence. If the Government incurs additional expenses because of renewal agreement travel performed by the employee/dependents to the actual residence, those expenses must be recovered from the employee. Necessary additional travel/transportation costs to the new PDSs may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the travel order to provide for return from the losing activity to the actual residence for separation. The travel/transportation expenses are funded as provided in par. C1052-E, below.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee eligible for transportation under an agreement, who returns to the actual residence, or an alternate destination up to the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in Government service in a different department/agency in the geographical locality of the actual residence, provided the employee is not employed or authorized a PCS

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

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

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

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

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

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

C1058 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL (FTR §301-70.1)

1. A traveler must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.

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

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

4. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's Federal Premier Lodging Program provide quality lodging at or below per diem and often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

C1059 SCHEDULING TRAVEL

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

1. duty hours;

2. duty requirements;

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

4. the need for onward transportation;

5. the traveler's comfort and well being;

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

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

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

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

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

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

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

A. Starting and Ending Travel

1. General

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

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

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

(1) ship staterooms, and

(2) train sleeping cars.

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

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

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

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

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

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

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

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

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

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

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

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

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

B. En Route Rest Stops

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

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

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

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

a. the origin or destination point is OCONUS;

b. travel is by a usually traveled route;

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

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

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

a. travel is authorized by premium class service;

b. a traveler chooses to travel by a circuitous route, for personal convenience, causing excess travel time.

c. a traveler takes leave at a stopover.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C1061 CONFERENCES/TRAINING AT THE PDS

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

C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

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

*C1065 OFFICIAL DISTANCE DETERMINATION

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

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

2. replaces all other sources used for computing distance (except for airplanes see par. C1065-B below),

3. uses city to city distance (not zip code to zip code),

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

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

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

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

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).

2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.

3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when employees and/or authorizing/order-issuing officials fail to follow the regulations contained in this Volume. Disciplinary action should be for ***willful*** violations and may be in the form of counseling (oral/written), or other appropriate personnel means. Action must ***not*** be through refusal to reimburse. See par. C2207-A4 for exceptions when reimbursement is ***not*** allowed.

PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE

C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursements for transportation expenses incurred in and around duty station (see Part H). Each claim for reimbursement of expenses is identified on the voucher by date, quantity, service, cost and other necessary particulars of the expense.

C2101 USE OF TAXICABS

A. To/From Transportation Terminals. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below:

1. between places of residence, lodging, or place of duty at the PDS or TDY station and transportation terminals;

2. between transportation terminals if free transfer is not provided; or

3. between transportation terminal and lodging when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging, and from the PDS to the residence on the day of return from such TDY.

C2102 SPECIAL CONVEYANCES USE

A. General. Hiring and using a special conveyance is authorized/approved by the order-issuing official only when it is determined the use of other means of transportation is not advantageous to the Government. Personal preference or minor inconvenience shall not be the basis for authorizing/approving the use of a special conveyance instead of a cheaper mode of transportation.

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: ***http://public.transcom.mil/j4/j4lt/dtrpart1.pdf***)

a. ***It is mandatory to obtain rental vehicles through the CTO, when available. NOTE: It is not mandatory to use a CTO when renting an airplane or bus.***

b. When selecting commercially rented vehicles, the lowest cost rental service that meets the mission requirements must be selected.

c. Use of companies and rental car locations participating in the MTMC agreement is encouraged because their government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government.

d. Travelers disregarding rental car arrangements made by a TO or CTO may be required to provide justification for additional rental car cost before reimbursement is allowed.

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Chapter 106 and DoD component regulations.

2. Military Management Traffic Command (MTMC) Policy (website address: ***http://www.mtmc.army.mil***)

a. ***MTMC vehicle rental agreements apply to all DoD components and activities and non-Defense Agencies.***

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from the Commander, MTMC, ATTN: MTPP-AQ, Hoffman Building II, Room 10N35, 200 Stovall Street, Alexandria, VA 22332-5000, or via the MTMC website at ***http://dcsop.mtmc.army.mil/travel/car/default.htm***.

3. Reimbursement. When an available CTO is not used, reimbursement is limited to what it would have cost if a CTO had made the rental vehicle arrangements.

C. Reimbursement for Special Conveyance Use. When a rental automobile or other special conveyance is authorized/approved, the rental and hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. These expenses include items such as:

1. hiring charge;

2. gasoline and oil;

3. parking;

4. garage, hanger, or boathouse rental;

5. subsistence of operator;

6. ferry fares, bridge, road and tunnel tolls;

7. traveler access fee (when charged); and

*8. any per-day administrative fee called for in the MTMC rental car agreements (including GARS).

D. Insurance on a Rented Automobile

1. Cost of Extra Insurance. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable when:

a. the insurance is required by the rental agency to provide full coverage insurance when renting an automobile outside the U.S., or

b. a Secretarial Process authorizes/approves reimbursement of non-required insurance for certain classified special operations. See Service regulations. (B-204486, January 19, 1982).

2. Damage to Rented Motor Vehicle. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated by the Service concerned as being payable. The Government may make direct payments to the car rental companies instead of to the traveler, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

3. Damage Claims. Requests from an employee, or from a rental company for reimbursement or payment should be documented and submitted in accordance with the DoD Financial Management Regulation, Volume 9, Chapter 4 ***(found at website: http://www.dtic.mil/comptroller/fmr/)***. Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

4. Cost of Personal Accident Insurance. The cost of personal accident insurance is a personal expense and is not reimbursable.

E. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites,

2. lodgings,

3. dining facilities,

4. drugstores,

5. barber shops,

6. places of worship,

7. cleaning establishments, and

8. similar places required for the traveler's subsistence, health or comfort.

F. To and from Carrier Terminals. The use of a special conveyance may be authorized/approved for travel to and from local carrier terminals, but reimbursement for the total expenses incurred in the use of the special conveyance for any one trip shall not exceed the usual one-way taxi fare, including tip, unless taxi service between the places concerned does not exist. The use of special conveyance to, from and between carrier terminals, other than local terminals may be authorized/approved by the official directing the travel when it is determined neither public nor Government transportation between such points meets the requirements of the ordered travel.

G. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual means of transportation, or when the use of a special conveyance is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

H. Special Conveyance Use for PDT. Commercially rented vehicles/special conveyances:

1. may be used for PDT when other transportation methods in par. C2001-A are not more advantageous to the Government,

2. must be authorized in the PCS orders,

3. may not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and

4. are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

NOTE*: *Employees are not authorized rental cars at the PDS to travel to/from work, or for personal convenience.

I. Use of Special Conveyance in and around Permanent or TDY Station. For reimbursement for use of a special conveyance within and around the permanent and TDY duty station see Part H.

C2103 USE OF BUSES, STREETCARS, OR SUBWAYS

A. To and from Carrier Terminals. Reimbursement is authorized for bus, streetcar, or subway fares as follows:

1. between places of residence, lodging, or place of duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or Government transportation used;

2. between carrier terminals when needed due to a change of transportation and free transfer is not provided; or

3. from carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS On Day Travel Performed. Reimbursement is authorized for bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

C2104 USE OF AIRPORT LIMOUSINE SERVICE

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows:

1. between places of residence, lodging, or place of duty at the PDS or TDY duty station, and local transportation terminals, (stations, airports, wharves, etc.) of the commercial or Government transportation mode used;

2. between transportation terminals when changing transportation mode and free transfer is not provided;

3. between transportation terminals and lodging when transportation delays occur en route that are beyond the employee's control; or

4. between an airport and airport limousine terminal.

C2105 USE OF COURTESY TRANSPORTATION PROVIDED BY HOTELS AND MOTELS

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" shall be based on the availability of slumber coach sleeping accommodations. "Reasonably available" does not include any accommodations with a scheduled arrival time later than the employee's required reporting time at the duty site, or with scheduled departure time earlier than the time the employee is scheduled to complete the duty.

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

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

a. an employee whose use of coach-class train accommodations would endanger the employee's life or Government property,

b. agents in charge of protective details who are accompanying individuals authorized to use first-class train accommodations, and

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

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

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

C2204 COMMERCIAL AIR TRANSPORTATION

A. Accommodations

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

2. Authorization/Approval for Premium-class Accommodations. The officials listed in par. C2204-A3 may authorize/approve first-class airline accommodations at Government expense if one or more of the criteria in par. C2204-A5c is met. The local transportation officer or other appropriate authority, in conjunction with the authorizing/order-issuing official, may authorize/approve the use of premium-class airline other than first-class (e.g., business class) airline accommodations if one or more of the criteria in par. C2204-A5d is met. ***Authorization for the use of premium-class airline accommodations must be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible***. If advance authorization cannot be obtained, the employee must obtain written approval from the local transportation officer or other appropriate authority at the earliest possible time.

3. Authorization/Approval for First-class Accommodations. Only the Secretary of Defense, Deputy Secretary of Defense, or other SECDEF-designated authority may authorize/approve use of first-class air accommodations at Government expense. The delegation/re-delegation of authority to authorize/approve first-class air transportation at Government expense is held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances requiring the cited need for first-class air accommodations. Authorization/approval may be considered only when the criteria in par. C2204-A5c are met.

*4. Requirements for Premium-class Accommodations Use. Authorization for premium-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler must obtain written approval from the appropriate authority at the earliest possible time. When a travel authorization (see par. C3150-B16(c)) authorizes premium-class air accommodations (by including the authority and authorization source (memo/letter/message/etc., including date and signatory position for first-class accommodations), the specific conditions met in pars. C2205-A5c or C2205-A5d must be annotated on the authorization and appropriate Government transportation documents must be annotated with the same information. When a travel authorization does not contain authority for premium-class air accommodations use and no other class of service is available, a transportation document may be issued for premium-class service when the document-issuing agent annotates the document in accordance with transportation procedural guidance that “Tickets for premium-class air accommodations were issued as only premium-class service was available between authorized origin and destination points."

*5. Traveler Responsibility and Documentation in Connection with Premium-class Accommodations. The traveler must certify on the travel voucher the reasons for the use of premium-class air accommodations. Specific authorization/approval, including which of the specific conditions was met, must be attached to, or stated on, the travel voucher and kept as part of the record. In the absence of specific authorization/approval, the traveler is financially responsible for all additional costs resulting from premium-class air accommodations use.

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

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

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

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

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

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

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. CONUS PCS Travel. A travel authorization for a CONUS to CONUS PCS 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);

Effective 1 September 2002
*i. that a home marketing incentive payment is authorized if earned in accordance with Chapter 15, Part C;

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);

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, FEML 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 premium-class air accommodations, include the statement: "The use of premium-class transportation due to (list condition in par. C2205-A5c or C2205-A5d) is authorized (by inserting the official's appropriate title in cite reference and date - for first class accommodations)." 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.

PART M: ACTUAL EXPENSE ALLOWANCE (AEA)

Paragraph	Contents
C4600	**GENERAL**
C4602	**JUSTIFICATION**
C4604	**AUTHORIZATION/APPROVAL**
C4606	**LIMITATIONS**
C4608	**TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL** A. Examples B. Travel with Certain Dignitaries
C4610	**EXPENSES** A. Expenses Allowed B. Expenses Not Allowed
C4612	**AEA REQUESTS** A. General B. Submission Channels
C4614	**150% MAXIMUM** A. CONUS B. OCONUS
C4616	**300% MAXIMUM AEA**
C4618	**NOT USED**
C4620	**OVER 300% MAXIMUM AEA**
C4622	**REIMBURSEMENT** A. Limitations B. Incidental Expenses C. M&IE Paid on a Per Diem Basis D. Lodging and/or Meals Obtained under Contract E. Itemization
C4624	**AEA COMPUTATION** A. General B. Meals Available under Special Arrangements C. Averaging Expenses D. Mixed Travel (Per Diem and Actual Expense)
C4626	**COMPUTATION EXAMPLES**

PART N1: POC USE FOR TDY TRAVEL

Paragraph	Contents
C4650	**MILEAGE ALLOWANCES FOR POC USE**
C4651	**POC USE FACTORS** A. Official Mileage Rates for Local and TDY Travel B. POC Use Advantageous to the Government C. POC Use Not Advantageous to the Government D. Privately Owned Automobile in Lieu of Government-furnished Automobile (FTR §301-10.310)
C4652	**PARKING FEES** A. General B. Privately Owned Automobiles C. Government-furnished Automobile
C4654	**OTHER ALLOWABLE COSTS**
C4656	**EMPLOYEES TRAVELING TOGETHER**
C4657	**POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS** A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal C. Employee Departs from PDS on TDY D. Two or More Employees Travel in the Same POC
C4658	**NOT USED**
C4659	**PER DIEM FOR POC TRAVEL** A. POC Use Advantageous to the Government B. POC Use Not Advantageous to the Government
C4660	**TRAVEL TIME**
C4661	**COMPUTING REIMBURSEMENT FOR POC TRAVEL** A. Advantageous to the Government B. Not Advantageous to the Government C. Mixed Modes
C4662	**SEE CHAPTER 4, PART N2**

PART N2: RETURN TO PDS DURING TDY

Paaragraph	Contents
C4675	**ORDERS**
C4676	**REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS**
C4677	**VOLUNTARY RETURN TO PDS**

A. General
B. Examples

C4678 **RETURN TO PDS DURING EXTENDED TDY**
A. General
B. Cost Analysis
C. Authorized Return

C4679 **LODGING RETAINED AT TDY LOCATION**
A. Lodging Retained at TDY Location during Voluntary or Required Return
B. Lodging Retained at TDY Location during Authorized Return – Lodgings Plus
C. Lodging Retained at TDY during Authorized Return – Fixed Reduced (55%) Per Diem

PART O: REIMBURSABLE TRAVEL EXPENSES

Paragraph **Contents**

C4700 **GENERAL**

C4705 **COMMUNICATION SERVICES**

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

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

A. General
B. TDY Travel
C. PCS Travel

C4740 **GOVERNMENT CONVEYANCE**
A. General
B. Aero Club Aircraft Use

C4745 **COMMERCIAL PASSENGER TRANSPORTATION**
A. When Commercial Transportation Cost Is $100 or Less
B. When Transportation Requests (GTRs) Are Not Available
C. When GTRs Are Available but Not Used and Transportation Cost Exceeds $100
D. Streetcar and Bus Transportation

C4748 **BAGGAGE EXPENSES**
A. Excess Baggage
B. Baggage Transfer
C. Baggage Storage
D. Checking Baggage
E. Redcap and Skycap Charges
F. Charges for Handling Baggage/Government Property at Hotels/Motels

C4750 **CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA FEES**
A. General
B. Passport and Visa for Emergency Technical Support Personnel

C4753 **PRIVATELY OWNED MOTOR VEHICLE TAXES AND LICENSE FEES**
A. General
B. Charges Paid by an Employee

C4755 **PREPARATORY TRAVEL EXPENSES WHEN ORDERS ARE CANCELED, MODIFIED OR REVOKED**

C4760 **NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT**
A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes
B. Considerations

PART P: LAST MOVE HOME FOR SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEES UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

Paragraph **Contents**

C4800 **APPLICABILITY**
A. Individuals Covered
B. Exclusions
C. Immediate Family of Deceased Covered Individual

C4801 **ELIGIBILITY CRITERIA**

C4802 **AUTHORIZATION OR APPROVAL**
A. Covered Individuals
B. Immediate Family of Deceased Covered Individual

C4803 **ALLOWABLE EXPENSES**

C4804 **EXPENSES NOT ALLOWABLE**

C4805 **ORIGIN AND DESTINATION**
A. General
B. Alternate or more than One Origin
C. Same General or Metropolitan Area

C4806 **TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION**
A. General
B. Employee Died between 1 January 1994 and 13 May 1997

C4807 **USE OF FUNDS**

PART Q: RESERVED

PART R: RESERVED

PART S: CONFERENCES

Paragraph **Contents**

C4950 **CONFERENCE PLANNING (FTR PART 301-74)**

A. Authority
B. Policy
C. Scope and Coverage
D. Definitions
E. Actions Required
F. Cost Considerations
G. Cost Comparisons
H. Conference Site Selection
I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation
J. Advertisement or Application Form for Conference Attendance
K. Selection of Attendees
L. Conference Administrative Costs
M. Conference Lodging Allowance
N. Conference Lodging Allowance Approval Authority
O. Conference M&IE Rate

C4955 **CONFERENCE ATTENDANCE**
A. General
B. Authority
C. Government Sponsored Conferences
D. Non-Government Sponsored Conferences
E. Registration Fees and Miscellaneous Expenses
F. Membership Fees and Dues
G. Entertainment Expenses

PART T: SPECIFIC ASSIGNMENT CONDITIONS

Paragraph **Contents**

C4975 **TRAVEL OF CONSULTANTS AND EXPERTS**
A. Authority
B. Conditions

C4976 **WITNESS TRAVEL**
A. General
B. Definitions
C. Allowable Travel Expenses
D. Funding

C4977 **JUROR TRAVEL**

C4978 **TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE**
A. General
B. Certifications

C4979 **TRAVEL TO RECEIVE NON-FEDERALLY SPONSORED HONOR AWARDS**
A. General
B. Allowable Expense
C. Prohibition

PART B: FIRST DUTY STATION TRAVEL

C4050 FIRST DUTY STATION TRAVEL ELIGIBILITY

A. General

1. Travel and transportation expenses may be allowed to first duty station only for the following persons:

   a. A new appointee to any position;

   b. A student trainee assigned to any position upon completion of college work; or

   c. Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102, note) and are appointed to Government service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

2. The provisions of this Part apply to PDS relocation from the actual residence at the time:

   a. Of appointment, for new appointees, as defined in par. C4051-B, or,

   b. Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in C4050-A1c.

3. Par. C4108 (Short Distance Transfers (PCS within Same City or Area)) does not apply to first duty station travel.

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

1. Agreement Requirements. See par. C4001.

2. Service Requirements. See par. C4005.

3. Transportation Allowances. Transportation allowances:

   a. Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.

   b. For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

4. Foreign PDS Assignment Allowances

   a. Foreign Transfer Allowance (FTA) (See par. C1004). When assignment is from a U.S./non-foreign OCONUS area to a foreign PDS the following are authorized:

      (1) Miscellaneous Expense Portion. See DSSR, section 241.2 at ***http://www.state.gov/m/a/als/1737.htm*** and par. C1004,

      (2) Lease Penalty Expense Portion. See DSSR, section 242.4 at ***http://www.state.gov/m/a/als/1737.htm*** and par. C1004, and

      (3) Predeparture Subsistence Expense Portion. This is also provided for a new appointee in the U.S./non-foreign OCONUS area whose first assignment is a foreign PDS. See DSSR, section 242.3 at ***http://www.state.gov/m/a/als/1737.htm*** and par. C1004.

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

C4051 NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO POSITIONS IN THE 50 STATES AND THE DISTRICT OF COLUMBIA (FTR §302-3.501(b))

A. General

1. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a PDS in one of the 50 States or the District of Columbia.

2. For travel and transportation allowances to the first PDS, the selected individual must agree, in writing, to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

3. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility.

4. See par. C4001-A regarding agreement requirements for appointments to an OCONUS position.

5. See par. C4005-C and Appendix Q for information concerning tours of duty at OCONUS PDS locations.

*B. Coverage. A new appointee (FTR § 302-3.1):

1. Is eligible for payment of only expenses listed in par. C4051-E when relocating to the first PDS.

2. Includes:

a. An individual who is employed with the Federal Government for the first time,

b. Presidential Transition Team personnel (see C4050-A1c), and

c. An employee returning to the Government after a break in service (except an employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. C4101)), or

d. A student trainee assigned to the Government upon completion of college work.

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

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

D. Procedural Requirements

1. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate agreement.

2. Travel before Appointment

a. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

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

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

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

E. Allowable Expenses. (FTR §§302-3.501, 3.507) The following expenses are payable under the conditions of this Chapter governing the allowance in question. Not all of the listed items are applicable in each situation covered by this Part.

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

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

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

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

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

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

6. Mobile home transportation (see Chapter 10).

F. Expenses Not Allowable. (FTR §§302-3.501, 3.508 The following expenses are not allowable to appointees and student trainees.

1. Per diem for dependents;

2. A house-hunting trip (HHT);

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

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

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

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

7. Relocation services (JTR, Chapter 15).

G. Alternate Origin and Destination

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

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

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

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

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL

C4100 ELIGIBILITY FOR PCS TRAVEL (FTR §302-2.101(a))

A. PCS Travel in the Government's Interest

1. General. Travel/transportation expenses are payable when it is in the interest of the Government to fill a position by moving a current employee from one duty station to another. This PCS movement authority extends from one Government department/agency to another. There must be no break in continuity of the employee's Government service when making the PCS unless the employee was separated from Government service because of RIF/transfer of function.

2. Department of Defense (DoD) Component Responsibility. It is the responsibility of each DoD component to make decisions that balance the rights of employees and the prudent use of appropriated funds. For instance, activities may determine that well qualified candidates exist within a particular geographical area and therefore in their recruitment announcements, restrict the area of recruitment and/or indicate that PCS allowances are not offered. The Comptroller General held in 61 Comp. Gen. 156 (1981) that payment of PCS expenses need not automatically be tied to the existence of a vacancy announcement issued pursuant to a Merit Promotion Program.

B. Eligibility for PCS Allowances. When PCS orders are authorized in accordance with par. C3000, PCS allowances shall be paid to employees transferred from one official station to another for permanent duty, provided a determination has been made that the transfer is in the interest of the Government and is not primarily for the convenience or benefit of the employee or at his/her request. Guidelines for making this determination are as follows:

1. Management Directed. If a DoD component recruits or requests an employee to transfer (i.e., RIF, transfer of function, agency career development program, or agency directed placement); it will regard such transfer as being in the interest of the Government.

2. PCS Moves Not in Interest of the Government. If an employee actively pursues, solicits or requests a position change resulting in the geographic move of such employee from one PDS to another, such a transfer is primarily for the convenience and benefit of the employee. The gaining activity must formally advise the employee at the time an offer is extended the transfer is in the interest of the employee and not in the interest of the Government, and that PCS expenses shall not be paid by the Government.

3. Notification of Payment or Nonpayment of PCS Allowances. When a DoD component is preparing to recruit for a vacancy, the appropriate official should make every effort to determine prior to advertising the vacancy whether it is in the interest of the Government to pay PCS allowances so this information can be provided during the advertisement period. However, the determination regarding payment or nonpayment of PCS allowances may also be made after applicants have been referred to the selecting official. The determination will be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. Budget constraints alone do not justify the denial of PCS allowances. If a decision is made not to pay PCS allowances, the reason for this decision will be documented in writing by the appropriate official and maintained with the official staffing files. All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances. If interviews are not held, the selectee must be informed, in writing, whether PCS allowances will or will not be paid.

C. PCS Limitation Policy. It is neither cost-effective nor efficient to provide more than one PCS move to an employee during any 12-month period within the DoD. Accordingly, except for the movements described in par. C4100-B1, C4100-B2 and C4100-B3, a transfer within the DoD, at Government expense, is not authorized within 12 months of the employee's most recent PCS unless the order-issuing official certifies: the proposed transfer is in the interest of the Government; an equally qualified employee is not available within the commuting area of the component concerned; and the losing component agrees to the transfer. This policy will not preclude an employee from accepting a position, but it may cause the employee to move at his/her own expense.

1. movement of employee or reemployed former employee affected by RIF or transfer of functions (see C4101),

2. movement of employee in connection with an agency directed placement,

3. movement of an employee from actual place of residence to a new PDS after the employee exercises return transportation rights from an overseas duty station under an overseas tour agreement, provided the employee was not furnished PCS allowances in connection with the return to actual place of residence. (An employee who signed a new agreement in connection with return to actual place of residence and was reimbursed temporary quarters and/or miscellaneous expense allowances has been furnished PCS allowances.)

***C4101 MOVEMENT OF EMPLOYEES OR REEMPLOYED FORMER EMPLOYEES AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION (FTR § 302–3.206)**

A. General. An involuntary transfer due to a RIF/transfer of function is in the Government's interest (FTR § 302-3.205). PCS allowances are authorized.

B. Placement prior to Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function prior to separation, travel and transportation entitlement is from the old PDS to the new PDS.

C. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

(1) in the Federal Government,

(2) within 1 year of the date of separation,

(3) under a non-temporary appointment, and

(4) at a different duty station from the one at which the original separation occurred,

the travel and transportation entitlement, is from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C4108 for a short distance transfers.

D. Agreement Requirement. (FTR §§302-2.101(b), 302-3.500) PCS allowances authorized under this paragraph, may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for allowances authorized under this paragraph become the personal financial responsibility of the individual. See par. C4001 for agreement requirements when a transfer is to an OCONUS position.

E. Employees Transferring to the U.S. Postal Service. The allowances under this paragraph, may also be authorized for an employee of the DoD (5 U.S.C. §5735) who:

(1) is scheduled for separation from DoD, other than for cause;

(2) is selected for appointment to a continuing position with the U.S. Postal Service; and

(3) accepts the appointment.

F. Travel Authorization Issuance. Travel authorization issuance is covered in Chapter 3.

G. Funding. For funding of allowances authorized under this paragraph, see par. C1052.

H. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a transportation agreement and was issued a PCS travel authorization that authorized the same PCS allowances that would have been

authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, PCS mileage and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971), B-172824 May 28, 1971).

C4102 REIMBURSEMENT FOR PCS EXPENSES

When an employee relocates and meets the eligibility conditions in par. C4100, the employee is authorized allowances for the following:

a. transportation for the employee and dependents, including a PCS mileage for travel by POC, (see par. C4250-A),

b. per diem for the employee,

c. per diem for the dependents,

d. HHG shipment, including temporary storage,

e. HHG NTS in circumstances addressed in Chapter 8,

f. miscellaneous expenses, and

g. expenses incurred in the selling and/or buying of a residence, or termination of a lease as determined under the provisions of Chapter 14.

These allowances are not subject to negotiation between the employing activity and the employee and the employing activity does not have the discretion to reduce or change the allowances (55 Comp. Gen. 613 (1976)). The employing activity may, at its discretion, authorize a HHT and/or temporary quarters subsistence expense allowances (TQSE) and authorize POV shipment under the provisions in Chapter 11.

C4103 MOVEMENT TO AND WITHIN CONUS

A. General. Under the eligibility conditions in par. C4100, travel and transportation expenses shall be authorized incident to a transfer to and within CONUS.

B. Requirements/Entitlements

1. Agreements/Service Requirements. (FTR §302-3.500) Expenses for travel, transportation, moving and storage of HHG, and allowances as provided in this Volume may be allowed for employees transferring to/within CONUS when the employee agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. A signed agreement for 12 months shall be required in connection with each individual CONUS PCS. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.

2. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

3. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4104 MOVEMENT FROM CONUS TO AN OVERSEAS ACTIVITY

A. General. Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from a PDS in CONUS to an overseas PDS.

B. Agreements/Service Requirements. (FTR 8, 302-3.500(b)) Expenses for travel, transportation, moving and storage of HHG, and allowances as provided in this Volume may be allowed for employees appointed/transferred to an OCONUS PDS when the employee agrees in writing to remain in Government service for a specific period of time (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for travel, transportation, moving and/HHG storage, and allowances authorized under this Part shall be recovered from the individual as a debt due the Government.

C. Entitlements and Allowances. Transportation entitlement and allowances are from PDS in CONUS to the overseas PDS.

D. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

E. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4105 MOVEMENT BETWEEN OCONUS ACTIVITIES

A. General. Under the eligibility conditions in par. C4100, movement is allowed at Government expense for employees who are moved from one OCONUS PDS to another OCONUS PDS.

B. Requirements and Entitlements

1. Agreement Requirements. Agreement requirements are covered here and in par. C4002. An employee who is not serving under an agreement may be moved from one OCONUS activity to another under the same circumstances as those for movements within CONUS. In this situation, the requirements and entitlements cited in par. C4103-B are applicable, except that Chapter 8, Part C, Section 3 is applicable to HHG transportation. Movement of an employee serving under an agreement, within and between DoD components, require negotiation of another agreement as provided in par. C4005-C. In the latter case, if the employee has completed the prescribed tour of duty at the OCONUS duty station and does not wish to return to place of actual residence prior to serving an additional tour of duty, the new agreement includes a statement that the employee waives rights to renewal agreement travel between the completed and the new service period. If renewal agreement travel is involved between periods of service, see Part D.

2. Entitlements and Allowances. Transportation entitlement is from the old PDS to the new PDS.

3. Issuance of Travel Orders. Travel order issuance is covered in Chapter 3.

4. Funds Chargeable. For funds from which travel and transportation expenses are payable, see par. C1052-B.

C4106 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO LAST DUTY STATION

A. Entitlement Limitation. When there are successive PCSs and movement of dependents and/or HHG is delayed until transfer to the last station, movement is allowed by the usual direct route between the first and last official stations, provided the 2-year time limitation under the authorization for the first transfer has not expired. If the 2-year time limitation has expired with regard to the transfer from the first duty station, entitlement is limited to that from a subsequent duty station, where the 2-year time limitation has not expired, to the last duty station.

B. Funding

***NOTE*: The incidental expense rate OCONUS is the applicable locality rate (see http://www.dtic.mil/perdiem/opdrform.html), or $3.50 when the employee is TDY to a U.S. installation and Government quarters are available. There are two exceptions:**

(1) The authorizing/order-issuing official can determine $3.50 to be adequate when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of $3.50 may be authorized and must be stated in the travel order.

(2) The authorizing/order-issuing official can determine that the $3.50 is not adequate on a U.S. installation and authorize/approve the applicable locality incidental expense rate (see http://www.dtic.mil/perdiem/opdrform.html). In this case, payment of the locality incidental expense rate must be stated in the travel order.

c. Joint Task Force (JTF) Operations. There are special meal per diem provisions for employees when a JTF Temporary Dining Facility is set up to feed U.S. personnel deployed in support of the JTF mission. Employees consuming meals at the JTF dining facility pay the discount GMR for meals, and are reimbursed the discount GMR plus incidental expense of either $2.00 in the CONUS or the applicable locality incidental rate ***(see http://www.dtic.mil/perdiem/opdrform.html***), or $3.50 OCONUS when the order-issuing authority determines $3.50 to be adequate. If the employee misses a meal, the order-issuing authority can authorize the PMR for that day. For employees assigned to the JTF who perform TDY outside the area of responsibility (AOR) or en route to the AOR, normal per diem rules apply.

2. Partial Days. On partial days (days of departure from and days of return to PDS), the GMR or PMR do not apply.

*3. Schoolhouse Training (Formal Courses of Instruction). The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the authorizing/order-issuing official may put in a TDY travel authorization to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to issuance of the order, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

B. Deductible Meals. The PMR prescribed in par. C4554-A above applies on any day when one or two deductible meals are provided (see par. C4955-E3). A deductible meal is a meal:

1. made available pursuant to an agreement between a DoD Component or agency and any organization, if the order indicates the facility providing the meal(s) is available;

2. included in a registration fee ultimately paid by the Government;

3. furnished at no cost to the traveler by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or

4. furnished by the Government at no cost to the traveler.

The following are not deductible meals:

1. Box lunches (which include such things as C Rations, K Rations, MRE's) -- except when Meals-Ready-to-Eat (MRE's) and/or box lunches are the only method of providing adequate subsistence to travelers,

2. in-flight meals,

3. rations furnished by the Government on military aircraft,

4. Government meals paid for by the traveler and consumed in a Government mess,

5. meals furnished on commercial aircraft, or

6. meals provided by private individuals.

NOTE: If all three meals are provided/consumed at no cost to the traveler only the incidental expenses for that day ($2 in CONUS; or the locality incidental expenses (see http://www.dtic.mil/perdiem/opdrform.html) or $3.50 OCONUS) are payable.

C. Absence of Commercial OCONUS Establishments which Prepare and Serve Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and

2. the order-issuing or authenticating official determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally used by travelers at that place. The order-issuing or authenticating official must determine and state the rate of per diem applicable in the order. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus $3.50 for incidental expenses or the incidental rate in ***http://www.dtic.mil/perdiem/opdrform.html***, when the order-issuing official determines $3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of Military Units on Field Duty. No per diem is payable to civilian employees under civilian travel orders who, as part of their assigned duties, accompany military units on field duty, or provide noncombatant support to military units. See Appendix A for the definition of field duty. The prohibition on payment of per diem applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Government mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Hotel. Meals provided by a common carrier or complimentary meals provided by a hotel/motel do not affect per diem.

C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

NOTE: In CONUS, per diem locations are defined ordinarily by counties, not just cities.

1. Lodging at a TDY Location. Ordinarily employees should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or convenience, the allowable per diem shall be limited to the maximum per diem rate prescribed for the TDY location.

2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DoD component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. A traveler is reimbursed only for actual lodging costs up to the maximum amount prescribed in ***http://www.dtic.mil/perdiem/pdrates.html*** for the locality. Expenses for lodging in the situations described in pars. C4555-B1 through C4555-B4 are allowed as indicated.

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 x 20 days) for the apartment cost. The remaining apartment cost for June is $190 ($800 - $610).

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

Example 2

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

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

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

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

*e. Reimbursement for the remaining apartment cost ($1,114.50) for January may be approved by the authorizing/order-issuing official since it does not exceed the per diem $1,456 ($91 x 16 days) the employee would have been paid had leave not been taken.

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

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

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

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

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

C4612 AEA REQUESTS

A. General

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

a. Specific reason for travel (see Appendix H for general travel purposes);

b. Identity of the senior party traveler (civilian or uniformed), including grade, full name, SSN and branch of the Service/employing DoD component;

c. Roster of other travelers who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DoD component;

d. Proposed itinerary showing locations at which AEAs are required, the estimated length of duty at each location, and the travel dates;

e. Information available that indicates the expenses that may be incurred, amount of AEA necessary, and/or reasons why locality per diem does not suffice;

f. A reimbursement limitation recommendation; and

g. The name and phone number (commercial (and DSN with area code if available)) of a PoC for the request.

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

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

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

B. Submission Channels. See Appendix L.

C4614 150% MAXIMUM AEA

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

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

1. 150% of the per diem rate in *http://www.dtic.mil/perdiem/opdrform.html*; or

2. $50 plus the locality per diem rate in ***http://www.dtic.mil/perdiem/opdrform.html***.

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

C4616 300% MAXIMUM AEA

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

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

***C4618 NOT USED**

C4620 OVER 300% MAXIMUM AEA

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

C4622 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.

2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.

3. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:

a. 150% of the M&IE rate for the TDY location,

b. $25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. C4614-B2, or

c. 300% of the M&IE rate for the TDY location when authorized/approved under par. C4616.

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

1. CONUS. $2.00 in CONUS, and

2. OCONUS

a. $3.50 OCONUS for all full TDY days, except the days travel begins/ends, or

b. The locality incidental expense rate when the authorizing/order-issuing official determines the $3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

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

PART O: REIMBURSABLE TRAVEL EXPENSES

C4700 GENERAL

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

C4705 COMMUNICATION SERVICES (FTR §301-12.1)

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

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

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

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

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

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

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

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

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

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

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

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

6. Fees for:

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

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

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

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

7. CTO service and processing fees;

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

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

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

*11. (***Effective 1 June 2003***) Excess baggage transportation costs if approved by the authorizing/order-issuing official after PCS travel, but ***may not be authorized in advance of travel***; and

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

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

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

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

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

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

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

CHAPTER 4

PART Q

RESERVED

CHAPTER 8

HHG TRANSPORTATION

PART A: GENERAL

C8000 ELIGIBILITY

1. An employee or appointee, who is authorized a move at Government expense under Chapter 4, is entitled to HHG transportation.

2. NTS of HHG may be authorized incident to HHG transportation.

3. HHG transportation may be authorized for a PCS before the travel order is issued, but the travel order subsequently must contain HHG transportation authority or the costs are the employee's responsibility.

C8005 PROCEDURAL REQUIREMENTS

The employee, with assistance as required from the activity from which the employee is departing, must make the necessary arrangements through the local transportation officer for HHG shipment.

C8010 HHG SHIPMENT EXPENSES

*A. Government-paid Expenses. The following expenses are allowed NTE the cost associated with the authorized weight limit:

1. packing, crating, uncrating, and transportation;

2. drayage to or from the common carrier's storage site (except for door-to-door common carrier rates); and

3. storage in transit (SIT) NTE 60/90 days, as applicable.

NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage within the 2-year entitlement period. This includes shipments that have been converted to storage at the employee's expense. In addition, delivery out of SIT at Government expense may be extended for the time period of an extension granted under par. C14000-B.

B. Employee Paid Expenses. The following expenses are ***the employee's financial responsibility***:

1. excess weight charges,

2. transportation other than between authorized locations,

3. transportation of articles not allowed,

4. the cost of HHG insurance higher than the valuation allowance under the carrier's tariffs or warehousemen's liability, and

5. special services requested by the employee.

C8015 HHG SHIPMENT ORIGIN OR DESTINATION

HHG transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the effective date of the employee's PCS or TDY orders that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. the shipment originates at the employee's last PDS, actual residence or another point;

2. part of the shipment originates at the last PDS and the remainder at one or more other points;

3. the destination is the new PDS or another point; or

4. the destination for part of the HHG is the new PDS and the remainder is shipped to one or more other points.

***NOTE*: The total amount paid by the Government shall not exceed the cost of transporting the property in one lot by the method selected under Part C, section 1 of this chapter, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS.**

C8020 UNACCOMPANIED BAGGAGE

A. General

1. Unaccompanied baggage weight is part of the total authorized HHG weight allowance.

2. Unaccompanied baggage is defined in Appendix A.

3. Express and freight shipments made by the Government must be made under Government transportation policy and procedures.

B. Weight Allowance. Except as in par. C8020-D, the unaccompanied baggage weight allowance is 350 pounds net weight for each adult and dependent 12 years of age and older, and 175 pounds net weight for each child under 12 years of age (see par. C8105).

C. Transportation. Except as in par. C8020-D, unaccompanied baggage must be shipped under Government transportation policy and procedures. The employee or employee's agent should contact the transportation officer as soon as possible before travel begins to make arrangements for unaccompanied baggage transportation.

D. Air Transportation (Expedited Mode) to, from, or between OCONUS PDSs

1. General

a. The total amount of unaccompanied baggage transported by air may not exceed 1,000 pounds net weight.

b. Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.

c. Unaccompanied baggage may be transported by air from the old PDS to the appropriate port of embarkation to arrive before the departure time of the transportation used for the employee or dependent travel.

2. Conditions. Unaccompanied baggage may be transported by air when:

a. shipment by the lowest overall cost mode cannot provide the required service,

b. the employee certifies the unaccompanied baggage is necessary to carry out the assigned duties, or

c. the authorizing/order-issuing official determines that an expedited shipment is necessary to prevent undue hardship to the employee and/or dependents.

C8025 HHG TRANSPORTATION AND STORAGE DOCUMENTATION

A. Form and Voucher Preparation. See DoDFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: ***http://www.dtic.mil/comptroller/fmr/***).

B. Documents

1. Travel Order. Travelers should be prepared to attach one or more copies of the travel order to the voucher. Follow procedures in DoDFMR regarding numbers of copies.

2. Documentation

a. The following documentation must be attached to the voucher:

(1) paid receipts (for $75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

(2) paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted) and***

(3) an official weight certificate/authenticated weight designation.

b. Constructive weight may be used when:

(1) proper weighing facilities are not available at origin/any point en route/destination, or

(2) the partial load weight cannot be obtained at origin/en route/destination.

C8030 MISROUTED SHIPMENTS

HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Government expense.

C8035 LOSS OR DAMAGE CLAIMS

Submission procedures for HHG loss or damage claims are provided in Service regulations.

C8040 EXTRAORDINARY OR SUBSTANTIAL VALUE ITEMS

Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the Government, and may not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme value or sentiment are not given special security even though extra-value insurance may be purchased***. The net weight of such shipments shall be charged against the employee's weight allowance.

C8050 EMPLOYEE MARRIED TO UNIFORMED SERVICE MEMBER

An employee married to a uniformed service member retains HHG transportation and storage entitlement if a PCS travel authorization is issued to the employee. ***(See B-292923, December 4, 1981 and 54 Comp. Gen. 892(1975)).*** For example, an employee's uniformed member spouse receives a PCS order. The member's PCS weight allowance is 12,500 lbs. ***(See JFTR, par. U5310).*** The employee receives a PCS travel authorization. The employee's PCS HHG weight allowance is 18,000 lbs. ***(See JTR, par. C8100.)*** Together they may ship 30,500 pounds of HHG – but

they may not both be paid or reimbursed for shipping the same HHG. ***See JFTR, par. U5012-C for transportation of HHG for a uniformed member married to a DoD civilian employee when both are authorized HHG shipments to the same new PDS.***

C8055 HHG TRANSPORTATION BETWEEN LOCAL QUARTERS

A. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the Government's convenience, the local commander issues a written order to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings in connection with an authorized PCS (B-138678, April 22, 1959; 52 Comp. Gen. 293 (1972)).

NOTE: Temporary Storage (Storage in Transit or SIT) is not authorized.

B. Local Transportation Costs

1. Local transportation costs are charged to the command authorizing the transportation.

2. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess costs.

3. If an adequate scale is not available, the excess weight is determined by using the constructive weight (see par. C8105-D).

4. The 18,000-pound limitation (par. C8100) and the 4,500-pound limitation (par. C8110-A) do not apply to this HHG transportation authorized.

PART E: NONTEMPORARY STORAGE (NTS) OF HHG

SECTION 2: TO, AND BETWEEN OCONUS AREAS

C8800 GENERAL

1. If an employee's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the employee may request withdrawal from NTS and shipment at Government expense when subsequently there is authority and the HHG are needed for the current tour of duty or when a renewal agreement is executed.

2. The conversion of HHG from SIT to NTS, at Government expense, and from storage at personal expense to NTS at Government expense, may be authorized/approved when the employee is entitled to it.

C8805 ELIGIBILITY

At least one of the following conditions must be met for an employee to be eligible for NTS:

1. the employee is not authorized to transport HHG to the PDS,

2. the employee is unable to use HHG at the PDS,

3. the storage is authorized in the Government's best interest, or

4. the estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

C8810 TIME LIMITATION

1. NTS, at Government expense, may be authorized for a period NTE the tour of duty plus 1 month prior to the time the tour begins.

2. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

3. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Government expense may continue until the beginning of the 2nd month after the month that eligibility ends ***unless*** the OCONUS Command extends the period.

4. The employee's OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee's eligibility for storage ends.

C8815 PERSONNEL OFFICE AND TRANSPORTATION OFFICER RESPONSIBILITY FOR NTS RECORDS

When HHG are placed in NTS, at Government expense, the following actions must be taken:

1. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

   a. completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For Army civilian employees: The transportation officer also must forward a copy of DD Form 1164 and any amendments, and a copy of the employee's PCS travel orders, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306;*** and

   b. the original warehouse inventory receipt.

2. The gaining OCONUS personnel office must:

a. establish an employee NTS HHG file that:

(1) is separate from official personnel records,

(2) serves as a suspense file for FY funding and any subsequent HHG shipment, and

(3) is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;

b. furnish the FY fund citation to the TO;

c. inform the transportation officer if the employee's NTS entitlement stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

d. destroy the NTS file within a reasonable time after the employee's CONUS PCS.

C8820 FORMS AND PROCEDURES

The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

C8825 REMOVING HHG FROM NTS

A. Partial or Full Removal. An employee, whose HHG are in NTS at Government expense, is entitled to withdraw all or any portion of the authorized HHG weight allowance from storage as long as they are for employee or dependent use in establishing or enlarging the residence.

B. Government-paid Expenses. The Government is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as:

1. the place to which HHG are delivered is in the commuting area of employee's actual residence, and

2. the employee is entitled to return transportation.

*C. Employee-paid Expenses

1. HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those described in par. C7003-D1.

2. When the employee earns return transportation at Government expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Government expense.

Example: After serving 12 months of a 3 year tour, an employee paid $2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the $2,000 NTE $2,200 (the cost to remove HHG two years later). If the cost two years later was $1,800, the employee would have been reimbursed only $1,800 of the $2,000 actually spent.

D. Documentation. Paid expense receipts (***of $75 or more***) are required.

E. Limitations. No further shipment or storage of the withdrawn HHG is authorized at Government expense prior to receiving further PCS orders.

***NOTE 2*: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.**

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

***GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).** A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See Appendix O, par. T4040-A2b. for information on "Government mess available.") by an employee includes:

A. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp; ***NOTE*: A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.**

B. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

C. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

***NOTE*: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.**

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

A. owned by an agency;

B. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

C. leased by the Government for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE

The daily rate (discount or standard) charged for meals in a Government dining facility.
Effective 1 October 2002.

A. Discount Government Meal Rate: $7.00 per day

B. Standard Government Meal Rate: $8.10 per day

***NOTE*: Also see DISCOUNT GOVERNMENT MEAL RATE.**

GOVERNMENT MESS. ***See GOVERNMENT DINING FACILITY/GOVERNMENT MESS***.

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

A. Sleeping accommodations in a facility (other than a transportation mode) owned, operated, or leased by the U.S. Government; or furnished by a foreign government under an agreement or on a complimentary basis on behalf of the United States; or furnished by a Government contractor under the terms of a contract or on a complimentary basis;

B. Lodgings or other quarters obtained by U.S. Government contract;

C. Quarters in a state-owned National Guard camp;

D. Sleeping facilities in a National Guard armory when these facilities actually are used or their use is directed by competent authority for annual or year-round annual training even though not used;

E. Temporary lodging facilities as defined in this Appendix;

F. permanent lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations; and

G. Family-type housing owned or leased by the U.S. Government.

***NOTE 1*: Government quarters include guest houses, officers clubs, operations hotel operations hotels, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant and a Navy Mine Defense Laboratory offshore platform. Also included are family-type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.**

***NOTE 2*: Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.**

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. ***(Also see Government Conveyance.)***

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. ***NOTE*: Members, traveling together under orders directing no/limited reimbursement, may be between any points en route, provided that the order specifically indicates the points between which the status applies.**

HOUSEHOLD GOODS (HHG) (FTR, § 300-3.1). Items ***(except those listed in B and C)*** associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in this Appendix) that legally may be accepted and transported by a commercial HHG carrier.

A. HHG include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C8120) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);

2. spare parts for a POV (see the definition in this Appendix) and a pickup tailgate when removed;

3. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);

4. consumable goods for employees ordered to locations listed in Appendix F;

5. vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis, and snowmobiles);

6. ***(Effective 13 September 2002)*** boats (and their associated trailer) that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and

7. ***(Effective 19 February 2002)*** ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

B. HHG ***do not*** include:

1. personal baggage when carried free on commercial transportation;

2. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 11 for POV shipment);

3. live animals including birds, fish and reptiles;

4. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);

5. HHG for resale, disposal or commercial use;

6. privately owned live ammunition (B-130583, May 8, 1957); and

7. boats (other than those in A6 above); and

8. hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

2. that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

3. that are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

(*a*) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,

(*b*) No storage is required, and

(*c*) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. *See TRANSPORTATION, HHG.*

Effective 13 September 2002
HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IMMEDIATE FAMILY. ***See DEPENDENT/IMMEDIATE FAMILY***.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

INVITATIONAL TRAVEL. ***See TRAVEL, INVITATIONAL***.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL.

A rate per mile for the authorized use of a privately-owned automobile during official PCS travel. The amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. C2505 for current rates.

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

A. missing;

B. missing in action;

C. interned in a foreign country;

D. captured, beleaguered, or besieged by a hostile force; or

E. involuntarily detained in a foreign country.

APPENDIX A

DEFINITIONS

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (formerly BAQ and VHA)
BAS	Basic Allowance for Subsistence
CFR	Code of Federal Regulations
CMTR	Combined Marginal Tax Rate
COLA	Cost-of-Living Allowance
CONUS	Continental United States
COSTEP	Commissioned Officer Student and Extern Program
CSRS	Civil Service Retirement System
CTD	Civilian Travel Determination
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DODEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DOJ	Department of Justice
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulations
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System
FHA	Federal Housing Administration
FTA	Foreign Transfer Allowance
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
FUTA	Federal Unemployment Tax Allowance
FWTR	Federal Withholding Tax Rate
GAO	General Accounting Office
*GARS	Government Administrative Rate Supplement
GBL	Government Bill of Lading
GMR	Government Meal Rate
GOCO	Government-Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHT	House-hunting Trip
HOR	Home of Record
IRC	Internal Revenue Code
IRS	Internal Revenue Service
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance

JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem (PDT Travel)
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance
MIA	Missing in Action
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
MTR	Marginal Tax Rate
NIST	National Institute of Standards and Technology
NOAA	National Oceanic and Atmospheric Administration (Same as USNOAA)
NTS	Nontemporary Storage
O&M	Operations and Management
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PHS	Public Health Service (Same as USPHS)
PIN	Personal Identification Number
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ***(also referred to as PBP&E)***
PTA	Prepaid Ticket Advice
RAT	Renewal Agreement Travel
RIT	Relocation Income Tax
SES	Senior Executive Service
SIT	Storage in Transit
SR&R	Special Rest and Recuperative Absence
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STS	Specialized Treatment Services
TCS	Temporary Change of Station
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading

APPENDIX J

RESERVED

APPENDIX K

RESERVED

Director, NOAA Corps,
Surgeon General/Deputy Surgeon General, U.S. Public Health Service,
Assistant/Deputy Assistant Secretary for Health, U.S. Public Health Service,
Commanders/Deputy Commanders of combatant Commands and Directors of Defense Agencies.

*E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member/employee who is directed to travel as part of the party of any of the following dignitaries:

1. The U.S. President/Vice President, or members of their families;

2. U.S. Congress members;

3. U.S. cabinet members;

4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;

5. Supreme Court Justices;

6. Chairman/Vice Chairman of the Joint Chiefs of Staff;

7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;

8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;

9. U.S. Delegates to international conferences/meetings;

10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;

11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and

12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

APPENDIX M

RESERVED

APPENDIX N

RESERVED

(4) Rail service is available, cost effective, and consistent with mission requirements;

(5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or

(6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

***NOTE:* See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program.**

c. Authorizing Business-class Transportation Accommodations. When mission requirements dictate, AOs may authorize business-class transportation accommodations for the following reasons (the reason must be recorded on the Trip Record):

(1) Available coach class accommodations shall not allow timely mission completion;

(2) A traveler's documented medical condition requires use of premium class accommodations;

(3) Security or exceptional circumstances make use essential to accomplish the mission;

(4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;

(5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations;

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

*(7) travel is between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including airport stopovers and plane changes) is in excess of 14 hours. A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work. ***Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. AOs must consider each request for business-class service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. (See JFTR, par. U4325/JTR, par. C1059 Scheduling Travel and NOTE 1 in JFTR, par. U4326/JTR, par. C1060 rest periods).***

NOTES:

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

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

(3) The 14-hour rule only (in par. T4060-B1c(6) above) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

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

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

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

(1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;

(2) A documented medical condition of the traveler requires use of first-class; or

(3) Exceptional security circumstances exist.

d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

(1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

(2) Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;

(3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;

(4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;

(5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;

(6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

(7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***However, contract fare travel must not be used for personal travel. (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.)*** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, JTR, par. C4563-C applies. A member is not entitled to per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

APPENDIX P

RESERVED

APPENDIX Q

TOURS OF DUTY FOR DOD CIVILIAN EMPLOYEES

(See Chapter 4, Part A for applicable regulations)

***NOTE 1*: The 24-, 18- and 12-month tours prescribed in pars. A, B and C apply to the entire listed country or state for employees accompanied or not accompanied by dependents unless a statement appears beside the country or state name limiting applicability to (a) specific area(s) within that country or state, (b) employees authorized and accompanied by dependents, or employees not authorized dependent(s), and/or (c) employees serving on a renewal agreement tour.**

***NOTE 2*: For a location at which one tour length is prescribed for employees authorized and accompanied by dependents and a shorter tour is prescribed for employees not authorized dependents, the shorter tour length applies if the employee is authorized but is not accompanied by dependents.**

A. 24-Month Tour of Duty Areas. 24-month tour of duty areas are:

Afghanistan
Australia (Northwest Cape)
Azores
Bahamas: Andros Island
Bahrain Island, for employees authorized and accompanied by dependents
Bosnia-Herzegovina
Burma
Canada: Newfoundland (Argentia) only, for employees authorized and accompanied by dependents
Croatia
Cuba (Guantanamo Bay), for employees authorized and accompanied by dependents
Dominican Republic
Egypt, for employees authorized and accompanied by dependents
Finland (all locations outside Helsinki)
Greece
Guam
Haiti, for employees authorized and accompanied by dependents
Hong Kong
Iceland, for all employees on initial agreements authorized and accompanied by dependents
Iran (Tehran and Isfahan only)
Israel, for employees authorized and accompanied by dependents
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa), for employees on initial tour authorized and accompanied by dependents
Japan (Kure and Wakkanai and Ryukyu Islands), for employees authorized and accompanied by dependents
Johnston Island, for all employees on initial agreements authorized and accompanied by dependents
Jordan
Korea, for employees authorized and accompanied by dependents
Kuwait for employees authorized and accompanied by dependents (Eff: September 3, 1996)
Kwajalein Atoll
Laos
Liberia
Mexico: Coatzacoalcos, Vera Cruz, for employees authorized and accompanied by dependents
Morocco
Nigeria, for employees authorized and accompanied by dependents
Northern Mariana Islands: Saipan, only
Oman, for employees authorized and accompanied by dependents
Panama

Philippines
Puerto Rico
Qatar, for employees authorized and accompanied by dependents
Russia, Moscow
Saudi Arabia, for employees authorized and accompanied by dependents
Serbia-Montenegro

Taiwan
Thailand, for employees authorized and accompanied by dependents
Turkey, except as indicated in par. C
Venezuela
Yemen Arab Republic: Sanaa only, for employees on initial agreements authorized and accompanied by dependents
Zaire

B. 18-Month Tour of Duty Areas. 18-month tour of duty areas are:

Bahrain, for employees not authorized dependents
Canada: Newfoundland (Argentia) only, for employees not authorized dependents
El Salvador, for employees not authorized dependents
Greenland
Honduras, for employees not authorized dependents
Israel, for employees not authorized dependents
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa) for employees on initial tour not authorized dependents; and for all employees serving a renewal agreement tour
Libya
Mexico: Coatzacoalcos, Vera Cruz, for employees not authorized dependents and for all employees serving a renewal tour
Pakistan (Except as indicated in par. C)
Somali Republic

C. 12-Month Tour of Duty Areas. 12-month tours of duty areas are:

Alaska: Adak; Aleutian Islands, isolated mainland bases, Kodiak Island
Ascension Island
Canada: Newfoundland: Gander, Labrador, St. Anthony, only, and Northwest Territories
Christmas Island
Cuba (Guantanamo Bay), for employees not authorized dependents
Diego Garcia Island, Chago Archipelago, Indian Ocean
Egypt, for employees not authorized dependents
Eniwetok Atoll
Ethiopia
Haiti, for employees not authorized dependents
Iceland, for all employees not authorized dependents and all employees serving on a renewal agreement
Indonesia, for all employees not authorized dependents
Iran (all places except Tehran and Isfahan)
Iwo Jima
Japan (Kure and Wakkanai), for employees not authorized dependents
Johnston Island, for all employees not authorized dependents and all employees serving on a renewal agreement
Korea, for employees not authorized dependents
Kuwait, for employees not authorized dependents (Eff: September 3, 1996)
Mahe Island
Midway Islands
Nigeria, for employees not authorized dependents
Oman, for employees not authorized dependents
Pakistan: Unaccompanied tour of duty in Islamabad, Karachi, Lahore, and Peshawar effective 18 September 2002.

Qatar, for employees not authorized dependents
Saudi Arabia, for employees not authorized dependents
Thailand, for employees not authorized dependents
Turkey: Sinop (all employees), Cakmakli, Corlu, Diyabakir, Murs, and Ortakoy for employees not authorized dependents, Izmir (unaccompanied and dependent restricted (effective 3 April 2002))
West Indies: Eleuthera Island, Grand Bahama Island, Grand Turk Island, Mayaguana Island, San Salvador Island, St. Lucia Island only
Yemen Arab Republic: Sanaa for employees not authorized dependents, all other areas, and all employees on a renewal agreement

D. Special Circumstance Tour of Duty Areas

1. General. The tours of duty for the persons listed in subpars. D2 through D11 are exceptions to the tours of duty listed in pars. A, B, and C.

2. DoD Education Activity Personnel

a. Professional Personnel in 20 U.S.C. §901-907 Teaching Positions. The tour of duty for persons in teaching positions under the DoD Education Activity (see 20 U.S.C. §901-907 and DoD Directive 1400.13 ("Salaries and Personnel Practices Applicable to Teachers and other Employees of the DoD Overseas Dependents' School System" available at ***http://www.dtic.mil/whs/directives/corres/dir1.html***)) is 1 or 2 school years as required, plus the time required in the area because of arrival before the start of the school year and while awaiting transportation upon departure. The school year for persons in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.

b. Professional Personnel Not in 20 U.S.C. §901-907 Teaching Positions. The tour of duty for professional personnel not in 20 U.S.C. §901-907 teaching positions is 12 months in those areas where the tour of duty for other DoD employees is less than 24 months. In all other areas, the tour of duty is 24 or 36 months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.

c. Professional Personnel in 20 U.S.C. §901-907 Teaching Positions Reassigned without Returning to CONUS to Positions Not Subject to 20 U.S.C. §901-907 for which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 U.S.C. §901-907 teaching positions reassigned without returning to CONUS to positions not subject to 20 U.S.C.§901-907 for which the tour of duty is 36 months is a period of service, in addition to immediate prior OCONUS service, to complete 36 months.

d. Professional Personnel in 20 U.S.C. §901-907 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DoD Education Activity (see 20 U.S.C. §901-907 and DoDEA Regulation 5301.4-R ("Salaries and Personnel Practices Applicable to Principals and Assistant Principals" available at ***http://www.odedodea.edu/pers/emanual/***)) is the same as for other DoD civilian employees who are employed on a calendar-year basis. The tours are expressed in terms of school years rather than calendar years. Except as provided in the preceding pars. A through C, tours of duty are 3 school years under the initial period of service agreement and 2 school years under subsequent agreements.

3. Employees of Defense Intelligence Agency (DIA). Because of the nature of employment, the Director, DIA, administratively fixes the tours of duty for DIA employees.

4. Scientists on Sabbatical Leave. The tour of duty for scientists on sabbatical leave is 12 months.

5. Civilian Marine Personnel of the Military Sealift Command (MSC). The tour of duty for MSC civilian marine personnel is 12 months.

6. U.S. Naval Observatory Personnel, San Juan-El Leoncito Region of Argentina. The tour of duty for U.S. Naval Observatory personnel assigned to the San Juan-El Leoncito region of Argentina is 24 months.

7. Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for civilian employees of the Resident Technical Assistance Team assigned at Talcahuano, Chile, is 24 months.

8. Employees of the National Security Agency (NSA). Because of the nature of employment, the Director, NSA, administratively fixes the tours of duty for NSA employees.

9. U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for civilian employees of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia is 24 months.

10. Department of the Air Force Management Interns. The tour of duty for management interns assigned to the Department of the Air Force Management Intern Program in the area under the jurisdiction of Headquarters, Pacific Air Forces is 24 months. During the 24-month tour, the employee may be transferred to various posts throughout the area as management needs dictate.

11. Consultants and Experts. The tours of duty prescribed in subpars. D2 through D10 do not apply to consultants and experts.

E. Establishment of other than Standard Tours of Duty

1. General. The nonstandard tour of duty established for a particular location applies to the entire country or state for employees accompanied or not accompanied by dependents unless the official requesting the nonstandard tour indicates that the proposed tour should be limited to (a) a specific area within the named location (ex., Bahamas: Andros Island), (b) employees authorized and accompanied by dependents or employees not authorized dependents, and/or (c) employees serving on a renewal agreement tour.

2. Requesting Revision. A DoD component desiring to establish a tour of duty that differs from the standard tour or from a specific tour of duty established in par. A, B, C, or D must submit a request for an exception to the Assistant Secretary of Defense (Force Management Policy) stating the reasons for the desired exception.

3. Special Conditions. When special conditions justify it, and the interested components concur, tours of duty may be established in a given OCONUS area that differ among military departments, provided every effort is made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.