VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 455

Alexandria, VA 1 September 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 September 2003 unless otherwise indicated.

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This change includes all material written in CAP items 05-02; 02-03(E); 25-03(E); 26-03(E) and civilian editorials C03035 through C03037; C03039 and C03041. Insert the attached pages and remove the corresponding pages. Remove page C5-1. This cover page replaces the Change 454 cover page.

BRIEF OF REVISION

These are the major changes made by Change 455:

C2159; C3104. Permits routine reimbursement for the use of two POCs on permanent duty travel and allows authorization/approval for use of more than 2 POCs for permanent duty travel.

C2304; C4720. Adds cross-references to these paragraphs.

C2401-D. Addresses a traveler's entitlement to reimbursement when travel between the traveler's residence and an alternate work site within the local area is by POC to a metro station and by metro to the alternate work site and return. Allows reimbursement in such case for (a) POC mileage to and from the metro station that exceeds the commuting distance to the regular place of work, (b) actual cost for necessary POC parking and (c) the metro fare.

C4151. Deletes the indication that an employee who serves an agreed-to period of service is eligible for RAT. To be eligible for RAT within DoD an employee must serve either the other-than-standard tour prescribed in Appendix Q for the PDS involved or, if a tour is not prescribed for the PDS concerned in Appendix Q, the standard tour (36 months initial tour or 24 month RAT tour).

C4950-D; C4950-N1. Reinserts omitted text in the revised paragraphs.

C13205-B6. Inserts a reference to a GSBCA decision that should be helpful in making a determination whether occupied quarters were temporary or permanent.

C15102-B; C15102-C. Adds offices who can authorize a home marketing incentive payment.

Chapter 5, Part A; Appendix A. Proposes changes that move all permanent duty travel regulations into Chapter 5 thereby creating a single JTR Chapter with all related permanent duty travel information in one place. Also provides definition.

Appendix F, Part II. Completes address for sending consumable allowance requests.

VOLUME 2

JOINT TRAVEL REGULATIONS

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

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454	C2C-3	454	C4-xi	453	C4I-7	438	C4N2-5	409	C6J-1
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455	C2D2-1	435	C4A-1	420	C4J-1	451	C4O-3	446	C6L-1
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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. C5005).

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

PART A: CONDITIONS

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C2001	**TRANSPORTATION MODES** A. General B. Within CONUS C. OCONUS Travel D. Travel By Aircraft
C2002	**CITY-PAIR PROGRAM** A. Policy B. Scheduled Air Carriers (DoD 4500.9-R, Part L. Chap. 103, par. B2) C. Frequently Asked Questions About Using the Contract City Pair Program

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C2050	**GOVERNMENT AUTOMOBILE** A. Requirements B. Exceptions C. Limitations
C2051	**GOVERNMENT AIRCRAFT** A. Air Mobility Command (AMC) B. Military Aircraft other than AMC
C2053	**USE OF AERO CLUB AIRCRAFT**

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

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C2100	**GENERAL**
C2101	**USE OF TAXICABS** A. To/from Transportation Terminals B. Between Residence and PDS on Day Travel Performed

C2102 **SPECIAL CONVEYANCES USE**
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B. Selecting a Rental Vehicle
C. Reimbursement for Special Conveyance Use
D. Insurance on a Rented Automobile
E. Use Limited to Official Purposes
F. To and from Carrier Terminals
G. Between Duty Stations
H. Special Conveyance Use for PDT
I. Use of Special Conveyance in and around Permanent or TDY Station

C2103 **USE OF BUSES, STREETCARS, OR SUBWAYS**
A. To and from Carrier Terminals
B. Between Residence and PDS on Day Travel Performed

C2104 **USE OF AIRPORT LIMOUSINE SERVICE**

C2105 **USE OF COURTESY TRANSPORTATION PROVIDED BY HOTELS AND MOTELS**

PART D: POC TRAVEL

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C2153 **GOVERNMENT ADVANTAGE DETERMINATION**
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B. Constructed Cost Comparison by Airplane
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SECTION 2: **PERMANENT DUTY TRAVEL**

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B. Automobile Use Between CONUS and Alaska, Newfoundland, Mexico, or Central America
C. Using More than Two POCs (41 CFR §302-4.500 and §302-4.700d)

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A. Privately-Owned Airplane
B. Privately-Owned Aircraft other than Airplane (e.g., Helicopter)

C2164 **PRIVATELY-OWNED MOTORCYCLE**

C2165 **TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT**

C2166 **OCEAN-GOING CAR FERRIES**

C2305 **RENEWAL AGREEMENT TRAVEL**

C2306 **UNACCOMPANIED BAGGAGE OF STUDENT DEPENDENTS PERFORMING EDUCATIONAL TRAVEL**

C2307 **STOPPAGE OF BAGGAGE IN TRANSIT**

C2308 **TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE**

C2309 **UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS**

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PART H: LOCAL TRAVEL IN AND AROUND PERMANENT OR TDY LOCATION

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C2400 **GENERAL**
A. Authorization/Approval Authority
B. Local Area
C. Control and Approval

C2401 **TRAVEL IN AND AROUND PDS**
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B. Travel By Commercial Means
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C2402 **TRAVEL AT THE TDY LOCATION**
A. Points of Travel
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C2403 **USE OF TAXICABS INCIDENT TO OFFICIALLY ORDERED WORK OUTSIDE REGULAR SCHEDULED WORKING HOURS**

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C2500 **TDY AND LOCAL TRAVEL**

C2505 **PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL**
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C2600	GENERAL

SECTION 2: PERMANENT DUTY TRAVEL

NOTE: In addition to the provisions of Section 1, the following regulations apply.

C2159 AUTOMOBILE

A. General

1. Automobile use is advantageous to the Government for:

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

b. PCS travel, or

c. Separation travel.

2. Mileage reimbursement for automobile travel is at the appropriate PCS mileage rate in par. C2505.

3. RAT by automobile is advantageous to the Government when travel costs at the applicable PCS mileage rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C4300 for travel time and par. C4661 for RAT reimbursement by automobile.***

B. Automobile Use between CONUS and Alaska, Newfoundland, Mexico, or Central America

1. General. Travel between points in CONUS and Alaska (via Alaska Marine Highway System), Newfoundland, Mexico, or Central America (via Pan American Highway) by automobile may be authorized subject to the conditions in pars. C2162-B and C2162-C.

2. Permanent Duty Travel (PDT) other than Renewal Agreement Travel (RAT). For PDT other than RAT to and from Alaska, Newfoundland, Mexico, or Central America:

a. The authorized PCS mileage rates in par. C2505 for the official distance between authorized origin and destination points, and

b. The applicable per diem in par. C4300 is payable.

3. Renewal Agreement Travel (RAT) and TDY Travel

a. General. Reimbursement for RAT and all TDY travel (including per diem) to and from Alaska, Newfoundland, Mexico, or Central America, is limited to the transportation modes in pars. C2159-B3b and C2159-B3c that would have been used had travel not been authorized by automobile. Reimbursement limitation is determined at the time of travel order issuance. See Chapter 3 for travel order policy.

b. Transportation Modes to and from Newfoundland. For travel to and from Newfoundland, the transportation mode that would have been used had travel not been authorized by automobile is common carrier in CONUS.

c. Transportation Modes to and from Alaska (via Alaska Marine Highway System), Mexico, or Central America (via Pan American Highway). The transportation modes that would have been used had travel not been authorized by automobile are common carrier in CONUS and:

(1) commercial aircraft from the appropriate aerial POE to the aerial POD, or

(2) Government aircraft from the appropriate aerial POE to the appropriate aerial POD.

The transportation modes in par. C2159-B3c(2) are the basis for reimbursement in the absence of a travel order limitation statement.

4. Reimbursement Limitation. When reimbursement is limited under par. C2159-B3, see par. C4661-B.

5. Statements. Orders must include appropriate authorizations and limitation statements. See Chapter 3 for travel order policy.

Effective 19 June 2003

***C. Using More than Two POCs (41 CFR §302-4.500 and §302-4.700d)**

NOTE: The terms "family members" or "dependents" in this paragraph include only those traveling by POC.

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.

2. Mileage Allowance

a. When reimbursement for the use of more than two POCs is authorized/approved, the mileage allowance and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, the mileage allowance and car ferry fees apply, except that the mileage rate must be determined on the basis of the number of family members making the old to new PDS trip for the first time (e.g., employee drives spouse and three children on first trip (and receives $.20/mile) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children. The employee is paid $.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children.

3. Documentation. The applicable conditions in par. C2159-C1 should be shown in the travel authorization or approved by travel authorization amendment after the fact. See Chapter 3 for travel authorization policy.

C2162 AIRCRAFT

A. Privately-Owned Airplane

1. The use of a privately-owned airplane for:

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

PART G: BAGGAGE ALLOWANCE

C2300 FREE CHECKABLE BAGGAGE

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

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

C. Commercial Aircraft

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

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

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

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

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

1. Checked Baggage

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

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

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

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

e. Items exceeding 100 pounds are not accepted.

2. Carry-on Baggage

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

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

c. The carry-on bag must fit under the passenger's seat, in the overhead rack, or on the garment bag rack.

d. Carry-on baggage may not exceed 45 linear inches.

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

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

C2302 EXCESS BAGGAGE

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

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

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

C2303 PUBLIC PROPERTY

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

C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE

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

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

*C. Excess Baggage. When excess baggage is allowed in connection with permanent duty travel, except in connection with renewal agreement travel, the excess weight will be a part of the maximum weight allowable for HHG. If the baggage moves as accompanied baggage, the authorized excess amount will be treated as gross weight. If it is shipped as unaccompanied baggage the authorized excess amount will be considered as net weight. See also JTR, par. C4720-A11.

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

PART H: LOCAL TRAVEL IN AND AROUND PERMANENT OR TDY LOCATION

C2400 GENERAL

A. Authorization/Approval Authority. When it is determined to be advantageous to the Government, officials designated by the Service/Defense Agency concerned may authorize/approve reimbursement for transportation expenses necessarily incurred by employees conducting official business in the local area of their permanent and TDY stations as stated in this Part. These expenses are those not specifically included in travel under orders as provided in this Chapter.

B. Local Area. The area in which transportation expenses may be authorized/approved shall be:

1. within the limits of the duty station (permanent or temporary) and the metropolitan area around that station which is ordinarily served by local common carriers;

2. within a local commuting area of the duty station, the boundaries which are determined by the official directing travel or as prescribed by local Service/Defense Agency directives; or

3. separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.

An arbitrary distance radius must not be established in setting up the local commuting area of the permanent or TDY station (59 Comp. Gen. 397 (1980)).

C. Control and Approval. Activity commanders shall designate in writing appropriate personnel at staff organization level who shall authorize/approve the use of local transportation facilities by employees, other than those under official travel orders, in the performance of official business. These officials also are responsible for furnishing public carrier tokens or tickets, when appropriate; for making a determination of advantage to the Government; and for approving reimbursement claims when persons incur expense for authorized local transportation.

C2401 TRAVEL IN AND AROUND PDS

A. General. Reimbursement for transportation expenses in the area of the PDS may be authorized/approved for travel between:

1. office or duty point and another place of business;

2. places of business; or

3. residence and place of business other than office or duty point.

B. Travel by Commercial Means. When authorized/approved, an employee who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for:

1. local public transportation when tokens, tickets or cash fares are not furnished;

2. taxicab fares and transportation-related tips; and

3. hire and operation of a special conveyance including necessary parking fees.

C. Use of POC between Residence or PDS and Alternate Work Site within the Local Area. When use of a POC is authorized/approved for travel between an employee's residence or the PDS and one or more alternate work sites within the local area, the employee shall be paid mileage for the distance that exceeds the employee's commuting distance. For travel to and from a transportation terminal, par. C4657 applies.

*D. Use of POC and Commercial Means between Residence and Alternate Work Site within the Local Area. When use of a POC and/or commercial transportation is authorized/approved for travel between a traveler's residence and one or more alternate work sites within the local area, the traveler is paid:

1. mileage for POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the traveler's commuting distance to the regular place of work;

2. actual cost of necessary POC parking; and

3. cost of local public transportation when tokens, tickets or cash fares are not furnished.

EXAMPLE 1

Employee's one-way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles, upon completion of work employee returns to residence, a distance of 18 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles (18 + 18 - 14 = 22).

EXAMPLE 2

Employee's one-way commuting distance to regular place of work is 15 miles. Employee drives from residence to an alternate work site, a distance of 5 miles, upon completion of work employee returns to residence, a distance of 5 miles.

In this case, the employee is not entitled to be reimbursed for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the regular place of work.

EXAMPLE 3

Employee's one-way commuting distance to regular place of work is 15 miles. Employee drives to regular place of work. Employee is required to travel to an alternate work site, a distance of 30 miles, upon completion of work employee returns to residence, a distance of 15 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (30 miles). The employee is reimbursed for 30 miles (15 + 30 + 15 - 30 = 30).

EXAMPLE 4

Employee's one-way commuting distance to regular place of work is 12 miles. In the morning the employee drives to an alternate work site (45 miles). In the afternoon the employee returns to the regular place of work (67 miles). After completion of work employee returns to residence, a distance of 12 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (24 miles). The employee is reimbursed for 100 miles (45 + 67 + 12 - 24 = 100).

EXAMPLE 5

Employee's one-way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles). Later, the employee drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles (35 + 50 + 25 + 10 - 70 = 50).

EXAMPLE 6

Employee's one-way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20 miles). Later, the employee drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).

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

C2402 TRAVEL AT THE TDY LOCATION

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

1. lodging and duty site;

2. duty sites; or

3. lodging or duty site and dining facility.

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

1. round trips daily as required between lodging and place of duty; and

2. trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

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

1. fares actually paid for local public transportation;

2. when advantageous to the Government, taxicab fares and transportation-related tips; and

3. when advantageous to the Government, the cost of special conveyance between lodging and duty site and between lodging or duty site and dining facility.

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

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

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

1. employee is dependent on public transportation for such travel,

2. employee is officially ordered to work outside of regular working hours, and

3. travel is during hours of infrequently scheduled public transportation or darkness.

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

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

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

CHAPTER 3
TRAVEL AUTHORIZATIONS

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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; and

Effective 19 June 2003
*k. The conditions in par. C2159-C1 for using more than 2 POCs are authorized/approved by travel authorization amendment after the fact.

Effective 19 June 2003
*C. First Duty Station for Appointees. A travel authorization to the first PDS for an appointee 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;

5. if transportation of POV(s) within CONUS is authorized as more advantageous; and

6. that the conditions in par. C2159-C1 for using more than 2 POCs are authorized, or approved by travel authorization amendment after the fact.

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. C5000);

b. of the actual residence, as appropriate;

c. of the date the required transportation agreement is signed in connection with assignment at an OCONUS PDS;

d. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);

e. of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);

f. for POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation in accordance with par. C2159;

g. prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);

h. of the maximum HHG weight the employee may transport or store; and

(1) any weight limitation imposed by the OCONUS command;

(2) the weight allowance for consumables if authorized (par. C8420 and Appendix F);

(3) the employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Government-arranged move; and

(4) if assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

i. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

j. of an alternate travel origin or destination point allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

k. whether or not a POV shipment is authorized;

l. if ocean-going car ferries are authorized (see par. C2166);

m. if applicable, authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE, and number of days authorized;

n. if property management services are authorized; and

o. if TQSA and/or FTASE are authorized.

2. Conditions Related to RAT. For OCONUS RAT, the travel authorization also must include a statement:

a. authorizing round trip travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

b. of the number of leave days granted;

c. that "This employee has completed the minimum period of service for this command and has signed a new transportation eligibility agreement on (date)";

d. of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;

e. of the reporting date for duty at the OCONUS PDS following authorized absence;

f. of baggage weight limits;

g. authorizing up to 90 days HHG temporary storage if allowed in Chapter 8, Part D;

h. of specific instructions about where, when, and how to submit passports and requests for revalidation, renewal, or visas; and

i. of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving port call.

C3105 TCS TRAVEL

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

1. assign the employee from the PDS to the TCS;

2. return the employee from the TCS to the PDS; or if the TCS becomes the employee's new PDS:

3. assign the TCS point as the new PDS; and

4. authorize the employee to return to the former PDS (par. C4111-E1).

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

1. that the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS point, return from the TCS point, changing the TCS to a new PDS, or return to the former PDS when the TCS becomes a PDS;

2. of the PDS(s) and TCS involved and locations;

3. of the TCS/PDS reporting date; and if applicable;

4. of eligible dependents' names and relationships who are authorized travel (including children's birth dates);

5. that dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

6. that "_____piece(s) or _____pounds of excess baggage are authorized for each dependent," and whether the excess baggage service is the traveler's financial responsibility, subject to reimbursement, or is otherwise authorized (see par. C2302);

7. of the maximum HHG weight the employee may transport;

a. of temporary storage authority;

b. of HHG origin or destination points (when different from the employee's);

c. of the transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and

d. how the employee intends to fulfill financial responsibility for charges not allowed on a Government arranged move (e.g., borne by, or collected from, the employee);

8. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;

9. if TQSE is authorized for the employee and/or dependents incident to temporary quarters occupancy, TQSE type (actual expense or fixed), and the number of days authorized; and

For OCONUS travel only:

10. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);

11. of transportation modes (see par. C3151);

12. prohibiting commercial transportation use when Government transportation facilities (see par. C2206) make the travel reservations;

13. of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;

14. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

15. whether or not POV shipment is authorized; and

16. if property management services are authorized.

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

C3106 INVITATIONAL TRAVEL

An invitational travel authorization must contain a statement of:

1. the date that travel is requested or approved;

2. the type of travel, i.e., “invitational travel”;

3. the traveler’s name and position title and employer, if applicable;

4. the traveler’s home address;

5. the traveler’s business address (if applicable);

6. the date travel begins;

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

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

C3107 TRAVEL AT NO EXPENSE TO THE GOVERNMENT

See par. C6250.

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c. exercise of statutory re-employment rights within a time limitation that precludes completion of a period of service;

d. release for the Government's convenience (see ***NOTE***), separation because of physical or mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned;

e. separation as a result of reduction in force;

f. see par. C4005-C6 when employee's services not required for entire period of tour of duty.

NOTE: Employees separated because of illness induced by misconduct or because of misconduct are not separated for the Government's convenience.

2. OCONUS. In addition to the examples listed in par. U4009-B1, the following are acceptable reasons for OCONUS employees:

a. the employee's immediate presence is required in the geographical locality in which actual place of residence is located because of an unforeseen emergency;

b. completion of the agreed period of service would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness or death in the immediate family, imminent breakup of the family group ***NOTE: Falsification of facts in connection with employment is not a reason beyond the employee's control.;*** or

c. there are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in quarters allowance payment which may be reduced for other reasons.

NOTE: The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.

*C. Transfer to Other Departments or Agencies. Except as indicated in par. C5005-C, an employee, serving under a transportation agreement at any PDS who transfers to another DoD component, or Government agency, must be released from the period of service requirement specified in the employee's current agreement. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

NOTE: The employee must continue in Government service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.

C4010 DOCUMENTATION OF ENTITLEMENT AND LIMITATIONS

A record must be maintained in the employee's official personnel folder of transportation and storage entitlement, authorizations, and limitations. Maintenance of the record is limited to information and for the period of time necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

C4011 TRANSPORTATION AGREEMENT REQUIREMENTS (FTR §302-2,100(e); 2.100(f))

The requirements of an agreement are premised on the status of the employee as outlined in the following table:

Situation	Agreement
1. Person locally employed initially by a DoD component at an OCONUS PDS who does not meet agreement eligibility conditions (par. C4002-B).	1. No agreement requirement
2. Persons locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B).	2. Agreement required for tour of duty applicable to the OCONUS PDS where employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
3. Person locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B) and OCONUS prior service credit entitlement (par. C4005-C3).	3. Agreement required to serve for 12 months from date of employment, or a period of time which, when added to immediate prior period of civilian or military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. Employee of a DoD component at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD component within the same or a different OCONUS geographical locality (par. C4005-C3, item a).	4. Agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the period of service at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD component).	5. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.

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. C5005, 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. C5005, 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. C5005, 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 §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 Authorizations. 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. C5005, 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

PART D: RENEWAL AGREEMENT TRAVEL (RAT)

C4150 GENERAL

Employees may be eligible to receive travel/transportation expense allowances for returning home between OCONUS tours of duty to take leave. The provisions of this Part apply to employees serving OCONUS tours of duty. These provisions also apply to employees serving tours of duty in Alaska or Hawai'i but only under the conditions specified in pars. C4152 and C4153.

***C4151 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS** (FTR §302–3.212)

To be eligible for the allowances described in par. C4150, prior to departure from the OCONUS PDS an employee must have:

1. satisfactorily completed the prescribed tour of duty;

2. entered into a new written agreement for another tour of duty at the same or another OCONUS PDS; (the new agreement covers costs incident to travel to the employee's actual residence or alternate location ***(See pars. C4162-A and C4162-B)*** and return any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour renewal agreement travel); and

3. qualified for eligibility status under the provisions of pars. C4152 and C4153, if the PDS involved is located in Alaska or Hawai'i.

C4152 EMPLOYEES STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982 (FTR §302-3.515)

An employee whose status on 8 September 1982 was any of the situations listed in par. C4152, items 1, 2, or 3, involving a post of duty in Alaska or Hawai'i will continue to be eligible to receive allowances for travel and transportation expenses for tour renewal agreement travel provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i. Transfers between Alaska and Hawai'i will not constitute consecutive tours of duty for purposes of continuing eligibility under the provisions of this paragraph. On 8 September 1982, the employee must have been:

1. serving a tour of duty in Alaska or Hawai'i on that date;

2. en route to a post of duty in Alaska or Hawai'i under a written agreement to serve a tour of duty; or

3. engaged in tour renewal agreement travel and have entered into a new written agreement to serve another tour of duty in Alaska or Hawai'i.

C4153 EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982 (FTR §302-3.515)

Except for situations described in par. C4152, the travel and transportation expenses allowable for tour renewal agreement travel in this Part may not otherwise be authorized for employees assigned, appointed, or transferred to a post of duty in Alaska or Hawai'i after 8 September 1982, unless it is determined under regulations by the DoD component involved that payment of these expenses is necessary for the purpose of recruiting or retaining an employee for a tour of duty at a post of duty in Alaska or Hawai'i. This authority must be used sparingly and only when required to fulfill DoD component staffing needs to accomplish the DoD component's mission. These provisions are intended to ensure the availability of well qualified employees or those employees with special skills and knowledge who are not available in the local area, and to fill positions in remote areas. DoD component regulations will prescribe criteria and guidelines to determine the need for payment of tour renewal agreement travel expenses. The DoD component determination that it is necessary to pay the expenses of tour renewal agreement travel as a recruiting or retention incentive in order to fill a particular position in Alaska or Hawai'i will be reviewed periodically but not less than every five years.The payment of

travel and transportation expenses for tour renewal agreement travel for recruiting or retention purpose is limited to two round trips beginning within 5 years after the date the employee first begins any period of consecutive tours of duty in Alaska or Hawai'i. Employees will be advised in writing of this limitation. The provisions of this paragraph do not affect the provisions governing overseas assignments and return for employees transferred or new appointees assigned to post of duty in Alaska or Hawai'i.

C4154 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized expenses for travel (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Those expenses also are authorized from the actual residence upon return to the same or another OCONUS PDS; except with respect to Alaska and Hawai'i. When Alaska and Hawai'i are involved the return must be to a PDS located within the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT (see par. C4152).

C4155 RENEWAL AGREEMENT TRAVEL DENIAL/DELAY

A. Renewal Agreement Travel Denial. Except as provided for teachers in par. C4164, RAT travel may be denied under the following circumstances:

1. the employee is being processed for separation,

2. a RIF involving the employee is imminent,

3. a removal action is pending against the employee,

4. the employee's reassignment has been directed to a position in the U.S., or

5. the employee is to be reassigned to a CONUS position in connection with rotation on similar programs which precludes completion of a required period of service under a renewal agreement.

B. Renewal Agreement Travel Delay. ***NOTE: Delay may not be imposed on persons in DODEA teaching positions.*** An employee who has earned RAT may not be denied such travel at Government expense except under the circumstances listed above in par. C4155-A. The time at which leave is granted to perform RAT, however, is subject to approval by the OCONUS command concerned. While RAT ordinarily is performed between OCONUS tours of duty (see par. C4006-C2), travel at a later date within a tour of duty may be authorized or approved by the employee's OCONUS command (B-232179, 6 October 1989).

1. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) for not to exceed 90 days if:

   a. the employee is engaged on a project which is scheduled to be completed within a reasonable time,

   b. there is a temporary shortage of personnel, or

   c. for other good reasons.

Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

2. Delay at Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal or job related reasons acceptable to and approved by the OCONUS command concerned (see par. C4005-C1). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of par. C4155-B2a or par. C4155-B2b below:

   a. the renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or

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.

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*** (see also JTR, par. C2304-C); 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;

normally should be submitted in writing at least 90 days before the anticipated date of retirement and must include the following information:

1. name, grade, and SSN;

2. name, spouse;

3. name(s) and age(s) of dependent children;

4. origin and destination of move; and

5. anticipated dates of move.

B. Immediate Family of Deceased Covered Individual. The family of a deceased employee should submit a request as prescribed in par. C4802-A as soon as practicable after the employee's death.

NOTE: Travel and transportation under this Part are payable for the immediate family of a covered individual who died while in Government service during the period beginning on January 1, 1994, and ending October 6, 1994, upon the immediate family's written application submitted to the designated official of the DoD component concerned by May 13, 1998.

C4803 ALLOWABLE EXPENSES

When the head of the DoD component concerned, or the employee's designee, authorizes/approves, the travel and transportation expenses specified in this paragraph shall be paid for those individuals who are eligible for such expenses under par. C4800. The specified expenses may be paid or reimbursed to the same extent as provided in the applicable provisions of these regulations referenced below. Allowable expenses and provisions of these regulations which apply are as follows:

*1. travel expenses including per diem under par. C5000 for the individual;

2. transportation expenses under par. C7000, but not per diem, for the individual's immediate family;

3. mileage allowance under par. C4250 to the extent travel is performed by privately owned automobile;

4. transportation and temporary storage of HHG under Chapter 8, Part B not to exceed 18,000 pounds net weight.

C4804 EXPENSES NOT ALLOWABLE

Items of expense not listed in par. C4803 which generally are authorized for reimbursement in the case of transferred employees (e.g., per diem for family, cost of househunting, subsistence while occupying temporary quarters, miscellaneous expense allowance, residence sale and purchase expenses, leasebreaking expenses, NTS of HHG, relocation income tax allowance, and relocation services) are not authorized upon the eligible individual's retirement.

C4805 ORIGIN AND DESTINATION

A. General. The expenses listed in par. C4803 may be paid from the employee's PDS at separation to the place the individual elects to reside within the U.S. If the employee dies before separating, or after separating but before the move is completed, expenses may be paid to the place within these areas to which the immediate family elects to reside even if different than the place elected by the employee.

B. Alternate or More than One Origin. Travel and transportation expenses may be paid from an alternate origin or more than one origin provided the cost does not exceed the cost the Government would have paid if all travel and transportation had originated at the official station from which the individual was separated to the place where the individual, or the immediate family, resides.

C. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place where the individual has elected to reside is within the same general local or metropolitan area in which the official station or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria specified in par. C4108 for a short distance transfer are met.

C4806 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION

A. General. Except as provided in par. C4806-B, all travel and transportation, shall be accomplished within 6 months of the date of separation (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process, under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period, but in no case later than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating).

B. Employee Died between 1 January 1994 and 13 May 1997. For the immediate family of a covered employee who died in Government service on/after 1 January 1994 and on/before 13 May 1997, all travel and transportation shall be accomplished not later than 13 May 1999.

C4807 USE OF FUNDS (FTR §302-3.517)

Travel advances shall not be issued to cover any of the expenses authorized by this Part. Travel and transportation arrangements should be made through Government-arranged travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (See par. C2207), they may be reimbursed for their actual transportation expenses. ***NOTE: Reimbursement is not to exceed the applicable coach air fares for transportation of the individual and immediate family, or the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method) for moving and storage of HHG.***

PART S: CONFERENCES

C4950 CONFERENCE PLANNING (FTR PART 301-74)

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. (FTR §301-74.1) The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services shall select conference sites that minimize conference costs. When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by employees, this guidance applies to conference travel paid for persons invited to travel in support of Service programs.

*D. Definitions

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

2. Conference Costs: All costs paid by the Government for a conference, whether paid directly or reimbursed by DoD Agencies. Examples include:

a. attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs);

b. attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference);

c. meeting room and audiovisual costs;

d. registration fees;

e. speaker fees;

f. conference-related administrative fees; and

g. similar costs.

3. Conference Lodging Allowance: The lodging allowance that is up to 25 percent above (rounded up to the next higher dollar) the established geographical lodging portion of the per diem rate. The M&IE portion of the per diem allowance remains unchanged.

4. Site: Refers to both the geographical location and the specific facility selected.

E. Actions Required. (FTR §301-74.3) When planning a conference DoD Agencies must:

1. Determine which conference expenditures provide the greatest advantage to the Government; by

a. ensuring appropriate management oversight of the conference planning process;

b. performing cost comparisons of the size, scope, and location;

c. determining if a Government facility is available at a lesser rate;

d. considering conference alternatives, e.g., teleconferencing;

e. maintaining written documentation of the alternatives considered and the selection rationale use; and

f. minimizing cost by exercising strict fiscal responsibility in determining the best site.

2. minimize the conference administrative costs;

3. minimize the attendees' travel costs;

4. minimize the attendees' time costs;

5. use Government-owned or Government provided facilities as much as possible;

6. identify ways to save costs in selecting a particular conference site (e.g., lower rates during the off-season); and

7. develop and establish internal policies that ensure these standards are met.

***NOTE*: Individuals must have the requisite contracting authority to obligate the Government in connection with conference arrangements.**

F. Cost Considerations. (FTR §301-74.2) When planning a conference, DoD Agencies should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. travel and per diem expenses;

2. rent of rooms for official business;

3. usage of audiovisual and other equipment;

4. computer and telephone access fees;

Effective 26 September 2002
5. light refreshments for morning, afternoon, or evening breaks excludes alcoholic beverages and includes: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items; ***NOTE*: When a majority of the attendees (at least 51%) are in a travel status (see Appendix A), refreshments may be provided for all attendees (including local attendees).**

6. printing;

7. registration fees;

8. ground transportation; and

9. attendees' travel and time cost.

G. Cost Comparisons. (FTR §301-74.4) When planning a conference, DoD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. determination of adequacy of lodging at the established per diem rate;

2. overall convenience;

3. fees;

4. meeting space availability;

5. equipment availability, e.g., audiovisual, fax;

6. commuting or travel distance of most attendees; and

7. other conference expenses.

H. Conference Site Selection (FTR §301-74.5)

1. Documentation. (FTR §301-74.19) DoD Agencies must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.

2. Locality Per Diem Rate. (FTR §301-74.6; 74.7) Initial selection of a location must be based on the established per diem rate; however, to provide DoD flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25 percent, if necessary. For example, if the established geographical lodging portion of the per diem rate is $100, then facilities with lodging rates up to $125 may be considered when selecting the conference location.

3. Conducted in the District of Columbia. (FTR §301-74.17) Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. A Customer Desk Guide can be found at the following website:
http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf.
***NOTE*: This website is case sensitive.**

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation (FTR §301-74.14; 74.15)

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.

2. Sponsoring or funding a conference by a DoD component at a place of public accommodations must be authorized by an official designated through the Secretarial Process.

3. When sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S., FEMA-approved accommodations must be used, unless the official designated through the Secretarial Process for authorizing the sponsoring and/or funding of a conference makes a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

J. Advertisement or Application Form for Conference Attendance. (FTR §301-74.16) Any advertisement or application for attendance at a conference sponsored or funded by a DoD Agency must include:

1. notice that attendees must use FEMA-approved places of public accommodation unless a waiver has been issued as indicated in par. C4950-F, item 3, and

2. notice of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the DoD Agency provides Federal funds.

K. Selection of Attendees. DoD must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. limit the Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and

2. provide for the consideration of travel expenses when selecting attendees.

L. Conference Administrative Costs. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. is not an actual expense allowance,

2. may not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent, and

3. may not be used concurrently with the actual expense method of reimbursement.

N. Conference Lodging Allowance Approval Authority (FTR, §301-74.24)

*1. Government Sponsored Conference. (FTR, §301-74.8) Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and authorize the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses.

2. Non-government Sponsored Conference. (FTR, §301-74.9) The authorizing/order-issuing official may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

NOTE: If the Conference Lodging Allowance is inadequate, see JTR, Chapter, 4, Part M, for actual expense reimbursement authorization procedures.

O. Conference M&IE Rate

1. Light Refreshments. When light refreshments are furnished at nominal or no cost by the Government, no deduction of the attendee's M&IE allowance is permitted.

2. Meals Included in Registration Fee. When one or two meals are furnished at nominal or no cost by the Government, or are included in the registration fee, the proportional meal rate applies for each day meals are furnished.

C4955 CONFERENCE ATTENDANCE

A. General. Employees may attend and participate in conferences/meetings of recognized professional organizations to maintain and further their professional competency at Government expense (including TDY expenses), subject to the availability of funds and the employees' work responsibilities.

B. Authority. Title 5 U.S.C. §4110 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the DoD component which contribute to improved conduct, supervision, or management of the component's functions and activities. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959)).

This authority is independent of the training authority included in par. C4500 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. conferences sponsored or cosponsored by a Federal agency at which an employee's attendance is required in the performance of official duties;

2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the employee's attendance is related to official duties or for the purpose of transacting DoD business;

3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the employee's official performance; and

4. similar activities.

D. Non-government Sponsored Conferences

1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in pars. C4955-D2 through C4955-D4.

2. Attendance and Approval Requirements. Attendee selection and approval are subject to regulations of the separate DoD Components consistent with the regulations on Acceptance of Payment from a Non-Federal Source for Travel Expenses (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html.***

3. Purpose. Employees may attend conferences at Government expense to:

a. further the programs of their DoD components;

b. present scientific and technical papers which further the development of the U.S. resources; and

c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations should be examined by an appropriate security officer at the activity concerned. Employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. C4554-B). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in ***http://www.dtic.mil/perdiem/*** is paid.

2. When No Travel is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

a. does not involve travel,

b. does not involve per diem, and

c. for which a travel order is not issued,

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a DoD Component. The cost of each meal, whether included in a registration fee or contracted for separately, at a DoD-sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Chapter 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem Travel and Transportation Allowance Committee) (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

CHAPTER 5
PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

Paragraph	Contents
C5000	**SCOPE** A. General B. Two or More Family Members Employed (FTR §302-3.2) C. Employee Married to Military Member D. Travel Authorization Issuance E. Funding Responsibility
U5005	**PCS TRAVEL ELIGIBILITY** A. PCS Travel in the Government's Interest B. PCS Allowance Eligibility C. PCS Limitation Policy
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*CHAPTER 5

PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

C5000 SCOPE

A. General (FTR §302-1.1). This Chapter covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.

2. Employee on PCS travel transferring in the Government's interest from one PDS to another without a break in Federal Government employment.

3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to the same/another OCONUS PDS).

4. Employee separating from an OCONUS PDS and returning to the actual residence.

5. Former employee (separated because of a reduction-in-force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.

6. Employees who qualifies for "last move home" travel and transportation allowances upon separation from Government service.

7. Career Senior Executive Service (SES) appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.

8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.

9. U.S. Postal Service employee transferred under 39 U.S.C. §1006 to a DoD component (FTR §302-1.2(a)(2) & 5 U.S.C. §5734). See par. C4101 for a DoD employee transferring to the U.S. Postal Service.

B. Two or More Family Members Employed (FTR §302-3.2)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Government's interest, they may elect to receive the travel and transportation allowances authorized under this Chapter as one of the following:

a. Each as an employee separately. In this situation, each employee is eligible for travel and transportation allowances as an employee but is not treated as a dependent of the other employee.

b. Only one as an employee. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.

2. Non-employee Dependents. When employees elect separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of non-employee dependents.

3. Procedures. An election under par. C5000-B1 must be in writing and signed by all affected employees. When employees elect separate benefits under par. C5000-B1a, the election also must specify to which employee allowances are to be paid for non-employee family members.

C. Employee Married to Military Member. An employee is authorized PCS allowances when transferred in the Government's interest, even if the employee's military member spouse is also transferred at the same time to the same place. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975))***. See pars. C9003-A3 and C13120 regarding duplicate payments.

D. Travel Authorization Issuance. See Chapter 3 for travel authorization issuance.

E. Funding Responsibility. See par. C1052-B.

C5005 PCS TRAVEL ELIGIBILITY

A. PCS Travel in the Government's Interest

1. General. Travel and transportation allowances are payable when it is in the Government's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between Government agencies. ***There must be no break in Government service when making the PCS unless the employee was separated from Government service because of RIF/transfer of function.***

2. DoD Component Responsibility. It is each DoD component's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility. When a PCS is authorized in accordance with par. C3000, PCS allowances shall be paid (see par. C5005-A2) to an employee transferred from one PDS to another for permanent duty if the transfer is in the Government's interest. Guidelines for making a determination of "Government's interest" are:

1. Management Directed. If a DoD component recruits/requests an employee to transfer (i.e., RIF, transfer of function, agency career development program, or agency directed placement); the transfer is in the Government's interest.

2. PCS Moves Not in the Government's Interest. If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit. The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the employee's interest, not in the Government's interest, and that the Government does not pay the PCS expenses.

3. PCS Allowances Payment/Nonpayment Notification

a. PCS Allowances Determination. When a DoD component recruits for a vacancy, the appropriate official should determine prior to advertising the vacancy whether or not it is in the Government's interest to pay PCS allowances. This information should be provided during the advertisement period. The determination regarding payment/nonpayment of PCS allowances also may be made after applicants have been referred to the selecting official.

b. Determination Factors. The PCS allowances determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

c. Payment/Nonpayment Determination

(1) If a decision is made not to pay PCS allowances, the reason for this decision must be documented in writing by the appropriate official.

(2) All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances.

(3) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances are to be paid.

C. PCS Limitation Policy

1. General. It is neither cost-effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Necessary Moves. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

(1) Or re-employed former employee affected by RIF or transfer of functions (see par. C4101),

(2) In connection with an agency-directed placement,

(3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances in connection with the return to actual residence.

NOTE: An employee who signed a new agreement in connection with return to actual residence and was reimbursed TQSE and/or MEA has, in fact, been furnished PCS allowances.

b. Authorizing/Order-issuing Official Certification. A transfer within the DoD, at Government expense, is not authorized within 12 months of the employee's most recent PCS unless the authorizing/order-issuing official certifies that:

(1) The proposed transfer is in the Government's interest;

(2) An equally qualified employee is not available within the commuting area of the activity concerned; and

(3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

C5010 ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/ TRANSFERS/MOVEMENTS

A. Table 1 - Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.

2. Does ***not*** include eligibility for:

a. Emergency evacuation, or

b. Former employees separated by RIF or function transfer and restored to duty, and

3. May be used as a guide in determining eligibility for travel and transportation allowances for civilian employees when travel is in the Government's interest.

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

TABLE 1 - ELIGIBILITY TABLE

Payment of travel, transportation, and other related expenses of a civilian employee, except in connection with emergency evacuation and former employees separated by RIF or transfer of function, and restored to duty.

MOVEMENT SITUATION	(A) Agreement Required	(B) Transportation of Employee & Dependents	(C) Per Diem for Employee	(D) Per Diem for Dependents	(E) House Hunting Per Diem & Transportation	(F) Temporary Quarters Subsistence Expenses	(G) Miscellaneous Expense Allowance	(H) Sell & Buy Residence Lease Termination	(I) Movement Household Goods Temporary Storage	(J) Non-temporary Storage Household Effects
(1) First PDS travel - appointees and student trainees in CONUS	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES Footnote 4 ADVANCE	Footnotes 5 and 7
(2) First PDS travel to OCONUS PDS (footnotes 8 and 9)	YES	YES ADVANCE Mileage only	YES ADVANCE	NO	NO	NO	NO	NO	YES Footnote 4 ADVANCE	YES Footnote 7
(3) PCS between CONUS PDSs (footnote 1)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	YES ADVANCE Per Diem & Mileage	YES ADVANCE	YES NO ADVANCE	YES NO ADVANCE	YES Footnote 4 ADVANCE	Footnotes 5 and 7
(4) PCS from OCONUS PDS to CONUS PDS (footnote 1)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	YES ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	Footnotes 5 and 7
(5) PCS from CONUS PDS to OCONUS PDSs (footnotes 1, 8, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO Footnote 11	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	YES Footnote 7
(6) PCS between OCONUS PDSs (footnotes 1, 8, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES Footnote 4 ADVANCE	YES Footnote 7
(7) RAT (round-trip between overseas tours of duty for leave purposes when return is to same PDS or another in same locality)	YES	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	NO	Footnote 6

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

Footnote 2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS location.

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

Footnote 4 -- Advance allowed if not shipped via a Government-arranged move.

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

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

Footnote 7 -- NTS is arranged by the Government.

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

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

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

Footnote 11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS locations.

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

Column 1—Relocation allowances that a DoD component must pay or reimburse ***when the DoD component elects to pay movement costs to the employee's first PDS.*** [1]	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or ***reimburse when the DoD component elects to pay movement costs to the employee's first PDS.***
1. Transportation of employee & immediate family member(s) (JTR, Chap. 4, Part B) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C7006-B) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods when an eligible employee is moved to an isolated CONUS PDS (JTR, Chap. 8 Part E) (FTR, Part 302–8). 5. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10)[2]. 6. Relocation income tax allowance (RITA) JTR, Chap. 16 (FTR, Part 302–17).	1. Shipment of privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302–9, subpart B)[3].

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

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

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

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

Column 1—Relocation allowances that a DoD component must pay or reimburse ***when the DoD component elects to pay movement costs to the employee's first PDS.*** [1]	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or reimburse ***when the DoD component elects to pay movement costs to the employee's first PDS.***
1. Transportation of employee & immediate family member(s) JTR, Chap. 4 Part B) (FTR, Part 302–4). 2. Per diem employee only (JTR, par. C7006-B) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 8, Part E) (FTR, Part 302–8). 5. The miscellaneous expense portion of the FTA is authorized for new appointees assigned to first foreign PDS (DSSR, Sec. 241.2). DSSR available at: ***http://www.state.gov/m/a/als/***. 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	1. Shipment of privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302–9). 2. Temporary quarters subsistence allowance (TQSA) may be authorized for temporary quarters occupied at the foreign PDS under the Department of State Standard Regulations (DSSR) (Government Civilians - Foreign Areas, Sec. 120). 3. Foreign Transfer Allowance (FTA) (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for quarters occupied temporarily before departure from the 50 states, the District of Columbia, its territories or possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands for a PDS in a foreign area. 4. Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are not authorized for new appointees assigned to first PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12).

[1] **Note to Column 1 heading**:
(a) Temporary quarters subsistence expense (TQSE) in JTR, Chap. 13 is ***not*** authorized for new appointee movement to first PDS.
(b) The Miscellaneous Expense Allowance (MEA) in JTR, Chap. 9 is not authorized for new appointees to first PDS.
(c) Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are not authorized for new appointees assigned to first PDS (JTR, Chap. 15) (FTR, Part 302–12).

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

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances.	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the Component authorizes PCS allowance.
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 4, Part C) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (MEA) when moving household (JTR, Chap. 9) (FTR, Part 302–16). 3. Sell or buy residence transactions or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11). 4. Transportation & temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7). 5. Non-temporary (extended) storage of household goods (JTR, Chap. 8-E) (FTR, Part 302–8) .[1] 6. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10). 7. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	1. Househunting per diem & transportation, employee & spouse only (JTR, par. C4107) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6). 3. Shipment of privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302–9, subpart B). 4. Use of relocation service companies (JTR, Chap. 15, Part A) (FTR, Part 302–12). 5. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15). 6. Home marketing incentives (JTR, Chap. 15, Part C) (FTR, Part 302–14).

[1] **Note to Column 1, Item 5**: Only when assigned to a designated isolated official station in CONUS.

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

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances.	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or not pay when the Component authorizes PCS allowances.
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 4, Part C) (FTR, Part 302–4). 2. Miscellaneous expense allowance (JTR, Chap. 9) (FTR, Part 302–16). 3. Transportation & temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 8-Part E, Sec. 2) (FTR, Part 302–8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17)[1].	1. Temporary quarters subsistence expense (TQSE) under JTR, Chap. 13 may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The Foreign Transfer Allowance (FTA), Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for quarters occupied temporarily before departure from the 50 states, the District of Columbia, its territories or possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands for a PDS in a foreign area. 3. Temporary Quarters Subsistence Allowance (TQSA) (DSSR, Sec. 120) may be authorized for temporary quarters occupied at the foreign PDS upon arrival. 4. Shipment of a privately owned vehicle (JTR, Chap. 11) (FTR, Part 302–9). 5. Property management services may be authorized for an employee who qualifies under JTR, Chap. 15, Part B (FTR, Part 302–15). 6. Use of relocation service companies may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12). 7. Home marketing incentives may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Chap. 15, Part C) (FTR, Part 301–14).

[1] **Note to Column 1, item 5:** Allowed when old and new official stations are located in the United States.

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

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 4, Part C) (FTR, Part 302–4). 2. Miscellaneous expense allowance (JTR, Chap. 9) (FTR, Part 302–16). 3. Sell & buy residence transaction expenses or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11) [1]. 4. Transportation & temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7). 5. Non-temporary (extended) storage of household goods only when assigned to a designated isolated official station in CONUS (JTR, Chap 8, Part E, Sec. 1) (FTR, Part 302–8). 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	1. Shipment of a privately owned vehicle (JTR, Chap. 11) (FTR, Part 302–9). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6) may be authorized for temporary quarters occupied at the old PDS and new PDS. However, a Temporary Quarters Subsistence Allowance (TQSA) under DSSR Sec. 120 may be authorized for temporary quarters occupied at a foreign PDS before departure from that PDS while TQSE may be authorized for temporary quarters occupied in CONUS. [1]

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

TABLE 7.—TRANSFER BETWEEN OCONUS OFFICIAL STATIONS

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 4, Part C) (FTR, Part 302–4). 2. Transportation & temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7). 3. Miscellaneous expense allowance (JTR, Chap. 9) (FTR, Part 302–16). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 8, Part E, Sec. 2) (FTR, Part 302–8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302–9). 2. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15). 3. Temporary quarters subsistence expense (TQSE) if new PDS is in the U.S. (JTR, Chap. 13) (FTR, Part 302–6)[1].

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

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

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Chap. 4, Part D) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C4160) (FTR, Part 302–4).	1. HHG shipment to PDS (JTR, par. C4163). 2. Dependent Transportation to PDS (JTR, par. C4156).

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

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Chap. 4, Part E) (FTR, Part 302–4). 2. Per diem for employee only (JTR, par. C4160) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302–9).

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

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Chap. 4, Part P) (FTR, Part 302–4). 2. Per diem for the employee only (JTR, par. C4803) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, par. C4803) (FTR, Part 302–7). 4. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302–9, subpart B).

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

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & dependent(s) (JTR, par. C4111) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (MEA) (JTR, Chap. 9) (FTR, Part 302–16). 3. Transportation & temporary storage of household goods (JTR, Chap. 8) (FTR, Part 302–7). 4. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10). 5. Transportation of a privately owned vehicle (POV) (JTR, Chap. 11) (FTR, Part 302–9, subpart B). 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17). 7. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15).	1. Househunting trip expenses (JTR, par. C4107) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6).

TABLE 12.—ASSIGNMENT UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT (5 U.S.C. 4109) [1] (JTR, par. C4500)

1. Transportation of employee & immediate family member(s) (JTR, par. Chap. 4, Part K) (FTR, Part 302–4).
2. Per Diem for employee (JTR, Chap. 4, Part K) (FTR, Part 302–4).
3. Movement of household goods & temporary storage (JTR, Chap. 4, Part K) (FTR, Part 302–7).

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

PART B: TQSE(AE)

C13200 PURPOSE

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

C13205 TQSE(AE) OPTION

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

1. the ***$85*** Standard CONUS per diem rate for temporary quarters occupied in ***all*** CONUS localities, or

2. the PDS locality (not the lodging location) per diem rate (***http://www.dtic.mil/perdiem/opdrform.html***/) for temporary quarters occupied in OCONUS localities.

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

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

1. TQSE(AE) may only be authorized before temporary quarters are occupied and ***may not be approved after the fact*** (41 CFR §302-5.7).

2. TQSE(AE) may be authorized only for the time period determined necessary by the authorizing/order-issuing official, ***never to exceed a total of 120 days.***

3. TQSE(AE) is for a temporary place of residence.

4. If an employee moves HHG into quarters occupied initially at a new PDS and continues occupancy indefinitely, the quarters are permanent quarters, unless 5. or 6. applies.

5. Quarters occupied temporarily, within the allowable time limit, are temporary quarters when employee-arranged permanent quarters:

   a. remain occupied by the present tenant,

   b. require repairs/alternations that have not been completed, or

   c. are under construction.

*6. The authorizing/order-issuing official may determine that quarters initially occupied that eventually become an employee's permanent quarters were temporary quarters after considering:

   a. lease duration,

   b. HHG movement into the quarters,

   c. quarters type,

   d. expressions of intent,

   e. attempts to secure a permanent dwelling, and

   f. length of time the employee occupied the quarters.

*See GSBCA 15986-RELO, 24 February 2003 for one set of circumstances when a claimant's apartment was determined to be temporary quarters and not permanent quarters.

7. Temporary quarters location must be within reasonable proximity of the old and/or new PDS.

8. TQSE(AE) in other locations may be authorized only if the authorizing/order-issuing official is convinced that the circumstances are unique to the individual employee and/or dependents and are reasonably related to the transfer.

9. TQSE(AE) in other locations must be authorized by the authorizing/order-issuing official to ensure adequate review of the circumstances and that TQSE(AE) payment is justified.

C. Eligibility Period

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

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

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

(1) travel between the old and new PDS (actual travel time);

(2) necessary official duties such as an intervening TDY assignment/military duty; or

(3) non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control that are acceptable to the authorizing/order-issuing official.

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

(1) the period of absence is excluded from the authorized time for temporary quarters occupancy;

(2) the employee is eligible for TQSE(AE) when temporary quarters occupancy at the new PDS resumes; and

(3) eligibility continues for the balance of the authorized time, if necessary.

c. Temporary Quarters Occupancy Interrupted by Official Travel

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

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

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

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

CHAPTER 15
USE OF RELOCATION SERVICE COMPANIES

PART A: USE OF RELOCATION SERVICE COMPANIES

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PART C: HOME MARKETING INCENTIVE PAYMENTS

C15100 GENERAL

A. Purpose. The purpose of a home marketing incentive payment is to reduce the Government's relocation costs by encouraging transferred employees who participate in the home sale program to independently and aggressively market, and find a bona fide buyer for, their residences. This significantly reduces the fees/expenses a DoD component must pay to relocation services companies and effectively lowers the cost of relocation programs.

B. Definitions

1. Home Sale Program. A program under which a relocation services company, under contract with DoD, purchases a transferred employee's residence at fair market (appraised) value, then independently markets, and sells the residence.

2. Home Marketing Incentive Payment. Payment made to a transferred employee to encourage the employee to independently and aggressively market the employee's residence and find a bona fide buyer.

C. Tax Consequences. A home marketing incentive payment is income. A DoD component must withhold and the employee may be liable for income taxes. No authority exists to pay a WTA or a RIT allowance to offset the Federal, state and local income taxes on the incentive payment.

C15101 ELIGIBILITY

Effective 4 December 1997 a DoD component may offer a home marketing incentive to employees who:

1. are authorized to transfer; and

2. otherwise meet requirements for residence sale at Government expense.

C15102 PAYMENT CONDITIONS

A. Employees. To qualify for a home marketing incentive payment, an employee must:

1. enter the residence in the DoD component's home sale program,

2. independently and aggressively market the residence,

3. find a bona fide buyer for the residence as a result of independent marketing efforts,

4. transfer the residence to the relocation services company through which the buyer completes the sale, and

5. meet any additional conditions established by the DoD component.

*B. DoD. The DoD Component must pay a reduced fee/expenses to the relocation services company as a result of the employee's independent marketing efforts.

*C. Authorization (FTR §302-14.101(c)). The following offices have been delegated the authority to authorize payment of a home marketing incentive payment:

1. Army: the MACOMs. This authority may be re-delegated to the local commander. No further delegation is authorized.

2. Navy: Major Claimant.

3. Marine Corps: The head of Marine Corps activities/commands.

4. Air Force: HQ USAF/DPPCE
1460 Air Force Pentagon, Room 4C236
Washington, DC 20330-1040
Only employees traveling under Civilian Career funding may be authorized.

5. DoD Components: Each DoD agency must determine whether a Home Marketing Incentive payment is authorized and make certain agency employees know who to contact for information.

C15103 MAXIMUM AMOUNT PAYABLE

The DoD component determines the amount of a home marketing incentive payment (see ***NOTE***); however, the payment may not exceed the lesser of:

1. One to five percent of the price the relocation service company paid when it purchased the residence from the employee;

Example: The relocation services company gives the employee a buyout offer of $150,000 for the residence. The DoD component decides how much of an incentive they wish to pay (1% to 5%). If a 1% incentive is paid, the incentive computed under this item for comparison to the other two items is $1,500 ($150,000 x 1% = $1,500). A 3% incentive is $4,500 ($150,000 x 3% = $4,500) and a 5% incentive is $7,500 ($150,000 x 5% = $7,500).

2. $10,000; or

3. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer and the sale is closed.

NOTE: If no savings are realized, a home marketing incentive may not be paid.

The percentages shown are for illustrative purposes only.

Example: The relocation company gives the employee an "amended value" or "amend-from-zero" offer or closes an "assigned sale" offer that matches the outside buyer offer of $150,000. The service cost to the DoD component for the relocation company to provide the regular "guaranteed home sale" service is 20.84% of the appraised value of the home. An "amended value", "amend-from-zero", or "assigned sale" offer home sale service cost is 12.43% of the amount of the outside buy offer.

The Service is willing to pay a 4% incentive (under par. C15103, item 1 above). A regular "guaranteed" appraised value offer is $150,000 x 20.84% = $31,260 service fee to the relocation company for providing the home sale service. The "amended" or "amend-from-zero" or "assigned sale" offer is $150,000 x 12.43% = $18,645 service fee to the relocation company. In this example:

The 4% incentive is $6,000 ($150,000 x 4% = $6,000)

The flat limitation of $10,000, and

One half of the savings realized is $6,307.50. (There is a service fee savings to the DoD component of $12,615 ($31,260 - $18,645 = $12,615). One half of $12,615 = $6,307.50.)

Based on the comparison of $6,000 (item 1), $10,000 (item 2), and $6,307.50 (item 3), the employee would receive $6,000.

A. For employees:

1. the corporate limits of the city or town in which stationed, or;

2. if not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions ***(e.g., McGuire AFB and Ft Dix)***) having definite boundaries in which the employee is stationed. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

B. For invitational travelers:

1. the corporate limits of the city or town in which the home or principal place of business is located, or

2. if not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions ***(e.g., McGuire AFB and Ft. Dix))*** having definite boundaries in which the home or principal place of business is located. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

NOTE: Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

***PERMANENT DUTY TRAVEL.** First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. (See Chapter 5, Part A.)

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

A. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

B. In the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are addressed.

C. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

PLACE OF PUBLIC ACCOMMODATION. ***See ACCOMMODATIONS, PUBLIC***.

PLACE OF STORAGE. Residence or authorized storage location.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

A. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.

B. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

A. Travel by air: the airport at which the traveler boards an international/transoceanic flight.

B. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. ***See "TERRITORIES AND POSSESSIONS OF THE UNITED STATES".***

POST OF DUTY. ***(Also see PDS.)*** An OCONUS PDS.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). ***(Also see TRANSPORTATION.)*** Any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. ***NOTE: A common carrier, or a conveyance owned by the Government, is not a POC.***

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

A. is self-propelled;

B. is licensed to travel on the public highways;

C. is designed to carry passengers or HHG; and

D. has four or more wheels ***(see NOTE 3 below)***.

NOTE 1: In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

NOTE 2: A trailer, airplane, or any vehicle intended for commercial use is not a POV.

NOTE 3:

> ***CONUS: A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the Government to transport POV(s) than to drive to the new PDS.***

APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

*The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the following for approval:

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

The request must address the following questions:

1. How many members and DOD employees serve in the area?

2. Are State Department employees authorized a consumable goods shipment to the area?

3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.

4. Is the quality of consumable goods available locally equivalent to the American counterpart?
If not, explain.

5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?

6. Do locally available fresh foods require preparation far different from the American counterpart of those foods? If so, explain.

7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?

8. Do food shortages require members/employees to wait in line for items for long periods?

9. Does State Department have a commissary or food locker/co-op at the station? If so:

   a. What is the space and storage capacity of the facility?

   b. What variety of items are available?

   c. How often is it restocked?

   d. Can members/employees place bulk orders for consumable goods through the facility?

   e. How often are bulk orders placed?

   f. Are the bulk orders received on time?

10. Who is the POC for this request? Please include ***commercial*** phone and fax numbers, and email address, if available.

NOTE: The high price of consumable goods in an area is not a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.

2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

a. duty sites,

b. lodgings,

c. dining facilities,

d. drugstores,

e. barber shops,

f. places of worship,

g. cleaning establishments, and

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

3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.

4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.

5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL (48 Comp. Gen. 301 (1968))

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, ***Assigned Unit*** is a reserve member's designated post of duty and ***TDY Station*** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservists on active duty without pay;

3. Newly enlisted members undergoing training when both Government quarters and meals are available;

4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;

7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;

2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;

3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;

4. to active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.