

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 457

Alexandria, VA

1 November 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 November 2003 unless otherwise indicated.

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This change includes all material written in CAP items 20-02; 35-02; 36-02; 09-03(E); 34-03(E); 36-03 through 39-03 and civilian editorials C03033; C03047; C03050; C03052; and C03053. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 456 cover page.

BRIEF OF REVISION

These are the major changes made by Change 457:

C1065-A3; Appendix A. Corrects website address for DTOD.

C2150; C2153-A; C2156-A1. Indicates that an employee may not be prohibited from using a POC for official travel. However, when an employee elects to use a POC instead of the mode of transportation authorized, reimbursement must be limited to the constructive cost of the authorized mode (which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized mode), and the employee must be charged leave for any duty hours that are missed as a result of travel by POC.

C3151-B; C4107-G. Makes cross-references from JTR paragraphs to FTR paragraphs.

C4720; T4040. Adds "daytime lodging charges" to reimbursable miscellaneous TDY expenses.

C4720-A6; T4040-E6. Allows financial regulations to require a supplemental voucher when the amount charged on a traveler's credit card differs from the amount the traveler claimed on the travel voucher due to different conversion rates being used.

C6600-A; C6600-C1a. Explains that although medical travel should be scheduled to coincide with other non-medical travel, required medical treatment that cannot be postponed until the next scheduled travel should be authorized as medical travel.

C9000; C9003. Provides that, incident to a PCS, reimbursement as a miscellaneous expense allowance *is authorized* for (a) the Cost of reassembly, set up and tuning of a piano, and (b) a post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS. Also indicates that fees for boarding pets while preparing to move and during the move to the new PDS *are not authorized*.

C11006. Authorizes reimbursement to an employee for the cost of shipping a POV when an employee authorized POV shipment incident to a PCS makes all shipping arrangements. (*Effective for POV shipments on or after 1 November 2003.*)

Appendix I, Part A. Incorporates into the JTR pertinent changes from the Department of State Standardized Regulations (DSSR).

Appendix O, T4000. Clarifies that only members of the Ready Reserve paid muster duty allowance are exempt from Appendix O.

Appendix S. Re-certifies Baku, Azerbaijan until 31 July 2005.

Chapter 10. Simplifies, updates, aligns and adds new wording and reorganization to the JTR for the transportation of mobile homes entitlements.

Various paragraphs. Makes clear the business class approval authority for combatant command personnel. Also the Director, Joint Staff delegates approval authority to the Combatant Command Deputy Commanders.

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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C1061 CONFERENCES/TRAINING AT THE PDS

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

C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

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

C1065 OFFICIAL DISTANCE DETERMINATION

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

1. is the only official source for worldwide TDY and PDT distance information,
2. replaces all other sources used for computing distance (except for airplanes see par. C1065-B below),
- *3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod1.mtmc.army.mil>.

4. provides distances which must be rounded to the nearest mile for each leg of a journey,
5. does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal), and
- *6. website is found at <http://dtod1.mtmc.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JTR REGULATIONS

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

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C2402	TRAVEL AT THE TDY LOCATION A. Points of Travel B. Conditions of Entitlement C. Travel by Commercial Means D. POC Travel
C2403	USE OF TAXICABS INCIDENT TO OFFICIALLY ORDERED WORK OUTSIDE REGULAR SCHEDULED WORKING HOURS
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C2505	PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL A. General

B. PCS Rates

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C2600

GENERAL

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PART D: POC TRAVEL

SECTION 1: GENERAL

C2150 AUTHORIZATION/APPROVAL

1. POC use may be authorized/approved for travelers performing official business.
2. *POC travel may not be directed*; but is permitted in the Government's interest or for the employee's convenience, as appropriate, when requested by the employee.
3. An employee (unless traveling as a dependent family member on PDT) may not be required to travel as a passenger in another employee's POC (53 Comp. Gen. 67 (1973)). Use of an employee's POC to transport other employees as TDY transportation is strictly voluntary on the part of the POC owner/operator and potential passengers (FTR §301-10.307).
4. POC use is encouraged when it is advantageous to the Government.
5. Necessary POC travel is authorized in the travel authorization with the appropriate TDY mileage rate for TDY travel (if other than the rate for 'automobile' in par. C2500) or PCS mileage rate for PDT travel.
6. POC travel not authorized in advance of travel may be approved by travel authorization amendment after travel by the authorizing/order-approving official. See Chapter 3 for travel authorization policy and procedures.
7. POC use may be authorized/approved to begin or end at the employee's residence (from which the employee commutes daily to the PDS) or the place near this residence where the POC is garaged/stored, if advantageous to the Government.
- *8. An employee may not be prohibited from using a POC on official travel (FTR § 301-70.105). If an employee elects to use a POC instead of the transportation mode authorized:
 - (a) reimbursement must be limited to the constructed cost of the authorized transportation mode, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized transportation mode; and
 - (b) leave is charged IAW personnel regulations for any duty hours that are missed as a result of POC travel.

C2153 GOVERNMENT ADVANTAGE DETERMINATION

*A. General

1. POC use is authorized when advantageous to the Government.
2. A determination that POC use is advantageous to the Government is made when common carrier, Government contract rental automobile, or Government-furnished transportation is not available or is not advantageous to the Government.
3. POC use authorization is made in advance of travel.

B. Considerations. The following elements must be considered when determining if POC use is more advantageous to the Government than other available transportation modes:

1. Assignment requirements including transportation of baggage, tools, or equipment;
2. Availability of other transportation and the effect on productive time;
3. Duty locality in relation to traffic conditions, routing, and weather;
4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;
5. Overall cost advantage when there are accompanying passengers under official travel orders in the same POC; and
6. The salary cost represented by the additional travel time and the physical/mental strain on the employee when any substantial distances are involved with TDY travel.

C2156 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE

*A. General

1. Limitations. See Chapter 3 for travel authorization policy and procedures.
2. Mileage Rate. Mileage rates in par. C2500 or C2505 are used.
3. Per Diem. Constructed per diem is based on use of the authorized transportation mode.
4. Other Costs. The following costs are allowable in determining constructed costs:
 - a. Tolls, ferry fares, parking fees and other allowable costs in par. C4654;
 - b. Usual transportation costs to and from common carrier terminals;
 - c. Excess baggage costs that would have been allowed if the traveler used the authorized transportation mode. The traveler must certify the baggage weight or present other acceptable evidence of its weight.
5. Boarding and Leaving Carrier. Carrier schedules that require departure from/arrival at home or at the TDY lodging between midnight and 0600 are not used if there are more reasonable departure/arrival times that do not significantly increase the constructed per diem (see par. C1060-A2).
6. Dependent Constructed Cost Comparison. The dependent constructed cost comparison is included with the employee-constructed cost when RAT is involved.
7. Reimbursement
 - a. Reimbursement is based on the actual distance traveled NTE the official distance (see par. C1066).
 - b. The total payment may not exceed the total constructed cost of the authorized transportation mode including constructed per diem for travel by that mode.
 - c. The lesser of actual POC costs, or the constructed costs, is reimbursed (see par. C4661-B4).

B. Constructed Cost Comparison by Airplane

1. Accommodations. Coach-class accommodations (see par. C2204) on a commercial air carrier are used as the basis for constructed cost.

2. Contract Air Fare. If air carrier fares provided under GSA contract are:

- a. Available between origin and destination, the constructed cost is limited by the contract air fare.
- b. Not available between origin and destination, the constructed cost is limited by the lowest unrestricted coach-class fare between origin and destination.

3. Accommodations. Coach-class accommodations are presumed available from a carrier when coach-class is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited by the constructed cost of coach-class train accommodations for the travel performed.

2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.

3. The constructed cost comparison may be limited by the cost of extra fare service (see par. C2203-D) only when extra fare service has been authorized as Government advantageous.

D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited to the constructed cost of bus transportation.

based on the availability of slumber coach sleeping accommodations. "Reasonably available" does not include any accommodations with a scheduled arrival time later than the employee's required reporting time at the duty site, or with scheduled departure time earlier than the time the employee is scheduled to complete the duty.

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

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

- a. an employee whose use of coach-class train accommodations would endanger the employee's life or Government property,
- b. agents in charge of protective details who are accompanying individuals authorized to use first-class train accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

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

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

C2204 COMMERCIAL AIR TRANSPORTATION

A. Accommodations

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

*2. Authorization/Approval for Premium-class Accommodations. The officials listed in par. C2204-A3 may authorize/approve first-class air accommodations if one or more of the criteria in par. C2204-A5c is met. The local transportation officer or other appropriate authority, in conjunction with the authorizing/order-approving authority, may authorize/approve the use of premium-class airline other than first-class (e.g., business class) air accommodations if one or more of the criteria in par. C2205-A5d are met. Each Combatant Command Deputy Commander is the authority for authorizing/approving use of premium-class other than first-class accommodations for members assigned to Combatant Commands (per JCS memo 27 September 2002) and the Director, Joint Staff is the authority for the Joint Staff.

Authorization for the use of premium-class air accommodations must be made in advance of the actual travel unless extenuating or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee must request written approval from the local transportation officer or other appropriate authority, at the earliest possible time. If the use of premium-class airline accommodations is not approved, the employee is financially liable for the additional cost above coach accommodations.

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

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

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

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

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

c. Authorization/Approval Required. (OMB Bulletin 93-11, April 19, 1993) The appropriate authority in par. C2204-A3 may authorize/approve first-class air accommodations when:

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

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

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

C2305 RENEWAL AGREEMENT TRAVEL

The maximum baggage allowance that may be authorized at Government expense for employees and dependents returning to place of actual residence for the purpose of taking leave between overseas tours of duty will not exceed 350 pounds for each eligible adult and 175 pounds for each dependent under 12 years of age when travel is performed by ship. When travel is performed over ocean by air, the maximum baggage weight allowance that may be authorized at Government expense will not exceed 100 pounds per person (excluding free checkable baggage). If the baggage moves as accompanied baggage, the authorized amount will be considered as gross weight. If it is shipped as unaccompanied baggage, the authorized amount will be considered as net weight. Overseas commanders will hold baggage weight authorization to a minimum on an individual basis consistent with the trip requirements. Subject to the total weight limitation, baggage that cannot be transported free on the passenger ticket may be authorized in the travel order for shipment at Government expense to, from, and between ports of embarkation. The shipment of HHG at Government expense as baggage is prohibited in connection with renewal agreement travel. Baggage allowance will be limited to personal clothing and articles necessary for the trip.

***C2306 UNACCOMPANIED BAGGAGE SHIPMENT/BAGGAGE STORAGE FOR STUDENT
DEPENDENTS PERFORMING EDUCATIONAL TRAVEL**

A student dependent (of a civilian employee in a foreign area), who is performing authorized travel at Government expense to/from a school, is authorized unaccompanied baggage (see the definition in Appendix A) shipment of 350 pounds net weight (see par. C8020-B). Shipment must be made by the least costly transportation mode that meets the student dependent's needs. During a student's annual trip between the school and the employee's PDS, an employee may have the student's unaccompanied baggage commercially stored in the school's vicinity instead of transporting the unaccompanied baggage. The funding DoD component may pay directly, or an employee may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation of the stored weight NTE 350 pounds.

C2307 STOPPAGE OF BAGGAGE IN TRANSIT

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket, full explanation of the facts should be made to the transportation officer who issued the GTR at the time of transmitting the unused ticket for redemption. Failure to observe this rule will result in any excess cost to the Government being charged to the employee.

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

For reimbursement of charges for transferring, storing, checking, and handling of baggage, see pars. C4748-B, C4748-C, C4748-D, C4748-E and C4748-F.

C2309 UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS

Unaccompanied baggage may be authorized/approved when justified in connection with a TDY assignment for 30 days or longer. The allowable weight, up to a maximum of 350 pounds, will be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the purpose of the mission and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage will not be authorized in conjunction with or in addition to shipment effected under this paragraph.

**C2310 UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES
OF ABSENCE**

A teacher performing renewal agreement travel for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized:

1. shipment of 350 pounds of unaccompanied baggage for each eligible adult, and
2. 175 pounds of unaccompanied baggage for each dependent under the age of 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanying baggage is not authorized in conjunction with/in addition to this shipment. Shipment under this paragraph is in place of unaccompanied baggage the employee may be entitled to ship under the provisions of par. C2305.

NOTE: See JTR, par. C5160-B for unaccompanied baggage in connection with permanent duty travel.

***DEPARTMENT OF THE AIR FORCE**

(“x” INDICATES TRAVEL AUTHORIZATION ISSUANCE DELEGATION)

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

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

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

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

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

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

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

7/ When delegated by the responsible major air command.

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

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

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

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

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

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

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

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

(c) When the authorizing/order-issuing official has determined that an employee and or dependents should not travel via a particular transportation mode (ex., travel by air (ocean ferry or Chunnel) is precluded for medical reasons), include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government to justify travel reimbursement based on the transportation mode authorized on the travel authorization and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

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

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

Effective 26 September 2002

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

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

*(h) For CONUS HHG moves state if "***Actual Expense Method***" or "***Commuted Rate***" Method is authorized. (See par. C8200) (***FTR §302-7.301***).

C. Distribution. See par. C3057.

D. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for “Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel” (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

1. Within Same Department. If all authorized successive PCS transfers involve activities in the same department, cost shall be borne by that department for delayed allowable movement of HHG and/or dependents.
2. Different Departments Involved. If the transfer to a last duty station is a different department, that department shall be responsible to the extent of allowable constructive cost between the activity from which the employee is transferred to the last duty station when there is a delayed movement of HHG and/or dependents from some other duty station under authority issued by a different department. With regard to such delayed movement, allowable cost difference from the prior duty station shall be borne by the department that issued the unused authority, provided the 2-year time limitation under such authority has not expired (B-153732, April 17, 1964).

C4107 HOUSEHUNTING TRIP (HHT)

A. General. The authority to provide an employee and/or spouse a trip at Government expense to a new PDS to find a permanent residence prior to transfer is a management tool. Its purpose is to lower the Government's overall PCS costs by reducing the time an employee would otherwise occupy temporary quarters. A HHT:

Effective 19 February 2002

1. is a *discretionary allowance, not an entitlement*, that the authorizing/order-issuing official, *not the employee*, determines is necessary;
2. may *only* be authorized:
 - a. on an individual-case basis;
 - b. when an employee has accepted a permanent transfer; and
 - c. the employee's circumstances indicate the need for a HHT;
3. may not be authorized to assist an employee in deciding whether or not to accept a transfer; and
4. may be authorized only for an employee and/or spouse.

B. Definitions

1. Househunting Trip. A trip made by the employee and/or spouse to a new PDS locality to find permanent living quarters to rent or purchase.
2. Living Quarters. Apartments, condominiums, and cooperatives in addition to townhomes and single family homes.

C. Eligible Employees. An employee may be authorized a HHT when:

1. a PCS is authorized;
2. both old and new PDS are located within the U.S.;
3. Government or other prearranged housing is not assigned at the new PDS; and
4. the old and new PDS are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

D. Individuals Ineligible for HHT. A HHT is not authorized for:

1. new appointees or their dependents covered under par. C4051;
2. employees authorized transportation for dependents and/or HHG to or from a training location when the transportation is authorized in lieu of per diem or actual expense allowance while at the training location under the provisions of par. C4500;
3. children.

E. Separate Trips by Employee and Spouse. Only one round trip for househunting may be authorized for the employee and/or spouse in connection with a PCS. Separate round trips by the employee and spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and spouse traveling together.

F. When HHT May Begin. A HHT may begin as soon as the employee is notified of the transfer and:

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1. receives a PCS order authorizing the HHT in advance of the PCS travel (see par. C4107-Q for travel order requirements);
2. the employee signs a transportation agreement; and
3. the DoD component establishes, and informs the employee of, the employee's reporting date to the new PDS.

*G. When HHT Must Be Completed. (FTR §302-5.12) An employee's round trip house-hunting travel must be completed by the day before reporting to the new PDS. A spouse's round trip house-hunting travel must be completed by:

1. the day before PCS travel of the family to the new PDS, or
2. the day before the maximum time expires for beginning allowable travel and transportation, whichever is earlier. ***NOTE: The maximum time for beginning allowable travel and transportation is normally 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.***

Effective 19 February 2002

H. Who May Authorize HHT. After considering par. C4107-I, an authorizing/order-issuing official or designee may authorize a HHT. The authorizing/order-issuing official or designee must determine:

1. if a HHT is necessary;
2. whether subsistence reimbursement is to be per diem under the lodgings-plus method (par. C4107-O1) or fixed amount (par. C4107-O2);
3. the appropriate duration of a HHT;
4. the authorized mode(s) of transportation to and from the new PDS location; and
5. the authorized transportation mode(s) for local travel while househunting at the new PDS location.

I. Considerations

Effective 19 February 2002

1. General. ***The HHT expenses allowance must be administered to minimize or avoid its use when other satisfactory and more economical alternatives are available.*** An authorizing/order-issuing official or designee must consider pars. C4107-I2, C4107-I3, C4107-I4, C4107-I5 and C4107-I6 before authorizing a HHT.
2. Arranging Permanent Quarters before Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Government, as well as more convenient to the employee, to complete arrangements for new residence quarters before the move actually takes place.

C4551 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands, order-issuing officials or authenticating officials think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

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

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part M.

C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction In Establishing PDS. *Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).*

*C. No Per Diem at the PDS. A per diem allowance shall not be allowed within the limits of the PDS (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C1061. Except as indicated below, no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. Exception: An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: An employee departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

D. TDY at Nearby Places outside the PDS. Per diem allowance shall not be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in par. C4552-F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem allowance may be authorized/approved by the authorizing/order-issuing official.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). *A per diem allowance shall not be allowed when the official travel period is 12 or fewer hours.* This rule also applies to permanent duty travel. For TDY travel, the prohibition applies if the total time en route and duty period from the time of departure until the time of return to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or nonforeign post differential provides additional compensation for employees assigned to OCONUS PDSs where environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, payment of per diem is authorized concurrent with payment of the differential.

H. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for employees traveling on TDY, the total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in this Part. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is entitled to an appropriate amount authorized under this Part for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the sponsor for the training course do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in this Part (60 Comp. Gen. 181 (1981)). For AEA information, see Part M.

I. Extended TDY Assignments. Authorization should be sought for a reduced per diem rate under par. C4550-C when travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see:

1. par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;
2. par. C4430 concerning authorization for long-term TDY assignments; and
3. pars. C4500 and C4561-C if the TDY assignment is for training.

J. Meetings and Conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which involves the travel of attendees from other DoD components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See par. C4955 regarding attendance at meetings and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGINGS PLUS' PER DIEM SYSTEM PER DIEM COMPUTATION

A. General. Per diem allowances for all official travel, including PCS, shall be computed under the lodgings-plus system except when:

1. a fixed per diem rate is authorized for the TDY or training assignment under the provisions in par. C4550-C;
2. a per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. a per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. a per diem rate prescribed in par. C4561-B for specific training courses, or par. C4561-C for training assignments of more than 30 calendar days, applies;
5. a per diem rate prescribed in par. C4558 for travel by vessel applies;
6. the per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. a per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;
8. per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;

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));***

****NOTE: Travelers who pay with credit cards for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. They can then use the currency exchange rate at which the credit card bill was settled to determine OCONUS expenses. Travelers, however, may have to submit travel vouchers prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, travelers should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.***

- 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 travelers on TDY include:

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

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

3. Trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures *of the foreign country* involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
4. authorizing/order-issuing official authorized/approved expenses for:
 - a. services, including associated equipment, needed for reports/correspondence preparation;

- b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental (used for official business) at a hotel/other place;
 - f. inoculations that are not available through a Federal dispensary for OCONUS travel, (this **does not include travel expenses** incurred for obtaining the required inoculations);
 - g. official phone calls (see par. C4705); (*FTR §301-12.1*)
 - h. connections used for computers to perform official Government business;
 - i. excess baggage transportation costs (see par. C2302);
 - j. conference registration fees when fees are a condition for attendance; **NOTE: When the registration fee includes meal costs, the per diem is computed under par. C4955-E3.**
 - k. dual lodging costs (see par. C4555-F);
 - l. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (*see par. C4760*); **NOTE: Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.**
 - m. expedited charge card delivery (*effective 1 May 2001*);
 - n. late payment delinquent fees involving the Government-sponsored contractor-issued travel charge card for **only** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
 - *o. lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are **not for the convenience** of the member).
5. Costs for personal laundry, dry-cleaning and pressing of clothing while TDY (**not after returning to/arriving at PDS**); only when CONUS TDY/PCS lodging is at least 4 consecutive nights;
6. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
7. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
8. Transportation-related tips for handling **Government property at terminals and hotel; and**
9. Similar travel and transportation related expenses (i.e., **Do not reimburse mission-related or personal expense which include batteries, tools, film, gifts for child care, pet care, hotel concierge, or workout room/gym fees.**)

C. PCS Travel. Employees are authorized reimbursement for the expenses listed in par. C4720-A for PCS travel. In addition to the expenses listed in par. C4720-A, the employee is authorized reimbursement for fees in connection with dependents' transportation that cover a change in status, health, identity, and of affidavits, except for fees or charges for legal services even though local law or custom require lawyers' services in processing applications for passports, visas, or changes in status.

C4740 GOVERNMENT CONVEYANCE

A. General. ***NOTE: See Chapter 2, Part B for Travel by Government Conveyance.*** Except as indicated in par. C4740-B1, the following are examples of allowable (when necessary) expenses for Government conveyance operation that are reimbursable when Government facilities are not available:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road or tunnel tolls;
6. Trip insurance for travel in foreign countries (par. C4720-B2);
7. Guards; and
8. Storage fees.

B. Aero Club Aircraft Use

1. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance use. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's cost for commercial transportation. When two or more travelers are authorized to travel together to accomplish official travel in an Aero Club aircraft, reimbursement to the operator (pilot) shall be the lesser of actual necessary expenses or the Government's total commercial transportation costs for the pilot and accompanying passengers. ***The accompanying passengers receive no payments for the transportation in the Aero Club aircraft.*** Necessary expenses include

- a. The hourly fee imposed by the Aero Club,
- b. Fuel charges if not reimbursable by the Aero Club, and
- c. Landing and tie down fees (to include the hangar fee for the aircraft in severe weather conditions) charged at en route and destination airports.

Aero Club aircraft travel authorization is in accordance with Service regulations.

2. Allowable Travel Time for Computation of Per Diem or Actual Expenses. Per diem is payable to all individuals using this transportation mode for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used.

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

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C6606 SAMPLE EXCESS COST AGREEMENT

PART N: RESERVED

PART O: RESERVED

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Paragraph

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C6700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

TRANSPORTATION

- A. Policy
- B. Eligibility
- C. Limitation
- D. FEML Locations/Destinations
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- F. Charge to Leave
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- H. Repayment of FEML Transportation Costs
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- J. Per Diem
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PART L: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY (FTR §301-13)**C6550 POLICY, APPLICABILITY, AND GENERAL RULES**

A. Policy. In accordance with the Rehabilitation Act of 1973, as amended, 29 U.S.C. §701 et seq., and 5 U.S.C. §3102, these provisions are intended to accommodate an employee with a disability by providing for reimbursement of necessary additional travel and transportation expenses incurred in the performance of official travel.

B. Applicability. This Part applies to an employee with a disability as defined in par. C6551.

C. General Rule. Payment is authorized for the additional travel expenses listed in par. C6552 that are necessarily incurred by an employee with a disability in the performance of official travel.

C6551 DEFINITIONS

For purposes of this Part, the terms in pars. C6551-A through C6551-G have the meanings indicated.

A. Employee with a Disability. The term "employee with a disability" means an employee who has a disability as defined in par. C6551-B, and otherwise is covered generally under the Rehabilitation Act of 1973, as amended, 29 U.S.C. §701 et seq.

B. Disability. The term "disability," with respect to an employee, means:

1. having a physical or mental impairment that substantially limits one or more major life activities;
2. having a record of such an impairment; or
3. being regarded as having such an impairment.

C. Physical or Mental Impairment. The term "physical or mental impairment" means:

1. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculo-skeletal special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
2. any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.

D. Major Life Activities. The term "major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

E. Substantially Limits. The term "substantially limits" means the employee is unable to perform a major life activity that the average person in the general population can perform; or is significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

F. Has a Record of Such an Impairment. The term "has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

G. Is Regarded as Having Such an Impairment. The term "is regarded as having such an impairment" means the employee:

1. has a physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
2. has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
3. has none of the impairments defined in par. C6551-C but is treated by the employing agency as having a substantially limiting impairment.

C6552 ALLOWABLE EXPENSES

The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability:

1. transportation and per diem authorized under this Part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;
2. specialized transportation for the employee to, from, and/or at the TDY location;
3. specialized services provided by a commercial carrier necessary to accommodate the employee's disability;
4. costs incurred as a direct result of the employee's disability for baggage handling in connection with public transportation or at lodging facilities;
5. renting and/or transporting special handicapped assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and
6. premium-class accommodations when necessary to accommodate the employee's disability (the necessity must be substantiated in writing by competent medical authority and authorized under par. C2200).

C6553 EMPLOYMENT OF PERSONAL ASSISTANTS FOR HANDICAPPED EMPLOYEES

Title 5 U.S.C. §3102, authorizes the hiring, with or without pay, of personal assistants, as well as readers and interpreters, for handicapped employees traveling on official business, for all or a portion of the travel period involved. Travel expenses and per diem allowances for such individuals are the same as those for employees traveling incident to TDY.

Effective for POV shipments on or after 1 November 2003

***C6554** See par. C11006-C concerning shipment by the DoD component concerned or reimbursement for the cost of shipping a specially equipped automobile by an "employee with a disability" between duty stations in CONUS.

PART M: TRAVEL FOR HEALTH CARE**C6600 HEALTH CARE TRAVEL AND TRANSPORTATION ALLOWANCES FOR EMPLOYEES ASSIGNED AT PDS OUTSIDE THE U.S.**

*A. **Entitlement.** When the Secretarial Process determines that local (military or civilian) medical facilities at a location in a foreign OCONUS area (see definition in Appendix A) are not able to accommodate an employee's or dependent's needs, transportation to another location may be authorized for appropriate medical/dental care. Ordinarily, this medical travel should be scheduled to coincide with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel. Required medical treatment that cannot be postponed until the individual's next scheduled travel should be authorized as medical travel (see par. C6600-C). When authorized, eligible individuals assigned at a PDS in a foreign OCONUS area are authorized travel and transportation allowances for travel to and from another location incident to employees and their dependents obtaining required health care (whether or not that care is at Government expense) under the conditions and within the limitations in this Part. (See Chapter 4, Part J for allowances when an employee discontinues or interrupts TDY because of incapacitating illness or injury or a personal emergency situation.)

B. **Eligibility.** Eligible individuals are those employees, dependents, attendants, and accompanying family members who meet the following criteria.

1. **Employees.** Employees must be permanently assigned outside the U.S. (These employees are eligible while performing PCS travel outside the U.S.)

2. **Dependents.** Dependents must reside with the employee at a PDS outside the U.S. or be performing PCS travel outside the U.S. Dependents who board at school outside the U.S. and otherwise reside with the employee at the PDS outside the U.S. qualify. Infants born during their mothers' health care travel qualify.

3. **Attendants**

a. **Conditions.** The order-issuing official may authorize/approve the services of individuals to accompany employees or dependents during health care travel. Before authorizing/approving attendant travel, the order-issuing official must determine, on the advice of a professional certifying physician, that the patient is too ill or too young to travel unattended. Nonconcurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

b. **Qualifications.** Patient family members who are employees or dependents, as well as other persons (including professional health care providers), may be attendants.

4. **Accompanying Family Members.** The order-issuing official may authorize/approve the travel of a patient's family member to travel with the patient if that official determines:

- a. the family member is incapable of self-care at the PDS,
- b. no suitable care arrangements can be made at the PDS, and
- c. the travel is in the Government's best interest.

C. **Required Health Care.** Required health care is medical and dental care that the order-issuing official determines, based on the advice of an appropriate professional certifying physician, is needed by an employee or dependent located outside the U.S. where there is no adequate facility to provide suitable care.

1. Included

*a. Medical Care. Medical care that qualifies is treatment that must be undertaken before the next scheduled RAT, or EML (funded or unfunded) travel, and which, if delayed, can reasonably be expected to result in a worsening of the condition. Included are specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, April 30, 2003).

b. Dental Care. Emergency and required dental care qualify and are defined as follows:

(1) Emergency dental care is treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.

(2) Required dental care is treatment that must be undertaken before the next renewal agreement or EML travel and which, if delayed, can reasonably be expected to result in a need for emergency dental care. Orthodontic care is not emergency dental care but qualifies as required dental care when necessary for proper occlusion. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

2. Excluded. Examples of treatments that are not required health care are:

a. Medical care: Elective treatment, routine medical examinations, and routine immunizations.

b. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and cosmetic dental treatment (if elective).

D. Designated Point. The location that the order-issuing official determines is the nearest facility to the patient where suitable health care can be obtained, based on advice of the appropriate professional certifying physician, is the designated point.

C6601 HEALTH CARE TRAVEL ADMINISTRATION

A. Applicable Regulations. Individuals performing health care travel in any capacity are subject to the provisions of this regulation, except members of the uniformed services serving as attendants as part of their official duties. The travel of those members is governed by the JFTR.

B. Orders. A DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize health care travel. Family member attendants (except those whose travel is part of their official duties as employees or members of the uniformed services) and accompanying family members should be included in the patient's travel order. Other attendants, who are not employees or uniformed service members serving as attendants as part of their official duties, should be issued ITOs.

C. Funding. Health care travel expenses are charged to operating funds of the employee's organization.

D. Excess Costs Agreement. Before the order-issuing official may authorize/approve travel to a location elected by the patient other than the designated point for the required health care, the employee who is the patient, or whose dependent is the patient, must agree in writing to pay or reimburse the Government's excess travel and transportation costs incurred by the patient, attendants, and accompanying family members over what such travel to and from the designated point would have cost. See sample excess cost agreement in par. C6606.

E. Attendant Compensation Agreements. If necessary, the order-issuing official may authorize the PDS contracting officer to enter into a contract with other person (i.e., non-family member) attendants, including professional health care providers, to provide for reasonable compensation in addition to travel and transportation allowances (including excess baggage shipment expenses) under this Part. The amount of compensation for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered. Professional health care provider attendants ordinarily are unnecessary on AMC medical evacuation flights.

C6602 TRANSPORTATION

A. Types. Health care transportation must be in accordance with Chapter 2, except as otherwise provided in this Part. AMC resources should be used when, in the judgment of the authorizing/order-issuing official, after consultation with an appropriate health care provider, it is suitable under the circumstances and reasonably available. For AMC flight scheduling information please see the following website: <https://business.transcom.mil/gpmrc/>. The authorizing/order-issuing official, after consultation with a professional certifying physician, may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible individual is entitled to health care transportation from the PDS outside the U.S. to the designated point and return to the PDS.

1. Travel to other Locations. The order-issuing authority may authorize/approve health care transportation to a location other than the designated point, if the patient elects and the employee executes an excess cost agreement (par. C6601-D).

2. Obstetrical Patients. Instead of travel to the designated point, an obstetrical patient may elect to return to the U.S. In such cases, transportation at Government expense is authorized to the nearest CONUS port of entry. If an obstetrical patient elects to travel to an OCONUS location that is not the designated point, par. C6602-B1 applies.

3. Dental Patients. A patient is entitled to health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

C6603 PER DIEM

A. General. Patients and attendants authorized transportation for health care travel also are authorized per diem under Chapter 4, Part L subject to the limitations in pars. C6603-B, C6603-C and C6603-D below, or the JFTR, if applicable. See par. C4555-B3 regarding per diem when lodging with friends or relatives.

B. Patients

1. Maximum Number of Days. Subject to the following subparagraphs, the authorizing/order-issuing official may authorize/approve per diem for up to, but in no case for more than, 180 consecutive days including:

- a. travel to and from the designated point or elective destination,
- b. necessary delays before treatment and while awaiting return travel, and
- c. necessary outpatient treatment periods.

2. Elective Destinations. If a patient elects travel to a destination other than the designated point, per diem may be authorized/approved for periods of travel to and from the elective destination, but for no longer than the constructive travel time to and from the designated point.

3. Hospital Stays. Per diem shall not be authorized/approved for patients during periods of hospitalization.

4. Dental Care. Unless the order-issuing official specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods described in pars. C6603-B1b and C6603-B1c for dental patients may not be authorized/approved for more than:

- a. 3 days for emergency dental care, and
- b. 1 day for required dental care.

Extraordinary circumstances are limited to those situations when because of the severity of the dental condition, more time is required to complete emergency dental care.

5. Obstetric Care. A patient traveling for obstetric care ordinarily leaves the PDS about 6 weeks before the expected delivery date and returns 6 weeks thereafter. The order-issuing official may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

6. Newborns. Newborn infants are entitled to per diem under the same circumstances and conditions as their mothers, except at one-half the applicable locality rate.

C. Attendants. In addition to per diem for periods of travel, attendants are authorized up to 3 days' per diem after arrival at the treatment site to consult the treating health care providers and to make necessary return travel arrangements. The order-issuing official may authorize/approve longer periods of per diem only for non-health care professional attendants who are family members of:

1. adult patients, in extraordinary cases, if the attendant's presence is necessary to the patient's treatment regimen, or
2. minor patients, if the attendant's presence is required to resolve medical or legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

D. Per Diem Rates. The applicable locality per diem rate applies. If the patient elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

C6604 BAGGAGE

The order-issuing official may authorize/approve the shipment of excess baggage for health care travel if necessary because of climatic factors, health care necessity, or other adequate reasons (See par. C2302).

***C6605 SEPARATE MAINTENANCE ALLOWANCE (SMA) IN CONNECTION WITH HEALTH CARE TRAVEL**

An employee may be eligible for a separate maintenance allowance (SMA) if an eligible dependent, while undergoing treatment away from the PDS, is delayed for at least 90 consecutive calendar days (30 days when an eligible dependent in the U.S. is detained for medical clearance under the provisions of DSSR, section 262.4a). SMA is not paid on behalf of a dependent when the dependent is hospitalized at Government expense, or for the same period for which per diem is paid. SMA payment regulations are in DSSR, section 260 (<http://www.state.gov/m/a/als/1739.htm>).

CHAPTER 9

MISCELLANEOUS EXPENSE ALLOWANCE (MEA)
DUE TO HOUSEHOLD RELOCATION

C9000 GENERAL

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

1. disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. non-refundable utility fees/deposits;
4. losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);
5. automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into the 50 States, the District of Columbia or a non-foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into the 50 States, District of Columbia or a non-foreign OCONUS area for non-participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));
6. rental agent fees customarily charged for securing housing in foreign countries;
7. pet quarantine charges (B-206538, September 14, 1982) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care;
8. (*Effective 19 February 2002*) transportation of pets (cats, dogs, (*Effective 13 September 2002*) and other house pets) (FTR §302-16.1); **NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;**
9. required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976))); and
- *10. reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, June 19 2003);
- *11. a post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA 16104-RELO, June 19, 2003); and
12. similar items.

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

C9001 ELIGIBILITY

MEA is payable when:

1. a PCS/TCS is authorized/approved,
2. the employee moves out of the old residence,
3. the employee establishes a new residence, and
4. an appropriate transportation agreement is signed.

C9002 ELIGIBILITY EXCLUSIONS

Effective: 1 April 1999

The following personnel are not eligible to receive an MEA:

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

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

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

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

***C9003 COSTS NOT REIMBURSED UNDER MEA (FTR §§ 302-16.201, 16-202 and 16-203)**

A. Types of Costs Not Reimbursable. MEA is not authorized to reimburse an employee for:

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

8. expenses due to circumstances, factors, or actions that were not due to the move.

B. Examples of Costs Not Reimbursable by the MEA. Examples of costs that are not reimbursable are:

1. losses/costs due to selling/buying homes and personal property;
2. duplicate payments for reimbursable expenses;
3. additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;
4. additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or the JTR;
5. higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;
6. fines imposed for traffic infractions while en route to the new PDS;
7. accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;
8. losses due to the sale/disposal of HHG items that are not convenient or practicable to move;
9. damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
10. subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances under the JTR;
11. medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary quarters;
12. costs due to structural alterations; remodeling or modernizing of living quarters, garages, or buildings, to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS;
13. costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation;
14. costs of newly purchased items, such as rugs or drapes; and
15. fees for boarding pets while preparing to move and during the move to new PDS (GSBCA 16104-RELO, June 19, 2003).

C9004 REIMBURSEMENT

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

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

1. Employees without dependents: \$500 or the equivalent of 1 week's basic compensation, whichever is less;
2. Employees with dependents: \$1,000 or the equivalent of 2 week's basic compensation, whichever is less; or

3. Employees with dependents, but whose dependents and HHG are not relocated: \$500 or the equivalent of 1 week's basic compensation, whichever is less. When an employee:

- a. reports to the new PDS but the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and
- b. relocates the dependents or HHG within the 2-year limitation;

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

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

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

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

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

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

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

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

CHAPTER 10
MOBILE HOME TRANSPORTATION (FTR PART §302-10)

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CHAPTER 10

MOBILE HOME TRANSPORTATION (FTR PART §302-10)

C10000 PRIVATELY OWNED MOBILE HOMES

A. General. This Chapter prescribes mobile home allowances and transportation entitlements for employees authorized to make PCS moves. *The reimbursable allowance under par. C10010-B, C10010-C, or C10010-E must not exceed the constructed cost allowed for transportation and 90 days temporary storage of the maximum HHG weight for which the employee has eligibility.* The entitlement measure for mobile home transportation is always the transportation cost of the employee's PCS HHG weight allowance (18,000 pounds) between the authorized points. (Example: An employee moves from a PDS in North Carolina to a PDS in California. The mobile home is moved from North Carolina to Missouri. The cost of the mobile home transportation from North Carolina to Missouri is compared to the PCS HHG weight allowance cost from North Carolina to California.) The employee's maximum entitlement is determined by using 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates (see the MTMC website at: <http://www.mtmc.army.mil/property/domestic/solicitation.htm> for rates).

B. Eligibility. An employee authorized HHG transportation at Government expense may be authorized mobile home transportation allowances (in lieu of HHG transportation) when:

1. The mobile home is acquired on or before the effective date of the employee's PCS or TCS travel authorization;
2. The employee certifies that the employee or employee's dependents intend to use the mobile home as a residence at the location to which it is being moved;
3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the employee's expense and to the Government's satisfaction to withstand transportation rigors; and
4. The employee is authorized to make a PCS move between places discussed in par. C10000-C.

C. Geographic Limitations. Mobile home transportation allowances may be authorized only for movement between PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. Mobile home transportation for an authorized employee is from the old PDS to the new PDS or between any other two points subject to the following limitation. *The Government's transportation cost liability is limited to the total cost to the Government to transport the employee's PCS HHG weight allowance between the old and new PDSs.*

C10005 MOBILE HOME TRANSPORTATION ENTITLEMENTS

A. Definition. Transportation entitlements ("transport") in this Chapter include packing, pickup, line-haul or drayage, delivery and unpacking.

B. Employee Married to Employee. When both husband and wife are employees, they may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Government may pay to move their mobile home when each employee is:

1. Authorized a mobile home allowance, and
2. Authorized movement of a mobile home on a PCS travel authorization.

NOTE: *When one spouse is an employee and the other a uniformed member, and each has a separate PCS travel authorization/order, they may combine their PCS HHG weight allowances.*

C10010 GOVERNMENT-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION

A. Routing. The employee is responsible for making all commercial personally procured transportation arrangements for mobile home transportation movement by commercial transporter or other means unless the transportation is Government-procured. Expenses for transporting a mobile home at Government expense are limited to mobile home transportation by the usual highway routing between points within CONUS, within Alaska, and through Canada between origin and destination in CONUS or Alaska.

B. Personally Procured Commercial Transportation. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. C10000 may transport a mobile home at personal expense and be reimbursed for the transportation costs (as prescribed in pars. C10010-B2, C10010-C1, and C10010-C5) IAW pars. U5500. ***Reimbursement shall not exceed that amount provided for in par. C10000-A.***

1. Allowance Amount. Limitations apply on allowable charges when a commercial transporter moves a mobile home. When paying the carrier the employee must:

a. ***Ensure that the bill includes specific cost itemization of charges;***

b. Find out from the carrier what part of the preparation responsibility is that of the carrier and what part is that of the shipper (i.e., the employee);

c. Ensure that body, frame, springs, wheels, brakes, and tires are in good condition; and

d. Ensure that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/and repair charges that would be the employee's responsibility.

2. Costs Allowed. When personally procured mobile home transportation is by a commercial transporter, (see par. C10010-C6 for preparation fees allowed as transportation costs), reimbursement is allowed for:

a. Carrier's charges for actual mobile home transportation in an amount not to exceed charges approved by the Surface Transportation Board, or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;

b. Ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits; and

c. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed. When mobile home transportation is by a personally procured commercial transporter, reimbursement is not allowed for:

a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, replacement of tires, charges incident thereto (an employee must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges);

b. Insurance/excess valuation costs over the carrier's maximum liability;

c. Special handling costs requested by the employee;

d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and

e. Storage. (FTR §302-10.207(c)).

C. Movement other than by Commercial Transporter

1. Entitlement. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POV, an allowance of \$0.11 per mile is paid to cover the transportation costs listed in pars. C10010-B2(a) through C10010-B2(c). In addition, the Service/Defense Agency concerned pays the transportation preparation/resettling costs at the destination as provided in par. C10010-C6. **Reimbursement of \$0.11 per mile is paid for mobile home transportation in addition to a POV PCS mileage allowance as provided in par. C2505.** The distance computation is prescribed in pars. C10010-C2 through C10010-C4.

2. Origin/Destination within CONUS or within Alaska. When the origin/destination of a transported mobile home moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is determined under par. C1065-A.

3. Origin and/or Destination Is an Island within CONUS or within Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is an island within the boundaries of CONUS or of Alaska, the statute distance to or from the usual place of arrival or departure on the mainland also is allowed.

4. Origin and/or Destination Not in CONUS or Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is other than that contained in pars. C10010-C2 and C10010-C3, the allowable distance is limited to the distance for which the mobile home is transported within or between any points in CONUS, within or between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance using par. C1065-A.

5. Transportation over Water. Over-water mobile home transportation is authorized only for transportation of such homes from an origin within CONUS or within Alaska to a destination either within CONUS or within Alaska. When a boat used as a primary residence is transported over water, the transportation allowance costs include:

- a. Fuel/oil used for propulsion of the boat;
- b. Open water pilots or navigators;
- c. Crew;
- d. Harbor pilots;
- e. Docking fees incurred in transit;
- f. Harbor/port fees and similar charges relating to entry in and navigation through ports;
- g. Towing, whether in tow or towing by pushing from behind; and
- h. Similar expenses.

6. Other Costs Allowed. In addition to the allowances in pars. C10010-C1 through C10010-C5, a reimbursable allowance includes costs generally associated with mobile home **preparation** at an origin inside Alaska or CONUS for transportation/resettling at the Alaska or CONUS destination. **Preparation** costs include:

- a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
- b. Blocking/unblocking (including anchoring/unanchoring) labor costs at origin/destination;

- c. Blocks purchased in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;
- d. HHG packing/unpacking associated with the mobile home;
- e. Disconnecting/connecting utilities;
- f. Skirting removal/installation labor costs;
- g. Movement/reassembling costs of separating, preparing, and sealing each section of the two halves of a double wide mobile home;
- h. Trailer towing lights installation/removal;
- i. Reasonable extension costs of existing water/sewer lines;
- j. Dismantling/assembling costs for a portable room appended to a mobile home;
- k. Travel lift fees; and
- l. Similar expenses.

NOTE: Costs are not reimbursable for preparation of mobile homes located outside Alaska or CONUS for transportation/resettling outside Alaska or CONUS.

D. Government-procured Transportation

1. Government-procured Transportation. An employee, authorized mobile home transportation, may request and, subject to the employee's written agreement to pay any excess costs involved, the Government arrange the employee's mobile home transportation by commercial/Government means to/from the points authorized in this Chapter. The Government's cost obligation is for the costs of:

- a. Pickup;
- b. Transportation; and
- c. Delivery of the mobile home

to destination ready for occupancy, except for the costs in par. C10010-D2b. ***The employee does not receive any other allowances for the transportation involved.*** Costs allowed include charges for:

- a. actual transportation;
- b. ferry fares;
- c. bridge, road, and tunnel tolls;
- d. taxes; and
- e. municipal, state, and/or local permits.

The employee's request must be denied when the costs in par. C10010-D2 are not collectable from the employee's pay because the employee is no longer in a pay status.

2. Costs Not Allowed. The following costs are the financial responsibility of the employee for repayment:

- a. Storage charges accruing at any point unless caused by conditions beyond the employee's control;
- b. Special handling costs requested by the employee;
- c. Insurance/excess valuation costs over the carrier's maximum liability;
- d. Body/chassis mobile home preparation costs and any repairs/maintenance performed en route including replacement costs for parts/tires; and
- e. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

E. Transportation Partly by Commercial Transporter and Partly by Other Means. The allowances described in pars. C10010-B and C10010-C apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

C10015 MOBILE HOME TRANSPORTATION ALLOWANCE FUNDS ADVANCEMENT

Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured. The advance may not exceed the estimated amount allowable and may not be paid directly to a carrier.

CHAPTER 11
TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)

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C11002	ELIGIBILITY CRITERIA (OCONUS) <ul style="list-style-type: none">A. GeneralB. ConditionsC. Employees Assigned to Johnston Island
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C11004	AUTHORITY <ul style="list-style-type: none">A. GeneralB. Transportation LimitationC. Transportation to PortsD. Transportation from PortsE. Delays while Awaiting Reopening of Port Facility or Delivery of POV
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one-way return transportation. The total of the one-way TDY mileage and one-way transportation costs paid by the Government may not exceed the cost of transporting the POV from the employee's old PDS, or actual residence at the time of appointment, to the port/vehicle processing center involved. If an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to the vehicle port facility/vehicle processing center, reimbursement is authorized. Reimbursement is limited to the actual cost of having the POV driven or transported not to exceed an amount determined by multiplying the appropriate TDY mileage rate (par. C2500) by the round trip official distance between the employee's old PDS, or actual residence at the time of appointment, and the port facility/vehicle processing center (B-197255, February 10, 1981). However, if an employee delivers the POV to a port facility/vehicle processing center incident to performing permanent duty travel (see Note after par. C11004-D) by POV, other than during renewal agreement travel, the applicable PCS mileage rate prescribed in par. C2505 is authorized from the employee's old PDS, or actual residence at the time of appointment, to the vehicle port facility/vehicle processing center or port of embarkation, if the employee travels there to drop off dependents. In connection with this permanent duty travel by POV, other than renewal agreement travel, payment also is allowable for:

1. the transportation cost for the employee, or the employee and dependents, from the vehicle port facility/vehicle processing center to which the employee delivers the POV, to the port of embarkation; or
2. PCS mileage from the port of embarkation, at which the employee drops off dependents, to the vehicle port facility/vehicle processing center to which the employee delivers the POV, and the employee's return transportation to the port of embarkation.

D. Transportation from Ports. An employee is not authorized to have the Government arrange transportation for the POV from a vehicle port facility/vehicle processing center to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS. ***When an employee, or the employee's designated representative, makes a separate trip to a port to reclaim the POV, per diem is not allowable but the one-way transportation cost actually incurred for travel to the port and the one-way return at the applicable TDY mileage rate prescribed in par. C2500 are authorized.*** The total of the one-way transportation costs and one-way TDY mileage paid by the Government may not exceed the cost of transporting the POV from the port/vehicle processing center involved to the employee's new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at the time of appointment or assignment to an OCONUS PDS. If an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, from the vehicle port facility/vehicle processing center, reimbursement is authorized. Reimbursement is limited to the actual cost of having the POV driven or transported not to exceed an amount determined by multiplying the appropriate TDY mileage rate (par. C2500) by the official distance between the port facility/vehicle processing center and the employee's new OCONUS PDS, or (upon return by PCS or for separation) the actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable (B-197255, February 10, 1981). However, if an employee reclaims the POV at a vehicle port facility/vehicle processing center incident to performing permanent duty travel (see Note after this par.) by POV, other than renewal agreement travel, the applicable PCS mileage rate prescribed in par. C2505 is authorized from the vehicle port facility/vehicle processing center or port of debarkation, if the employee returns there to pick up dependents, to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS. In connection with this permanent duty travel by POV, other than renewal agreement travel, payment also is allowable for:

1. the transportation cost for the employee and dependents from the port of debarkation to the vehicle port facility/vehicle processing center; or
2. the employee's transportation cost from the port of debarkation to the vehicle port facility/vehicle processing center at which the POV is reclaimed and PCS mileage to the port of debarkation if the employee returns there to pick up dependents.

NOTE: Permanent duty travel includes first duty station travel, renewal agreement travel, permanent change of station travel, and separation travel as defined in Appendix A.

E. Delays while Awaiting Reopening of Port Facility or Delivery of POV. When PCS travel by POV is authorized as advantageous to the Government, and the employee must pick up the POV at a vehicle port facility to continue PCS travel, payment of per diem is allowable for:

1. the nonworkdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the day of arrival at the port of debarkation and the day or days following the day of arrival are nonworkdays on which the vehicle port facility is closed (B-170850, December 31, 1970);
2. the number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port facility on the day the employee arrives there to reclaim it, and the employee awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority, after considering the particular circumstances involved, certifies that the employee acted reasonably and prudently in delaying onward travel to await the arrival of the POV (B-179493, January 15, 1974).

C11005 TRANSPORTATION OF REPLACEMENT POV

When a POV, transported at Government expense to an OCONUS area or to Hawaii for an employee assigned to Johnston Island, is no longer adequate for the employee's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the following conditions are met:

A. Emergency Replacement

1. the reasons for the need for a replacement POV are beyond the employee's control (e.g., the POV is stolen, seriously damaged or destroyed, or has deteriorated due to severe climatic conditions), and
2. the reasons are acceptable to the DoD Component concerned.

B. Non-emergency Replacement

1. the employee is stationed continuously at one or more OCONUS duty locations during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, December 27, 1983); and
2. it has been determined that it is in the Government's interest that the employee continue to have a POV at the OCONUS duty location.

One emergency replacement POV may be transported at Government expense within any 4-year continuous service period. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

Effective for POV shipments on or after 1 November 2003

***C11006 SHIPMENT METHOD**

A. Government-arranged POV Transportation. The transportation officer effecting the shipment determines the transportation mode. Privately owned motor vehicles (POVs) may be transported by commercial ships if available at reasonable rates and under reasonable conditions or by Government ships on a space-required basis. The procedures for shipment must be in accordance with Defense Transportation Regulations (DTR) (DOD 4500.9-R, Part IV, Chapter 408) at: <http://public.transcom.mil/J4/j4lt/dtr.html>.

B. Employee Arranged POV Transportation (FTR §302-9.142 §302-9.207). If a POV shipment is authorized at Government expense and the employee personally arranges the POV shipment, reimbursement is limited to the employee's actual expenses, not to exceed the POV shipping cost from the authorized origin point to the authorized destination.

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

C. Shipping a Specially Equipped Automobile between PDSs in CONUS (64 Comp. Gen. 30 (1984)). Shipment may be arranged by the DoD component concerned on behalf of, or reimbursement may be authorized/approved for, the cost of shipping a specially equipped automobile used by an "employee with a disability" (as defined in par. C6551) between PDSs within CONUS. The shipment must be incident to a PCS and a determination must have been made through the Secretarial Process that reimbursement:

1. is cost beneficial,
2. constitutes a reasonable accommodation to the employee, and
3. does not impose undue hardship on the operation of the DoD component's personnel relocation program.

C11007 EMERGENCY STORAGE IN EVENT OF EVACUATION

A. Eligibility. If it becomes necessary to evacuate the employee and/or dependents from an OCONUS PDS, expenses of emergency storage of the employee's POV may be authorized provided the POV was transported, or authorized to have been transported, at Government expense to the PDS under this Chapter or the POV was driven by the employee or a member of the immediate family to the PDS at which POV use was determined to be "in the Government's interest."

B. Places of Storage. The POV may be stored at the place to which the employee's immediate family and HHG are evacuated or at another suitable place not more distant from the evacuation area. If the POV is in transit to the employee's PDS at the time that evacuation is ordered, the POV may be diverted to storage at a suitable place.

C. Allowable Expenses. Allowable expenses for the emergency storage of the employee's POV include necessary expenses for actual storage, readying the vehicle for storage and for return to the employee after the emergency has ended, local transportation expenses to and from storage, and other necessary expenses relating to storage and transportation. Insurance carried on the POV, while in storage, is an expense of the employee.

C11008 SIZE LIMIT

Transportation at Government expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger POV which otherwise qualifies for shipment at Government expense, must pay all costs which result from the excess size of the POV.

C11009 TRANSPORTATION OF POV WHOLLY WITHIN CONUS

A. General. An employee transferred in the interest of the Government, a new appointee or student trainee relocating to the first PDS in CONUS may be authorized to have POV(s) transported at Government expense when authorized/approved as being advantageous to the Government.

NOTE: See par. C6554 for authority to reimburse an employee with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.

B. Authorization for Transportation. Commanding officers or designated representatives who assign employees in CONUS are delegated authority to determine an employee's, new appointee's, or student trainee's eligibility to transport a POV(s) at Government expense when:

1. both the old PDS (or actual residence of a new appointee or student trainee) and the new PDS are within CONUS; and

2. it has been determined in accordance with pars. C11009-B2a through C11009-B2d below that it is more advantageous and cost effective to the Government to transport the POV(s) to the new PDS at Government expense and to pay for transportation of the employee and/or immediate family by commercial means than to have the employee and/or immediate family member drive one or more POC(s) to the new PDS. Costs to be considered are:

- a. cost of POC travel;
- b. cost of transporting the POV(s);
- c. cost of travel if the POV(s) is/are transported; and
- d. productivity benefit derived by the DoD component concerned from the employee's accelerated arrival at the new PDS.

C. Authorized Origin/Destination for Transportation. The transportation of the POV(s) is authorized from:

If you are	Transportation must originate at
a. a transferee	old PDS
b. new appointee or student trainee	actual residence
To the new PDS	

CHAPTER 12

EVACUATION AND ADVERSE CONDITIONS TRAVEL

C12000 EVACUATION

*A. Legal Basis

1. Title 5 U.S.C. §5725 provides authority for transportation at Government expense for an employee's dependents and HHG to a safe haven location when an evacuation is authorized or ordered. See Appendix I, Part A for applicable regulations governing evacuations from foreign areas and Appendix I, Part B for evacuations in the United States and non-foreign OCONUS areas.
2. Title 5 U.S.C. §5522 provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized or ordered to evacuate the employee's PDS. See Appendix I, Part A, DSSR, section 615 (evacuations from foreign locations) and Appendix I, Part B, Section 550.404 (evacuations in the United States and non-foreign OCONUS areas).
3. DoD Instruction 1400.11, adopted for the DoD the governing provisions of the Department of State (DOS) Standardized Regulations (DSSR), chapter 600, "Payments During an Ordered/Authorized Departure" (<http://www.dtic.mil/whs/directives/corres/html/140011.htm>). See Appendix I, Part A for an annotated extract of DSSR, chapter 600, modified to relate to DoD civilian employees. The DOS regulations apply for evacuations from, or within, any foreign area (see Appendix A).
4. Memorandum of Agreement, dated 14 July 1998, between DOS and DoD (USD (Policy)) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses: (a) Policy objectives, (b) Interagency checklist and other related documents, (c) Responsibilities, (d) Authority to invoke an emergency evacuation plan, (e) Responsibility for military operations, and (f) Organization for emergency planning.
5. DoD Instruction 1400.11 (<http://www.dtic.mil/whs/directives/corres/html/140011.htm>), adopted Office of Personnel Management (OPM) regulations, 5 CFR, Part 550, Subpart D, Payments During Evacuation (See Appendix I, Part B for DoD implementation of this regulation). These regulations apply for evacuations involving the United States or non-foreign OCONUS areas (see Appendix A).

*B. Evacuation from a Foreign Area

NOTE: See Appendix I, Part A for applicable regulations.

1. Authorizing or Ordering an Evacuation. The decision to evacuate employees and/or dependents from a foreign area rests with the State Department. In appropriate circumstances, such as a Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants. ***NOTE:*** *The authority of the Secretary of Defense does not apply to noncombatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission. (Memorandum of Agreement between DOS and DoD, 14 July 1998).* When U.S. citizens are endangered but timely communication with the State Department is not possible, or there is no State Department presence in the area concerned, and time and communications do not permit the Commander to receive authorization from the Secretary of Defense (USD (P&R)) without jeopardizing the U.S. citizens, the commander of the Combatant command or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing or ordering an evacuation of the area. The Department of Defense (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 5 November 1990). (<http://www.dtic.mil/whs/directives/corres/html/302514.htm>). (PoC: The Civilian Advisory Panel (CAP)

member for Army, Navy, Marine Corps, or Air Force, and the OSD CAP member for DoD agencies. The directory in <http://www.dtic.mil/perdiem/phdir.html#CAP> lists offices and phone numbers for CAP members.)

2. Authorized Transportation. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:

- a. return to the PDS from which evacuated;
- b. transfer or reassignment of the employee to another PDS;
- c. return to actual residence; or

NOTE: If it is known at the time of evacuation, or later when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement).

- d. transportation to the final safe haven.

Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

3. Subsistence Expense Allowance (SEA). The applicable SEA is prescribed in Appendix I, Part A, **DSSR, section 632**. ***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for evacuations from foreign areas.***

C. Evacuation from a Location in the United States or from a Non-foreign OCONUS location

NOTE: See Appendix I-B and par. C12000-C3 for applicable regulations.

1. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

- a. The Secretary of Defense, or the Secretary's designated representative (USD (P&R) for employees and dependents of DoD components (***PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DoD agencies. The directory in <http://www.dtic.mil/perdiem/phdir.html#CAP> lists names and phone numbers for Civilian Advisory Panel members***);
- b. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees and dependents of the respective Service;
- c. The head of a DoD component (see definition in Appendix A) or designated representative;
- d. The commander of a U.S. installation (see definition in Appendix A) or designated representative; and
- e. The commander, director, head, chief or supervisor of an organization or office.

2. Authorized Transportation. Except as indicated for limited evacuations in par. C12000-C3, transportation for employees and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to their:

- a. return to the PDS from which evacuated;
- b. transfer or reassignment to another PDS; or

- c. return to actual residence (applicable to employees serving a prescribed tour of duty at an OCONUS location under a transportation agreement).

If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement). Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

3. **Limited Evacuation.** A limited evacuation is intended for those circumstances when it is necessary to evacuate employees and/or dependents temporarily from the vicinity of the PDS to the nearest suitable accommodations. When an official designated in par. C12000-C1 authorizes or orders a limited evacuation, transportation allowances are limited to:

- a. transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,

- b. reimbursement on a mileage basis, at the applicable rate prescribed in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. (Reimbursement for use of a POC is to the operator. No reimbursement is allowed for passengers.)

4. **Per Diem/Subsistence Expense.** Applicable per diem/subsistence expense allowances are prescribed in Appendix I Part B, section 550.405. **NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for evacuations from locations in the United States or non-foreign OCONUS areas.**

D. **Safe Haven.** In case of evacuation from a foreign area, see the definition of safe haven in Appendix I, Part A, par. 610(l); in case of evacuation in the United States or from a non-foreign OCONUS area, see the definition of safe haven in Appendix I, Part B, par. 550.402(g). If CONUS is named in the evacuation order as the safe haven, evacuees must select the exact safe haven location within CONUS to which they are going to travel at Government expense. When a limited evacuation is authorized/ordered (see par. C12000-C3), the safe haven is the location of the nearest available accommodations, which may be Government quarters, determined to be suitable by the appropriate authority indicated in par. C12000-C1 who authorized/ordered the limited evacuation.

E. **Emergency Storage of POV Incident to Evacuation from an OCONUS PDS.** See par. C11007.

F. **POV Shipment.** There is no authority to ship a POV in connection with an evacuation. A POV may be shipped at Government expense in accordance with the provisions in Chapter 11 in connection with an employee's PCS to a new PDS or upon return of the employee serving under a transportation agreement to the actual residence following separation from the OCONUS PDS.

G. **Temporary Quarters Subsistence Expense.** *TQSE (Chapter 13) is not authorized for an evacuation.*

C12001 ADVERSE CONDITIONS

A. **Legal Basis.** Title 5 U.S.C. §5725 provides authority for transportation at Government expense for employees' dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

B. Determination Responsibility. An activity or area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting the movement of HHG to such location because of dangerous or adverse living conditions.

C. Transportation to an Alternate Location. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned or transferred, transportation of dependents and HHG may be authorized to an alternate destination point designated by the employee (or by the dependents when it is impracticable to secure the employee's designation). The dependents and HHG may be moved later from the alternate point to the employee's duty station when the restriction is lifted or to an unrestricted duty station to which the employee is subsequently assigned or transferred. Except as otherwise provided in this Volume, transportation of dependents or HHG to an OCONUS PDS is not authorized under this subparagraph unless:

1. at least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS;
2. the employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or
3. the transportation is authorized through the Secretarial Process.

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

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

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

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

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

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

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

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

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

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

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

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

***COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander, established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

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

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

***COMMUTED RATE.** A price rate used for HHG transportation and temporary storage. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of temporary storage within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-N. See par. C5160-D4.

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

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

CONTINGENCY OPERATION. A military operation that:

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

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

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

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

***DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)**

The DoD standard source for worldwide distance information based on city to city distance (*not* zip code to zip code) replacing *all* other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://dtod1.mtmc.army.mil>.

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

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

A. employee's spouse;

OCONUS: A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same orders.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). *(Also called PRO or PRO-Gear.)*

Articles of HHG in an employee's possession needed for the performance of official duties at the next or a later destination. Examples include:

- A. reference material;
- B. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- C. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing;
- D. communication equipment used by employees in association with the MARS (see DoDD 4650.2);
- E. individually owned or specially issued field clothing and equipment;
- F. an official award given to an employee by a Service (or a component thereof) for service performed by the employee in the employee's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
- G. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: *Excluded from PBP&E are sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.*

PROPORTIONAL MEAL RATE: The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (*see <http://www.dtic.mil/perdiem/>*), rounded to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RENEWAL AGREEMENT TRAVEL. *See PERMANENT DUTY TRAVEL.* Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, *between overseas tours of duty.* See Chapter 4, Part D, for eligibility and limitations.

RESERVE COMPONENT.

- A. The Army National Guard of the United States;
- B. the Army Reserve;
- C. the Naval Reserve;
- D. the Marine Corps Reserve;
- E. the Air National Guard of the United States;
- F. the Air Force Reserve;
- G. the Coast Guard Reserve; and
- H. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

***SECRETARIAL PROCESS.** Action by the:

- A. Secretary of a Military Department,
- B. Directors of Defense Components,
- C. Deputy Assistant Secretary of Defense (Administration) for:
 - 1. Office of the Secretary of Defense,
 - 2. Washington Headquarters Services,
 - 3. Organization of the Joint Chiefs of Staff,
 - 4. Uniformed Services University of the Health Sciences,
 - 5. U.S. Court of Military Appeals, and
- D. Designated representative for any of the above.

The process is (or the processes are) in administrative procedures issued under par. C1002.

SECRETARY CONCERNED. As defined in 37 U.S.C. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT. See *DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES*.

SEPARATION TRAVEL. See *PERMANENT DUTY TRAVEL*.

SERVICES. See *UNIFORMED SERVICES*.

SHORT DISTANCE MOVE.

A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS.

See par. C4108-B for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. (Also see *EMPLOYEE, DISABLED*.) Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS PER DIEM RATE.

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility including the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

SUBSISTENCE EXPENSES. See *PER DIEM ALLOWANCE*.

APPENDIX A

DEFINITIONS

PART II: ACRONYMS

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

JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
*LWOP	Leave without Pay
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem (PDT Travel)
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance
MIA	Missing in Action
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
MTR	Marginal Tax Rate
NIST	National Institute of Standards and Technology
NOAA	National Oceanic and Atmospheric Administration (Same as USNOAA)
*NTE	Not to exceed
NTS	Nontemporary Storage
O&M	Operations and Management
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PHS	Public Health Service (Same as USPHS)
PIN	Personal Identification Number
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
PTA	Prepaid Ticket Advice
RAT	Renewal Agreement Travel
RIT	Relocation Income Tax
*SEA	Subsistence Expense Allowance
SES	Senior Executive Service
SIT	Storage in Transit
*SMA	Separate Maintenance Allowance
SR&R	Special Rest and Recuperative Absence
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
*STB	Surface Transportation Board

STS	Specialized Treatment Services
TCS	Temporary Change of Station
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance
TQSE	Temporary Quarters Subsistence Expenses
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses
UN	United Nations
U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
*USSM	Under Secretary of State for Management
VA	Department of Veterans Affairs
VPC	Vehicle Processing Center
WAE	When Actually Employed
WTA	Withholding Tax Allowance

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

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

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

Effective 1 January 2003

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

Effective 1 January 2003

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

B. RESTRICTIONS

Invitational travel shall not be authorized for:

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

C. ALLOWANCE EXPENSES

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

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

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

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

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

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

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

D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES

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

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

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

1. Contractor(s) means:

APPENDIX I

PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE

PART A

(Evacuations from Foreign Locations)
 (See Chapter 12 for additional information)

Department of State Standardized Regulations (DSSR)
 (Government Civilian, Foreign Areas)
 Chapter 600 (as annotated)
 Payments During Ordered/Authorized Departure
 DEPARTMENTAL REGULATIONS

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CHAPTER 600
PAYMENTS DURING AN
ORDERED/AUTHORIZED DEPARTURE
DEPARTMENTAL REGULATIONS

Note: The following material is extracted from the DSSR and modified to relate to DoD civilian employees.

600 GENERAL

610 Definitions

As used in these regulations, the following terms are defined as follows:

- a. "**Adult dependent**" includes the employee's spouse and any of the relatives defined in DSSR, section 040m who are age 21 and older. DSSR, section 040m (modified) is included below at DSSR, definition 610e.
- b. "**Advance payment**" means the monetary amount payable to an employee ordered/authorized to depart or his/her designated representative in advance of the date on which the employee would otherwise be entitled to be paid.
- c. "**Day**" means calendar day except when otherwise specified.
- d. "**Department**" means any department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation in the executive branch wholly owned or controlled by the Government.
- e. "**Dependent**" means a member of the employee's family as defined in DSSR, section 040m. Special factors include:

(1) neither member of an assigned career or probationary career married working (tandem) couple should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;

(2) locally hired dependent employees should be evacuated or authorized to depart as dependents unless the Chief of Mission decides the position is essential, and the Department of State concurs in the decision.

The following definition of "dependent" according to the DSSR, section 040m, is modified to relate to DoD civilians:

"**Dependent**" means one or more of the following relatives of an employee residing at the employee's PDS who does not receive a similar allowance from the Government and is not included as another employee's dependent for determining a similar allowance:

(1) spouse, excluding a spouse entitled to and receiving a similar allowance;

(2) children who are unmarried and under age 21 or, regardless of age, are incapable of self-support. The term includes, in addition to natural offspring, step and adopted children and children who are under the employee's or spouse's legal guardianship and expected to remain under legal guardianship until age 21. (See DSSR, sections 270 and 280 on education allowances and educational travel.);

(3) the employee's and/or spouse's parents (including step and legally adopted parents), when the parents are at least 51 percent dependent on the employee for support;

(4) the employee's and/or spouse's sisters and brothers (including step or adopted sisters or brothers), when the sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21 or, regardless of age, are incapable of self-support. (See DSSR, sections 270 and 280 on education allowances and educational travel.);

(5) when determined by the Secretary concerned to be in the Government's interest, a father, mother, brother, sister, son or daughter, regardless of age or dependency, who acts as the official host/hostess or equivalent for an employee who has no spouse residing at the PDS.

f. "**Designated representative**" means a person 18 years of age or over who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of a dependent.

g. "**Evacuation**" means the authorized or ordered departure of an employee and/or dependent(s), for any of the circumstances outlined in DSSR, section 610j herein. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably in these regulations.

h. "**Evacuation order**" means either an oral or written communication which authorizes or orders the departure from the post of assignment.

i. "**Evacuation payment**" or "evacuation/departure payment" means a monetary amount payable to an employee, his/her dependents, or designated representative during a period of ordered evacuation or authorized departure.

j. "**Evacuee**" means an employee or dependent who, because of military or other reasons in the national interest which create imminent danger to the life of the employee or dependents:

(1) has departed post of assignment under authorized or ordered departure status; or

(2) is ordered or authorized to depart post but cannot leave the post because of reasons beyond the control of the employee; and, in the case of an employee, is prevented by circumstances beyond the control of the employee and beyond the control of the Government from performing position duties; or

(3) is prevented from returning to the post while temporarily absent from post but otherwise intended to do so.

k. "**Monetary amount**" is the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

l. "**Safe haven**" as used in this chapter means: (1) a location or place officially designated by the Secretary of State to which an employee and/or dependent(s) is ordered or authorized to depart; or (2) an alternate safe haven is a safe haven authorized through the Secretarial Process under individual circumstances when in the U.S. Government's interest.

Evacuees at a safe haven are not entitled to diplomatic courtesies, immunities, services and privileges accorded to the official American diplomatic community assigned to the safe haven. (Also see Section 631a(1).)

m. "**Subsistence expense allowance (SEA)**" means the daily monetary amount payable to assist in offsetting direct added subsistence expenses of evacuees.

n. "**Special allowance**" means an additional allowance to offset the direct added expenses incident to an ordered/authorized departure.

611 Description

611.1 Purpose

These regulations govern the authority and procedures for paying employees who are evacuated from assigned posts of duty, and for paying their dependents who are evacuated, for military or other reasons which create imminent danger to the life of the employees or their dependents or which otherwise are in the national interest.

611.2 Authority

These regulations are issued under the authority contained in 5 U.S.C. 5521-5527 (The Act of September 26, 1961 (P.L. 87-304, 75 Stat. 662)) as amended by the Foreign Service Act of 1980 (P.L. 96-495) and Executive Order 10982 issued December 25, 1961.

611.3 Scope

These regulations cover the authority for an advance of pay following an ordered/authorized departure, continuation of salary and allowance payments during the period of ordered/authorized departure, and special allowances to partially offset certain direct added expenses incurred as a result.

612 Coverage

612.1 Employees Covered

These regulations apply to:

- (1) civilian employees of the Department of Defense who are United States citizens or are United States nationals, except as provided in DSSR, section 612.3 (below), and
- (2) when and to the extent determined by the Secretary of State, third country nationals, i.e., civilian employees who are not citizens or nationals of the United States and who are not citizens or nationals of the country in which the evacuated post is located.

Third country national employees and/or dependents are considered for evacuation travel to their countries of origin, points of hire, or designated foreign or U.S. safe havens if this is in the U.S. Government's interest.

612.2 Locations

These regulations apply to evacuations from, or within, any area situated outside:

- (1) the United States;
- (2) the Commonwealths of Puerto Rico and the Northern Mariana Islands, and
- (3) any territory or possession of the United States.

612.3 Locally Employed American Citizens Not Covered

These regulations do not apply to:

- (1) local United States citizens who do not have official U.S. Government employment, including but not limited to Americans with private business or organizations, teachers recruited by local American-supported schools, Fulbright grantees, and individuals with contracts to work for the foreign host government; or
- (2) locally hired American citizens who work for the U.S. Government but who do not have an agreement for return transportation to the United States at Government expense.

613 Entitlement

- a. Employees and their dependents are paid/reimbursed only if they meet the requirements of these regulations. Entitlement to payment ceases on the date when the employee is determined as covered by the Missing Persons Act (50 App U.S.C. §1001 et seq.), unless payment is earlier terminated under these regulations or unless determined otherwise by the Secretary of State.
- b. Joint Federal Travel Regulations, Volume 1, (JFTR), Chapter 6, Part A covers allowances for the dependents of uniformed personnel. Uniformed members are not evacuated; they may be sent TDY as required.

614 Authorized Safe Haven Designation

- a. The Secretary of State designates an official safe haven as far in advance of any actual or possible evacuation as practicable. Employees and their dependents are expected to travel to this safe haven if an evacuation is authorized/ordered. See DSSR, sections 631-633 for commencement and payment of special allowances.
- b. When there is insufficient time for a written evacuation order due to the nature of the danger, the Secretary of State must be notified as soon as possible of the conditions that warrant the order so that an appropriate safe haven may be authorized and payment of special allowances approved.
- c. An alternate safe haven is authorized through the Secretarial Process under individual circumstances when in the U.S Government's interest and is effective no earlier than the request date for an alternate safe haven. (Within DoD, ASD (FMP) authorizes alternate safe havens. Phone (703) 697-2086 or DSN (312) 227-2086.)

615 Advance Payments**616 Eligibility**

An employee may be paid in advance of the normal pay day when, in the opinion of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation of an employee and/or dependents.

617 Advance Payment Amount

Any advance payment is based on the compensation rate including any allowances or post differential for which an employee was eligible immediately prior to the evacuation order/authorization issuance. The advance payment amount is the monetary amount for NTE 30 days or a lesser number of days as determined appropriate by the authorizing officer.

617.1 Advance Payment Computation

- (a) For full time and regular part time employees, the advance payment amount is computed on the basis of the number of regularly scheduled workdays scheduled to occur during the period as determined under DSSR, section 617.
- (b) For intermittent employees, the advance payment amount is computed on the basis of the number of days on which the employee is expected to work during the period as determined under DSSR, section 617. The number of days is determined whenever possible by approximating the number of days per week ordinarily worked by the employee during an average six-week period.

617.2 Payment

(a) The advance payment may be paid to the employee or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safe haven post, or appropriate management office, of an allotment or assignment of pay form, immediately following departure of dependents. If the employee is evacuated or authorized to depart, submission will be upon arrival at the safe haven post.

(b) The advance payment is made at any time after the evacuation order/authorization is given, but not later than 30 days after the employee/dependent(s) has evacuated from the PDS.

617.3 Payment Procedures

An advance payment and any required adjustment thereof is made IAW procedures established through the Secretarial Process.

618 Recovery

618.1 General Requirements

After an employee's account is reviewed as required by DSSR, section 638 (follows), if the employee is indebted for any part of an advance payment made, recovery of the indebtedness must be started by the payroll office having jurisdiction over the employee's account unless a waiver of recovery has been authorized. Repayment of the indebtedness is made either in full or in partial payments as agreed upon by the payroll officer and the employee.

618.2 Waiver of Recovery

Recovery of indebtedness for an advance payment may not be required if the head of agency determines that recovery is against equity and good conscience or against the public interest IAW agency procedures.

620 Continuation of Salary and Allowance Payments

621 Computation

621.1 Family Ordered/Authorized to Depart – Employee Remains at Post

(a) Post Allowance. After all members of an employee's family depart from the post pursuant to an evacuation order, the post allowance is reduced to the "employee without family" rate.

(b) Temporary Quarters Subsistence Allowance (TQSA). If early return of the employee's family to the post is anticipated, TQSA may continue at the rate prescribed in DSSR, sections 120 and 925.

(c) Living Quarters Allowance (LQA). LQA may continue at the "with family" rate for a period NTE six months.

(d) Education Allowance

(1) "School at post" education allowances are terminated without financial penalty to the employee IAW appropriate provisions governing education allowances in the DSSR, section 274.22. If there is an Internet classroom set up with the school at post, expenses incurred by the employee/parent at the safe haven location associated with the Internet classroom in which the child is participating are reimbursed under the current year "school at post" education allowance maximum. These expenses include what the school at post charges for this service and connectivity charges in the U.S. for Internet classroom-related activities in which the child is participating.

(2) "School away from Post" education allowance may continue until the end of the school year for children attending "school away from post" outside the U.S.

(3) "School at safe haven", see DSSR, section 633 for special education allowance.

(e) Educational Travel. When a dependent child is at a school in the United States using educational travel benefits under DSSR, section 280, the official safe haven location becomes the travel destination. See DSSR, section 633.4.

621.2 Employee and Family Ordered/Authorized to Depart

(a) Post Allowance. The post allowance is terminated as of the close of business of the departure day from the post.

(b) Temporary Quarters Subsistence Allowance (TQSA). The TQSA is terminated as of the close of business of the departure day from the post.

(c) Living Quarters Allowance (LQA). Payment of the LQA terminates as of the close of business of the departure day of the employee from the post, unless the employee is required to maintain and pay for quarters at the post or unless lease termination is impossible or impracticable.

(d) Education Allowance

(1) "School at post" education allowances are terminated without financial penalty to the employee IAW appropriate provisions governing education allowances in the DSSR, section 274.22. If there is an Internet classroom set up with the school at post, expenses incurred by the employee/parent at the safe haven location associated with the Internet classroom in which the child is participating are reimbursed under the current year "school at post" education allowance maximum. These expenses include what the school at post may charge for this service and connectivity charges in the U.S. for Internet classroom-related activities in which the child is participating.

(2) "School away from post" education allowances. See DSSR, section 633.

(e) Educational Travel. When a dependent is at a school in the United States using educational travel benefits under DSSR, section 280, the official safe haven location becomes the travel destination. See DSSR, section 633.4.

(f) Post Differential and Danger Pay. When the employee departs post pursuant to ordered/authorized departure, post differential and danger pay payments terminate in accordance with DSSR, sections 532 and 654.2, respectively. Subsequent eligibility for these benefits to an evacuated employee at the safe haven or other temporary duty stations is governed by DSSR, sections 540 and 655, respectively.

622 Payment

Insofar as practicable, payments are made on the employee's regular paydays computed as follows:

a. For full-time and regular part-time employees, the payment amount is computed on the basis of the employee's regularly scheduled workweek.

b. For intermittent employees, the payment amount is computed, whenever possible, by approximating the number of days per week ordinarily worked by the employee during an average six-week period.

c. Payment and any required adjustment are IAW procedures established through the Secretarial Process. Payments may be paid to the employee, an adult dependent, or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission of an allotment or assignment of pay form IAW procedures established through the Secretarial Process, immediately following dependents' departure or, if the employee is also evacuated, upon arrival at the safe haven.

d. When an advance payment is made under DSSR, section 615, no part of the advance is offset against salary and allowance payments (DSSR, section 620) as long as the evacuation order/authorization remains in effect. See DSSR, sections 618 and 638 for reconciling employee accounts.

623 Termination

The authority for allowance payments under DSSR, section 620 ceases as of the earliest of the following dates:

- a. the date the evacuated/departed employee commences travel under an assignment order to another permanent duty station outside the evacuation area;
- b. the effective date of transfer when the employee is already at the post to which transferred for permanent duty;
- c. the date of separation;
- d. the date specified by the head of agency;
- e. the date specified by the Secretary of State;
- f. 180 days after the evacuation order is issued; or
- g. the date the evacuee commences return travel to the previously evacuated post.

624 Agency Report Requirements

When an evacuation is ordered/authorized, a report is immediately submitted to the head of agency who forwards a copy to the Department of State. The report must contain the following information:

- a. names of evacuated employees;
- b. names of evacuated dependents (indicating, where appropriate, designated representatives);
- c. feasibility of officially reassigning evacuated employees to other positions;
- d. number of evacuated employees and skills needed to reactivate the post; and
- e. any other facts or circumstances which may aid in determining whether or not evacuation payments are necessary beyond the first 60 days of the evacuation period.

A similar report is made 45 days after the evacuation. Upon receipt of this report, a determination is made as to the number of evacuated employees who need to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the evacuation. As soon as this determination is made, the post is instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments are to

continue. When the extension is less than 120 additional days, and the evacuation lasts beyond the authorized period for evacuation payments, authorization to continue evacuation payments up to the full 120 additional days is through the Secretarial Process.

625 Work Assignments for Evacuated Employees

625.1 Evacuated employees at safe haven may be assigned to perform any work considered as necessary or required during the evacuation period without regard to the grades or titles of the employees.

625.2 Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and/or taking disciplinary action.

625.3 When part-time employees, either regular or intermittent, are given assigned work at the safe haven, records of the hours worked are maintained so that payment may be made for any hours of work which are greater than the number of hours on which payments under DSSR, section 620 are made.

630 Special Allowances

To help offset direct added expenses which are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, transportation, subsistence, and special education expenses. The employee is responsible for normal family living expenses. Only one departure is permitted an evacuee during any one evacuation period. In determining the direct added expenses payable as special allowances under these regulations, an agency should consider the following items as the maximum amounts payable:

631 Travel and Transportation Expenses

The travel and transportation expenses for an employee/dependent(s) authorized/ordered to depart the PDS are IAW the JTR for TDY travel (C3150). Per diem is authorized for dependents at a rate equal to the rate payable to the employee, except that the rate for dependents under 12 years old is one-half of this rate. Per diem for an employee/dependent(s) is payable from the date of departure from the evacuated area through the date of arrival at the safe haven, including any delay period en route that is beyond an evacuee's control or that may result from evacuation travel arrangements.

a. Special Safe Haven Travel Considerations:

(1) From Post to Safe Haven Locations. When the CONUS is the officially designated safe haven, authorized/ordered departure dependent travel and transportation is permitted to an authorized CONUS home leave point or to any other CONUS location. Dependents authorized/ordered to depart the PDS to the CONUS earlier than the employee, are permitted travel and transportation at U.S. Government expense to rejoin an employee subsequently authorized/ordered to depart the PDS to a different CONUS safe haven. Dependent travel and transportation expenses to and from an alternate safe haven outside the CONUS are reimbursed NTE a constructed cost calculation from the evacuated post to the employee's CONUS safe haven.

(2) From outside Point to Safe Haven. When an evacuee is away from a post on official travel (RAT, R&R, FEML, TDY) at the time of an authorized/ordered evacuation, travel and transportation expenses are paid to the safe haven location from the employee/dependent's location. When an employee/dependent is away from the PDS on personal travel when an evacuation is authorized/ordered, travel and transportation expenses to the safe haven location are constructed cost, NTE the cost of travel and transportation from the evacuated post to the safe haven location. Upon arrival at the safe haven location, SEA payments under DSSR, section 632 are applicable.

(3) Airfreight Allowance and Airfreight Replacement Allowance. An airfreight allowance for unaccompanied baggage is authorized for authorized/ordered departure from/return to post (in accordance with JTR, par. C8020). If the airfreight allowance is not used to ship unaccompanied baggage because of circumstances beyond the evacuee's control, an airfreight replacement allowance (in lieu of an airfreight

allowance from post) may be granted to help defray costs of items, normally part of the authorized airfreight shipment, which must be purchased. The flat amounts are as follow: First evacuee without family: \$250; First evacuee with one family member: \$450; or First evacuee with two or more family members: \$600. Receipts are not required for this allowance. (Note: Even when the airfreight replacement allowance is granted from post, evacuees are still eligible for an airfreight allowance when/if they return to post.)

(4) Third Country Nationals. On a case by case basis, as determined by the head of agency, third country national employees and/or their dependents should be considered for evacuation travel to their country of origin or point of hire rather than to other designated foreign or CONUS safe havens, if it is in the U.S. Government's interest and authorized by the Secretary of State.

b. Household Goods (HHG), Privately Owned Vehicle (POV) and Local Transportation Allowance

Access to (while in storage), delivery and return to storage of, HHG for evacuees is at personal expense. Shipment of a POV is not authorized at U.S. Government expense. In the absence of a POV at the safe haven location, a transportation allowance to assist with local transportation costs is paid as follows: for first evacuee without family, \$10 per day; for first evacuee with one family member, \$15 per day; for first evacuee with two or more family members, \$20 per day. The transportation allowance is paid from the first day following arrival day at the safe haven location. Receipts are not required.

NOTE: CHANGE EFFECTIVE 1-26-03
632 Subsistence Expense Allowance (SEA)

Unless otherwise directed by the Secretary of State, a subsistence expense allowance (SEA) for an evacuee is determined and paid IAW these provisions. Payment commences as of the date following arrival day of the evacuee at an authorized safe haven location and may continue NTE day 180 or when terminated under these regulations, whichever occurs first. Authorization to make payments ceases on the 181st day after the evacuation order is issued. Any subsequent order issued after the 180th day constitutes a separate order, starts a separate 180-day period, and applies only to evacuees departing under that order. (See DSSR, section 631 for Air Freight Replacement Allowance and Transportation Allowance. See page IA-27 for the Evacuation Payments Worksheet.)

632.1 Daily Amounts Authorized

(a) From the day following arrival day at the safe haven location the first evacuee and additional dependents are reimbursed according to either a commercial or non-commercial rate. The commercial rate requires a commercial lodging receipt. The non-commercial rate applies on days for which a commercial lodging receipt is not received. On the 31st day at the safe haven location, the reimbursement rate is reduced to the 31st through 180th day amount shown for the rate (commercial or non-commercial) the employee/dependent(s) chooses for each of the remaining days in evacuation status. The employee may choose to be the "first evacuee" if evacuated, even if evacuated after the dependent(s). There is only one "first evacuee", except as provided under DSSR, section 632.4(b) ("Tandem Couples").

Per diem rates are accessed on the internet at the following locations:

For CONUS: <http://www.dtic.mil/perdiem/pdrform.html>.

For OCONUS: <http://www.dtic.mil/perdiem/opdrform.html>

(b) Commercial rate

(1) The per day amounts allowed for days 1 through 30 following arrival day at the safe haven location are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed below) of the lodging portion of the safe haven locality per diem rate (receipt required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in a CONUS or non-foreign OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

Special Family Compositions

- (a) First Evacuee plus one (non-spouse dependent, age 18 or older);
- (b) First Evacuee plus one (non-spouse dependent of opposite gender, age 12 or older);
- (c) First Evacuee plus two (one non-spouse dependent, age 18 or older; or one non-spouse dependent, opposite gender, age 12 or older);
- (d) First Evacuee plus three (one non-spouse dependent, age 12 or older);
- (e) First Evacuee plus four or more dependents.

Note: For special family compositions not addressed by (a) through (e) above, submit requests through the appropriate Civilian Advisory Panel (CAP) member (<http://www.dtic.mil/perdiem/phdir.html>) to the Director, Office of Allowances (A/OPR/ALS), U. S. Department of State, Washington, D.C. 20522-0104.

For each additional evacuee age 18 or older:

A flat amount equal to 100 percent of the M&IE portion of the safe haven per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the M&IE portion of the safe haven per diem rate.

Example 1: Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival day at safe haven.

Safe haven Per Diem = \$ 200 (Lodging Portion \$150; M&IE \$50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. Note: Special Family Composition (e) applies.

First Evacuee: Lodging up to \$225; M&IE \$50

Spouse: \$50

Children 6 & 12: \$25; \$25

Child 18: \$50

Lodging reimbursed for actual expense up to maximum of \$225. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes are reimbursed in addition to these amounts for a CONUS or non-foreign OCONUS area safe haven.

(2) The per day amounts allowed from the 31st day following arrival day at the safe haven location through the end of the evacuation are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed above) of the lodging portion of the safe haven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 80 percent of the M&IE portion of the safe haven per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in a CONUS or non-foreign OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

For each additional evacuee age 18 or older:

A flat amount equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the M&IE portion of the safe haven locality per diem rate.

Example 2: Commercial Rate

Per day amounts for days 31 through end of evacuation NTE day 180.

Safe Haven Per Diem = \$200 (Lodging Portion \$150; M&IE \$50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. Note: Special Family Composition (e) applies.

First Evacuee: Lodging up to \$225; M&IE \$40
Spouse: \$40
Children 6 & 12: \$20; \$20
Child 18: \$40

The only difference between Example 1 and Example 2 is the reduction in the M&IE portion to 80% of days 1 through 30 commercial rate. Lodging reimbursed for actual expense up to maximum of \$225 per day. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes are reimbursed in addition to these amounts for a CONUS or non-foreign OCONUS area safe haven.

(3) For lease coverage see DSSR, section 632.4(c).

(c) **Non-commercial Rate**

(1) The per day amounts allowed for days 1 through 30 commencing from the day following arrival at the safe haven location are:

For the first evacuee:

A flat amount of 10 percent of the lodging portion of the safe haven per diem rate (no receipts required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee age 18 or older:

A flat amount equal to 100 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the M&IE portion of the safe haven locality per diem rate.

Example 1: Non-Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival day at safe haven.

Safe Haven Per Diem = \$200 (Lodging Portion \$150; M&IE \$50). Family consists of a tandem couple (both employees eligible for “first evacuee” rates) with children ages 3 and 13.

First Evacuee: Flat amount \$15; M&IE \$50

First Evacuee: Flat amount \$15; M&IE \$50

Children 3 and 13: \$25; \$25

Receipts are not required for any of these amounts.

(2) The per day amounts allowed from the 31st day following arrival day at the safe haven location through the end of the evacuation are:

For the first evacuee:

A flat amount (no receipts required) equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee age 18 or older:

A flat amount equal to 80 percent of the M&IE portion of the safe haven locality per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 40 percent of the M&IE portion of the safe haven locality per diem rate.

Example 2: Non-Commercial Rate

Per day amounts for days 31 through end of evacuation NTE day 180.

Safe Haven Per Diem = \$200 (Lodging Portion \$150; M&IE \$50). Family consists of a tandem couple (both employees eligible for “first evacuee” rates) with children ages 3 and 13

First evacuee: M&IE \$40

First evacuee: M&IE \$40

Children 3 and 13: \$20; \$20

Receipts are not required for any of these amounts.

632.2 Official Foreign Area Safe Haven or Authorized Alternate Safe Haven

(a) When a foreign area is the officially designated safe haven, the SEA is based on the per diem rate of the designated foreign area under the same payment guidelines in DSSR, section 632.1.

(b) When an evacuee goes to an authorized alternate safe haven the SEA is based on the lowest of the following per diem rates using the same payment guidelines in DSSR, section 632.1: (1) the locality to which evacuated, (2) the locality rate applicable to the official safe haven (whether U.S. or foreign) or (3) the standard CONUS rate.

632.3 Actual Payment

The daily rate of the SEA is either the maximum rate as determined above, or a lower rate if, in the judgment of the authorizing officer, such lower rate would be more in keeping with necessary living expenses.

632.4 Special Rules for Subsistence Expense Allowance (SEA)**(a) During Annual Leave, Sick Leave, Home Leave, Leave Without Pay**

Following authorized leave, an employee away from the PDS on annual leave (including R&R), sick leave or home leave when an evacuation is authorized should immediately notify the PDS of return to work status to become eligible for the SEA at the designated safe haven. The employee then returns to the PDS immediately or receives authorization to report to the official safe haven or to a temporary duty station. Dependents become eligible for SEA the day following their arrival day at the authorized safe haven and following the employee's commencement of official travel to the PDS, TDY location or safe haven. SEA is not paid to any evacuee authorized to receive travel per diem (see DSSR, section 634).

Employees and dependents in R&R or home leave status are not eligible for SEA. SEA payments continue for dependents previously ordered/authorized to depart who are joined by an employee on R&R or home leave, but no additional travel for the dependents is authorized at U.S. Government expense.

SEA continues for employee/dependents while an employee in authorized/ordered departure status takes annual or sick leave.

An employee in leave without pay (LWOP) status is not eligible for SEA unless evacuated as a dependent.

(b) Tandem Couples

Tandem couple employees should each receive up to the first evacuee rate of SEA. (See DSSR, section 610e(1).)

(c) Lease Coverage

If an employee or designee signs a lease for lodging at the safe haven and is ordered to return to the PDS, a waiver of the refund due the Government on an advance or reimbursement of expenses incurred should be authorized for the unexpired period of the lease up to 30 days at NTE the lodging portion of the safe haven locality per diem rate (plus applicable tax if an exemption cannot be obtained on commercial lodging in CONUS or a non-foreign OCONUS area).

633 Special Education Allowance

Unless otherwise directed by the Secretary of State, a special education allowance may be paid on behalf of children evacuated to the official safe haven as follows:

633.1 Official Safe Haven in Foreign Area

(a) at the annual rate of the "school at post" education allowance indicated for the safe haven; or

(b) at the "school away from post" rate of either the PDS or safe haven, at the discretion of the authorizing officer, where children are sent away from the safe haven to schools necessitating boarding. In this case the SEA ceases for that child. The official safe haven location displaces the PDS as the travel destination.

633.2 Official Safe Haven in one of the fifty United States or the District of Columbia

Ordinarily, education allowances are not payable on behalf of children evacuated from a foreign PDS to a safe haven in one of the fifty United States or the District of Columbia if accompanied by a parent, as public schools are available to all residents. However, if prior to evacuation, a child was attending school in one of the fifty United States or the District of Columbia using the “away from post” education allowance, the rate authorized for the PDS may continue for the remainder of the school year. SEA is not authorized for children on “away from post” education allowance. See DSSR, sections 621.1(d)(1) and 621.2(d)(1) for reimbursement under “School at post” education allowance, for Internet classroom expenses associated with school at post, incurred at the safe haven.

633.3 Authorized Alternate Safe Haven

A special education allowance is not authorized at an alternate safe haven.

633.4 Child Eligible for Educational Travel at the Time of Evacuation

Educational travel eligibility rules continue as provided in DSSR, section 280, except that the official safe haven displaces the PDS as the travel destination from school. While the child is temporarily at the safe haven location, SEA payments are made consistent with DSSR, section 632. SEA payments are not made while the child is at school.

634 Suspension of SEA Payments

SEA payments under DSSR, section 632 are suspended in the applicable per-person amount when the employee or dependents are authorized the travel expense allowance under DSSR, section 631, travel per diem, or educational travel under DSSR, section 280. If SEA payments are temporarily suspended for the first evacuee, another dependent also receiving SEA becomes the first evacuee and receives the higher SEA payment.

635 Termination of SEA Payments

SEA payments during an evacuation cease as of the earliest of the following dates (an appropriate grace period necessary to arrange return to post may be authorized, normally NTE ten days, provided it is justified on the employee's travel voucher and does not exceed the day 180 limit):

- (a) the date the evacuated employee commences travel under an assignment order to another PDS;
- (b) the effective date of transfer when the employee is already at the PDS to which transferred;
- (c) the date of separation;
- (d) the date specified by the Secretarial Process;
- (e) the date specified by the Secretary of State;
- (f) 180 days after the evacuation order is issued; or
- (g) the date the evacuee commences return travel to the PDS.

636 Return to Assignment

Not later than 180 days after the evacuation order is issued, an employee must be returned to the regular post of assignment, or appropriate action must be taken to reassign the employee to another post. This action must be taken in accordance with prescribed agency regulations.

638 Review – Employee Accounts (See also Section 618.)

638.1 The payroll office having jurisdiction over the employee's accounts reviews the account at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to the assigned post of duty, or when the employee is officially reassigned to another post.

638.2 For the period or periods covered by any payments under these regulations, the employee is considered as though active Federal service had been rendered in a regular position without a break in service. Compensation is adjusted on the basis of the compensation rates, including any allowances or post differentials, to which the employee would otherwise be entitled under all applicable statutes other than those codified in 5 U.S.C. §§5521-5527, and as reflected in DSSR, sections 621.1 and 621.2. Any adjustments also reflect payments made to the employee as authorized by DSSR, sections 617 through 618.

639 Employees/Dependents Assigned but Not Arrived at PDS

Employees/dependents who have not yet arrived at the PDS at the time of the evacuation/departure order are not covered by DSSR, chapter 600. However, under the limited circumstances outlined in DSSR, section 245, employees and dependents precluded from proceeding to post may be eligible for payments equivalent to those provided in DSSR, chapter 600. When the DSSR, section 245 criteria are not met, dependents who normally would accompany an employee to post are eligible for involuntary separate maintenance allowance (DSSR, section 260) effective the date the employee begins official travel under assignment orders.

FREQUENTLY ASKED QUESTIONS ON EVACUATION

Department of State Standardized Regulations (DSSR)
Interpretation of Evacuation Payment Regulations (DSSR 600)

1. Q: What is the difference between an authorized and an ordered departure?

A: Authorized departure allows the chief of mission (principal officer in charge of a diplomatic mission in a foreign area) greater flexibility in determining which employees/employee groups may depart, and avoids the negative connotation attached to the term “evacuation.” Since the law uses the terms synonymously, there is no benefit difference. On the same day that the State Department’s Under Secretary of State for Management (“USSM”) approves evacuation status for the PDS – either authorized or ordered – the 180-day clock “begins ticking”.

2. Q: Do all US Government agencies subscribe, follow or adhere to the DSSR on evacuations?

A: In accordance with DSSR, section 645 all agencies implement the DSSR. To ensure fair and consistent treatment of all evacuees, agencies desiring to deviate from DSSR, chapter 600 must seek Secretary of State authorization before doing so. The dependents of uniformed personnel are covered separately under the Joint Federal Travel Regulations, Volume 1, (JFTR), Chapter 6, Part A.

SAFE HAVEN**3. Q: How does a dependent select an official safe haven and on what is the subsistence expense allowance (SEA) based?**

A: The State Department’s Under Secretary of State for Management (USSM) designates CONUS as the official safe haven location even though the DSSR allows for OCONUS official safe haven designations. A designation of CONUS means that dependents may select an official safe haven anywhere in the contiguous United States (48) or the District of Columbia. A dependent evacuee should select as an official safe haven the location at which the longest time is to be spent (e.g., where children are to go to school or where family/friends reside). An evacuee is not required to remain at the official safe haven; however, SEA payments are based on the official safe haven location per diem rate. An evacuee can change safe havens to somewhere else in CONUS once during an evacuation. Transportation between safe havens may be authorized sparingly through the Secretarial Process (JTR, par. C12000-B2d) for reason(s) other than only personal preference. The appropriate evacuee locator and accounting offices must be notified of any address change. (See Q&A 5 for transporting dependents to join subsequently evacuated employee.)

4. Q: What benefits are available for dependents going to an authorized alternate safe haven?

A: If the “official” safe haven is CONUS, then anywhere outside of CONUS is an “alternate” safe haven. Evacuation benefits are available only if the alternate safe haven is authorized as being in the Government’s best interest by the agency head/designee (DSSR, section 614c). Within DoD, ASD (FMP) authorizes alternate safe havens (phone (703) 697-2086 or DSN (312) 227-2086). The employee cannot choose an alternate safe haven. The employee must travel to the official safe haven (DSSR, section 631a(1)).

The only benefits at an authorized alternate safe haven are: (1) constructed cost travel (NTE travel and transportation costs between the evacuated PDS and the employee’s official safe haven location) if the dependent(s) want to join the employee at the employee’s official safe haven location; (2) limited SEA based on the lowest of the official safe haven, authorized alternate safe haven or standard CONUS per diem rate – \$85 as of 1-1-03). The lowest is usually the standard CONUS rate. Education allowance is limited to Internet costs between the PDS school and the alternate safe haven (DSSR, sections 621.1d and 621.2d). Diplomatic immunities, privileges, or services are not available at the alternate safe haven.

5. ***Q: May previously evacuated dependents join the employee at the employee's official safe haven?***

A: Dependents evacuated to an official safe haven or authorized alternate safe haven may rejoin the employee at the employee's safe haven. Dependent travel from an official safe haven to the employee's safe haven is at U.S. Government expense. Dependent travel from an authorized alternate safe haven to the employee's official safe haven is constructed cost travel NTE the travel and transportation costs from the evacuated PDS to the employee's official safe haven (DSSR, section 631a(1)).

6. ***Q: Can an evacuated employee accompany dependents, who are unable to travel alone due to special needs or minor age, to their official CONUS safe haven?***

A: IAW these travel regulations, employees accompanying dependents, unable to travel alone, to their official or authorized alternate safe haven are reimbursed for travel and transportation expenses (1) there and back to the PDS; or (2) there and to the employee's official safe haven.

7. ***Q: Can a dependent on educational travel or "away from post" education allowance go to the safe haven following evacuation of a PDS?***

A: Yes. The official safe haven location displaces the foreign PDS for travel purposes under education allowance and educational travel (DSSR, section 633.2 and DSSR, section 633.4, respectively). SEA payments are not allowed for children on "away from post" education allowance (DSSR, section 633.2). SEA payments are allowed for children under educational travel only when they are at the safe haven, unmarried, and under 21 (see definition of "child" at DSSR, section 040m(2)).

EVACUATION PAYMENTS: SUBSISTENCE EXPENSE ALLOWANCE (SEA) AND ADVANCE PAYMENTS

8. ***Q: When do SEA benefits start for evacuees?***

A: (1) Official safe haven: SEA benefits start the day following arrival day at the official safe haven location. SEA is not paid for travel en route to the official safe haven location.

(2) Authorized alternate safe haven: If an alternate safe haven is authorized prior to the dependents' evacuation, SEA starts the day following arrival day at the authorized alternate safe haven location. If an alternate safe haven is authorized after evacuees have arrived at that location, SEA starts no earlier than the date the ASD (FMP) receives the request for the alternate safe haven. If the request for an alternate safe haven is denied, SEA is not authorized until the evacuee arrives at the official safe haven.

9. ***Q: When an employee is evacuated after the dependents, is the employee entitled to SEA under DSSR, section 632.1, at the full amount for the first evacuee or at the additional dependent amount?***

A: When the employee is evacuated after dependents, the employee may elect to be either the first evacuee or additional dependent. The DSSR allows for dependents and the employee to be at different safe haven locations, but there is only one "first evacuee" under the formula (whether commercial or non-commercial). Only dependents residing with the first evacuee are counted for additional reimbursement for larger quarters (see FAQ 14).

10. ***Q: Can employees and dependents on RAT or on FEML receive SEA payments?***

A: Employees and dependents cannot receive SEA while on RAT or in FEML status (DSSR, section 632.4). If away from the PDS at the time the evacuation is ordered/departure authorized, the employee must either return to the PDS or declare intention to do so before any dependent qualifies for evacuation benefits. Transportation is authorized to the official safe haven location. SEA may not start for an evacuee until that evacuee arrives at the authorized safe haven and the employee has started official travel to the PDS or official safe haven. The date also may depend on when the employee or dependents were due to return to the PDS.

11. ***Q: What if the employee/dependent is in MEDEVAC/health care travel status?***

A: SEA payments are not paid when per diem is paid (i.e., while on MEDEVAC/health care travel). Once the MEDEVAC/health care travel period is terminated and per diem is no longer paid, the employee/dependent receives SEA on the day following arrival day at the authorized safe haven location.

12. ***Q: What if dependents have been evacuated and the employee later joins the evacuated dependents on a different type of travel order such as FEML or RAT?***

A: The employee cannot receive SEA. However, SEA continues for dependents previously evacuated (DSSR, section 632.4).

13. ***Q: Who determines whether the commercial or non-commercial rate for SEA applies? Can an employee draw SEA at the commercial rate and dependents draw SEA at the non-commercial rate at the same time?***

A: Commercial or non-commercial applies to the type of lodging the first evacuee occupies. Per DSSR, section 632.1, "There is only one 'first evacuee', except as provided under DSSR, section 632.4(b) ('Tandem Couples')". Only the first evacuee (employee or a dependent) is reimbursed for a percentage of the lodging portion of the official/authorized alternate/standard CONUS safe haven per diem rate. All other dependents receive a percentage of the meal and incidental expense (M&IE) portion of the first evacuee's safe haven per diem rate.

If the first evacuee submits a commercial lodging receipt, then the commercial rate formula applies. If a commercial lodging receipt is not submitted, then the non-commercial rate formula applies. Both formulae are shown on the Evacuation Payments Worksheet (EPW) in DSSR, section 960. If commercial lodging does not include furniture and/or utility costs, these costs are reimbursed as part of lodging (receipts required since this is a "lodging-related" expense).

14. ***Q: If more than one hotel room or larger quarters is/are required, is there flexibility to allow reimbursement above the commercial rate maximum of 100% of the lodging portion of the safe haven per diem rate?***

A: The first evacuee is reimbursed up to 50% above the lodging maximum when using the commercial rate. Special consideration is given to the following family compositions:

- (1) First Evacuee plus one (non-spouse dependent, age 18 or older);
- (2) First Evacuee plus one (non-spouse dependent of opposite gender, age 12 or over);
- (3) First Evacuee plus two (one non-spouse dependent, age 18 or older; or one non-spouse dependent, opposite gender, age 12 or older);
- (4) First Evacuee plus three (one non-spouse dependent, age 12 or over); and
- (5) First Evacuee plus four or more dependents.

15. ***Q: What if I have a special family composition not included as one of the five in FAQ 14?***

A: Requests for other special family considerations are submitted through the appropriate Civilian Advisory Panel (CAP) member to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, D.C. 20522-0104.

16. ***Q: Is my nanny/caregiver eligible for SEA?***

A: No, unless the nanny/caregiver is a dependent. The nanny/caregiver may be the designated representative (DSSR, section 610f) named by an employee to care for, escort, or receive monetary payments for a dependent.

17. ***Q: When an evacuation order terminates, is there a grace period to continue SEA until the day an evacuee returns to the PDS?***

A: When an evacuation order terminates, an employee/dependent may continue to receive SEA for three days starting from the day after the day an evacuation order is terminated. For the employee not returning to the foreign PDS, only three days are allowed only if the employee has not started travel under a PCS order to another PDS. For employees/dependents returning to the evacuated PDS, an additional discretionary period of up to seven days may be authorized due to transportation delays. An evacuee must provide a statement on the travel voucher justifying the additional seven (7) days required to arrange for return transportation to the foreign PDS (e.g., airline reservations or air freight pick up). Personal reasons do not justify additional days of SEA. SEA payments cannot exceed 180 days.

18. ***Q: Is there any other provision under the Evacuation Payments if I need further help with unexpected expenses related to evacuation?***

A: Yes. Under DSSR, section 615 Advance Payments, an employee may be paid in advance of the normal payday when the authorizing officer determines payment is required to help defray evacuation-related expenses. Advance payment may be for a maximum of 30 days 'salary' based on the compensation rate including any allowances or post differential to which the employee was entitled immediately prior to the ordered/authorized evacuation. The advance payment may be made at any time after the evacuation order is given, but not later than 30 days after the employee/dependent(s) has evacuated from the PDS.

OTHER ALLOWANCES

19. ***Q: What happens to the "away from post" education allowance when an evacuation takes place?***

A: The "away from post" education allowance continues until the end of the current school year. The official safe haven location replaces the PDS for travel within the education allowance. SEA is not authorized for any time covered by the "away from post" education allowance (DSSR, section 633.2).

20. ***Q: Do newly assigned employees/dependents who have not arrived at the PDS qualify for evacuation benefits under DSSR, chapter 600?***

A: Under the evacuation benefits law, only employees and dependents who are temporarily away from their PDSs at the time of the evacuation order are eligible for evacuation benefits if prohibited from returning. Under the transfer allowance authority, DSSR, section 245 allows equivalent benefits to certain newly assigned personnel who are prohibited from proceeding to the PDS.

On the ordered/authorized departure date:

- (1) The employee's transfer order must have been issued.
- (2) The employee must be within 60 days of scheduled departure directly to the new PDS, and 3(a), (b) or (c) below must apply; and
- (3)(a) HHG are packed and residence quarters are vacated; (b) the employee transferring from a PDS in the U.S. has an irrevocable contractual agreement for lease/sale of residence quarters; or (c) the employee transferring from a foreign PDS with a direct transfer order (i.e., no RAT prior to reporting to the new foreign PDS) is required by the PDS to vacate residence quarters.

If all three criteria are not met, dependents are eligible for only Involuntary Separate Maintenance Allowance under DSSR, section 262.1.

21. **Q:** *Can you explain voluntary Separate Maintenance Allowance (SMA) if, for personal reasons, an evacuee wants to return to the PDS later? (See FAQ 22 for education.)*

A: Following an authorized/ordered departure termination, an employee may elect voluntary SMA at the official safe haven for dependents previously eligible for SEA payments and for whom round-trip travel and transportation expenses are already authorized. The employee may terminate this voluntary SMA and dependents may return to the PDS unless it is during the employee's last 90 days at the PDS. This SMA is not the "one change of option" during a tour of duty. (DSSR, section 264.2(2)).

22. **Q:** *Can you explain Transitional SMA for education following termination of an authorized/ordered departure (DSSR, section 262.3b)?*

A: Following an authorized/ordered departure termination, an employee may elect Transitional SMA (DSSR, section 262.3b) at the official safe haven when dependents are in commercial housing and choose to remain to complete the current school year if a child is in the final semester of the current school year (grades K through 12). Transitional SMA for education may be paid for up to 90 days. See DSSR, section 267.1b for rates.

23. **Q:** *What happens after an evacuation terminates and the PDS becomes unaccompanied (i.e., dependents can no longer go to the PDS)?*

A: Employees whose dependents were in temporary commercial lodging should apply for Transitional Separate Maintenance Allowance (DSSR, section 262.3a). Employees whose dependents were in non-commercial lodging should apply for Involuntary SMA. Instead of Involuntary SMA for children in grades K-12, employees may consider the "away from post" education allowance option (see DSSR, section 276.23 for details). Since SMA payments are not retroactive, the employee should submit Standard Form (SF)-1190 BEFORE the evacuation ends, for these benefits.

DEPARTURE FROM/RETURN TO THE PDS

24. **Q:** *If a Permanent Change of Station (PCS) order has been issued prior to an employee/dependent's departure from the PDS, which order takes precedence?*

A: PCS order always takes precedence over any other travel order, including an evacuation order. An evacuee's travel should be charged to the PCS order. An evacuee may be eligible for SEA benefits if the evacuation occurs prior to originally scheduled PCS travel. When dependents depart the PDS under an evacuation order and the employee subsequently departs the PDS under a PCS order, all evacuation benefits cease for dependents when the employee's PCS travel begins.

25. **Q:** *How long is an evacuation order valid for return travel to the PDS?*

A: Ordinarily, an evacuation order is valid for up to one year from the issuance date. Return to the PDS is not allowed within 30 days of reassignment travel.

TANDEM COUPLES

26. **Q:** *Whose orders should address dependent children when only one of a tandem couple is evacuated??*

A: In this case, the children are on the evacuating employee/parent's order.

27. ***Q: How does a tandem couple evacuated to the same official safe haven submit receipts under the commercial rate formula for lodging?***

A: A couple residing in the same commercial quarters submits their vouchers together. Reimbursement procedure would then split the hotel bill in half for each employee to claim. Each employee is also eligible for the first evacuee meal and incidental expense (M&IE) amount allowed in DSSR, section 632.1(b). See FAQ 14 for special family composition consideration if there are additional dependents.

SHIPMENT OF HOUSEHOLD GOODS (HHG), UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLE (POV)

28. ***Q: Will I have access to stored HHG while evacuated?***

A: Access to, delivery from and return to storage of HHG for evacuees is at personal expense, not Government expense (DSSR, section 631b).

29. ***Q: If I do not have unaccompanied baggage shipped from my PDS during an evacuation and I receive the airfreight replacement allowance, can I get unaccompanied baggage shipped back to the PDS after the evacuation?***

A: Yes. The airfreight replacement allowance is in place of the unaccompanied baggage from the PDS.

30. ***Q: What is the amount of the airfreight replacement allowance?***

A: It is a flat amount, no receipts required, as follows: First evacuee without dependents \$250; First evacuee with one dependent \$450; and First evacuee with two or more dependents \$600. It is intended to enable evacuees to purchase those necessary items not brought out of the PDS as unaccompanied baggage.

31. ***Q: What if I have an airfreight shipment to my official safe haven, can the air freight be shipped again if I subsequently join my spouse at the employee's official safe haven?***

A: Yes.

32. ***Q: What if I get an airfreight replacement allowance since I could not get an airfreight shipment out, can I subsequently get air freight shipped from my official safe haven if I join my spouse at the employee's official safe haven?***

A: Yes. The logic is that you got the airfreight replacement allowance to purchase things you could not bring out in your airfreight shipment; therefore, airfreight shipment/unaccompanied baggage is allowed from the official/CONUS safe haven to your spouse's CONUS safe haven.

33. ***Q: Can I ship a POV from the PDS to the safe haven point?***

A: POV shipment is not authorized at government expense. In place of a POV at the safe haven, a transportation allowance (DSSR, section 631b) is authorized as follows

- first evacuee \$10 per day;
- first evacuee and one dependent \$15 per day;
- first evacuee and two or more dependents \$20 per day.

Receipts are not required. Regardless of safe haven location, employee/dependents are all counted when calculating the transportation allowance.

***NOTE: CHANGED EFFECTIVE 10-23-01**

EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600) (Eff: 10-23-01)

(See reverse on this page for additional details)

Safe Haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safe haven location.

City _____ County (U.S. only) _____ U.S. State or Country _____

Safe Haven Lodging (“L”) _____ Meals & Incidental Expenses (“M&IE”) _____

Safe Haven Advance Received \$ _____

The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	Commercial Rate* Days 1 through 30	Commercial Rate* Days 31 through 180
First Evacuee	100% x L = _____* 100% x M&IE = _____	100% x L = _____* 80% x M&IE = _____
Each other Eligible Family Member 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under 18	50% x M&IE = _____	40% x M&IE = _____
SPECIAL FAMILY COMPOSITION CONSIDERATION (Check Only One)		
<p>_____ First Evacuee plus one (non-spouse eligible family member, age 18 and older).</p> <p>_____ First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over).</p> <p>_____ First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older).</p> <p>_____ First Evacuee plus three (one non-spouse eligible family member, age 12 and over).</p> <p>_____ First Evacuee plus four or more family members.</p> <p>_____ NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, D.C. 20522-0104.</p>		
*See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.		

The “non-commercial” rate will apply for days when a receipt for a commercial establishment is not received.

	Non-Commercial Days 1 through 30	Non-Commercial Days 31 through 180
First Evacuee	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
Each other eligible family member 18 and over	100% x M&IE = _____	80% x M&IE = _____
Each other eligible family member under 18	50% x M&IE = _____	40% x M&IE = _____

EPW - EVACUATION PAYMENTS WORKSHEET (DSSR 600)

(Page 2 of 2)

ADDITIONAL EVACUATION PAYMENTS

In addition to SEA payments, a transportation allowance may be paid as follows: \$10 per day for first evacuee; \$15 per day for first evacuee and one eligible family member; \$20 per day for first evacuee and two or more eligible family members.

An air freight replacement allowance may be paid if air freight was not shipped FROM post. Employees and eligible family members will still be eligible to ship air freight BACK TO post. Amounts are: \$250 for first evacuee only; \$450 for first evacuee and one eligible family member; \$600 for first evacuee and two or more eligible family members.

Internet Sources for All Per Diem Rates

--48 states and DC (continental US) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, per diem rate used to calculate SEA should be CONUS)

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html>

--Non-Foreign, outside continental US = DOD <http://www.dtic.mil/perdiem/pdrates.html>

--All Foreign Locations = STATE <http://www.state.gov/m/a/als/prdm/>

Basic rules for determining SEA payments:

If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following: (a) official safe haven; (b) approved alternate safe haven; or (c) Continental US (CONUS) [as of 1-1-02, that is \$85 (\$55 for lodging; \$30 for M&IE)]

Commercial Rate

Commercial Rate is based on first evacuee's safe haven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room taxes for CONUS or non-foreign, outside CONUS safe haven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safe haven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount, no itemization, no receipts required and is based on the first evacuee's safe haven location.

First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safe haven lodging rate and special consideration counts only eligible family members residing at first evacuee's safe haven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safe haven lodging rate is \$150, maximum reimbursement for family lodging will be \$225 per day. (2) If first evacuee's safe haven lodging rate is \$100, maximum reimbursement for family lodging will be \$150 per day

Non-Commercial Rate

Non-commercial rate is based on first evacuee's safe haven location. Lodging and M&IE components are flat amounts. Receipts are not required.

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

*T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of Senior ROTC, Reservists' travel for medical and dental care, retirees called to active duty, Ready Reserve members authorized muster duty allowance, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions must not be supplemented.

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

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

T4010 REIMBURSEMENT RATE

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

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

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

“should-cost” estimate) forming the reimbursement basis.

4. Travelers should make their travel and transportation arrangement through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTOs should CTOs not be used. Travelers:

- a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
- b. must use coach class, unless a medical condition or mission timing requires premium class,
- c. shall *not* use foreign flag transportation even if U.S. flag carrier fares are higher,
- d. who use premium class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
- e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.

5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.

6. Travelers will have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.

8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8 (series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.

9. Retaining Promotional Items

- a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.
- b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
- c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. **Incidental Expenses (IE)**. Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

Effective for TDY travel performed on or after 1 January 1999

NOTE 1: Applicable to civilian employees:

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

(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

Effective for TDY travel performed on or after 1 January 2001

NOTE 2: Applicable to uniformed members:

(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

B. **Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).***

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.***

*2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

Effective 31 January 2003 for members and 31 July 2003 for employees

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

6. fees for:

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

**NOTE: Travelers who pay with credit cards for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. They can then use the currency exchange rate at which the credit card bill was settled to determine OCONUS expenses. Travelers, however, may have to submit travel vouchers prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, travelers should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.*

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

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

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

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

8. CTO service and processing fees;

Effective 26 September 2002

9. authorized/approved expenses for:

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

b. clerical assistance;

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

d. storage of property used on official business;

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

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

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

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

i. excess baggage transportation costs;

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

k. dual lodging costs; *NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus*

appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;

- l. non-refundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***
 - m. expedited charge card deliver (effective 1 May 2001);
 - n. late payment delinquent fees involving the Government-sponsored contractor-issued travel charge card ***only*** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
 - *o. lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are ***not for the convenience*** of the traveler); and
 - p. any additional costs of paper tickets when the paper tickets are necessary to meet Government requirements and are ***not*** issued for the traveler's convenience.
- 10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
 - 11. tips for taxis and limousines;
 - 12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
 - 13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
 - 14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
 - 15. **MEMBERS/EMPLOYEES**: tips for handling ***Government property at terminals and hotels***;
 - 16. **UNIFORMED MEMBERS ONLY**: customary tips for handling ***any baggage*** at transportation terminals;
 - 17. **CIVILIAN EMPLOYEES ONLY**
 - a. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is* a separately reimbursable travel expense when travel *within CONUS* requires at least 4 consecutive nights TDY/PCS lodging in CONUS.;
 - b. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

Effective 1 April 2001

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

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

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

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.

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. *An analysis must be conducted at least every other year.* The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

5. Phone Calls to Home or Family During TDY. The AO may determine 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 OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. *Lower per diem rates can only be established before travel begins.* See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

*a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.*** A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited PCS allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

19. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

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

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

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

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