

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 208

Alexandria, VA

1 April 2004

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 April 2004 unless otherwise indicated.

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This change includes all material written in MAP Items 33-03(E); 54-03(E); 55-03; 58-03 and 64-03(E) and military editorials U00401 through U00406. Insert the attached pages and remove the corresponding pages. Remove pages U4F-3, U4F-5, and U-3. This cover page replaces the Change 207 cover page.

BRIEF OF REVISION

These are the major changes made by Change 208:

U5242. Makes clear that per diem is payable for (1) the period of travel to the location concerned plus (2) NTE 2 days at that location and (3) for the time required for return travel from that location. The current wording is being erroneously interpreted to mean that the total per diem for (1) (2) and (3) may not exceed 2 days.

U5246. Allows transportation of family members of a retired member if the member is retired due to serious illness or injury. (Effective 26 January 2004).

U5360-K; U5360-L; U5365-H. Addresses a member's entitlement to HHG transportation and non-temporary storage when a member is recalled to active duty after separation from the Service or relief from active duty.

U7207-C3; U7300-A. Clarifies that FEML and R&R cannot be taken with any other leave program or travel entitlement. It also clarifies that employees cannot be required to combine RAT with any other funded leave or travel entitlement.

U7305. Expands SR&R Program to include eligible Officers.

Appendix A. Adds the acronym “AO” for Authorizing/Order-issuing Official. Also adds “MILAIR” for Military Aircraft.

Appendix U. Authorizes R&R leave to the airport nearest the leave location without going through the APOD for members and employees supporting ENDURING FREEDOM and IRAQI FREEDOM in Afghanistan, Bahrain, Djibouti, Iraq, Jordan, Kuwait, Kyrgyzstan, Oman, Pakistan, Qatar, Saudi Arabia, Tajikistan, United Arab Emirates, Uzbekistan, and Yemen (Effective 5 February 2004).

Chapter 1, Chapter 4. Moves “Miscellaneous Expenses” JFTR, Chapter 4 to JFTR, Chapter 1.

Various paragraphs. Adds verbiage to pars. U5420 Dependent Travel Under Unusual/Emergency Circumstances and U5900 Dependent Travel in compliance with sec. 571 of the FY 2004 National Defense Authorization Bill which adds travel and transportation for dependents relocating for personal safety to 37 USC §406(h) (Effective 24 February 2004).

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

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CHAPTER 1

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CHAPTER 1 - APPLICABILITY AND GENERAL INFORMATION

PART C: MISCELLANEOUS REIMBURSABLE EXPENSES

U1400 GENERAL

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. *Incidental Expenses (defined as part of per diem in Appendix A) are different than these expenses.* Finance regulations should be consulted regarding any required description of the expense on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

U1405 COMMUNICATION SERVICES

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 AO may determine certain communications to a member's home/family are official. These communications must be only to advise of the member's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the member is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U1410-B4g.

U1410 MISCELLANEOUS EXPENSES

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.

A. General for All Travel. Members are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

1. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel;
2. Administrative fees for ATM use to obtain money with:
 - a. The Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card), or
 - b. An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

up to the amount authorized for an advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the Government charge card;

3. Fees for passports, visas (including green cards), and photographs for OCONUS travel (see par. U1415);
 - a. Expenses are not reimbursable for legal services for processing applications for passports, visas (including green cards), or changes in status even though local laws or custom may require the use of lawyers in processing such applications.;

- b. A member ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official order is to and/or from high threat areas or high risk airports (see http://travel.state.gov/warnings_list.html) by commercial air and members are authorized to obtain and use regular fee passports. Those traveling solely by MILAIR 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.;
- c. ***The costs of travel and/or medical examinations required to obtain passports and/or visas (including green cards), are not reimbursable.;***
4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.
5. Taxes on lodging (except when MALT PLUS per diem for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see Appendix A)
- a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a member is authorized a maximum lodging rate of \$55 per night, and the member elects to stay at a hotel that costs \$110 per night, the member may only be reimbursed the taxes on \$55, which is the maximum authorized lodging amount); and
- b. ***Taxes for lodging in foreign OCONUS areas are part of per diem/AEA and are not separately reimbursable;***
6. Fees for:
- a. Currency conversion. Members:
- (1) ***are not authorized reimbursement for losses, nor are they liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984)).***
- (2) 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.
- (3) 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, members 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, ***(cashing salary checks/drafts is not included);***
- c. Airport transit, service charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against members on arrival/departure from carrier terminals when not included in the ticket cost (52 Comp. Gen. 73 (1972)); and
- d. Energy surcharge and/or resort fees (when the fee is not optional);
7. CTO service and processing fees;
8. Transportation-related tips for taxis, limousines, and courtesy transportation;

9. Public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);
10. Any additional costs of paper tickets *when authorized/approved* by the AO 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 a member for personal convenience is the member's financial responsibility.***;
11. Customary tips for handling any baggage at transportation terminals; and
12. Similar travel and transportation related expenses.

B. TDY Travel Only. In addition to the expenses listed in par. U1410-A, reimbursable TDY expenses for members include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);
2. Parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal (see par. U3320);
3. Trip insurance in a foreign country 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/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976)); and
4. AO 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. U1405);
 - h. Connections used for computers to perform official Government business (see par. U1405);
 - i. Excess baggage transportation costs (see par. U3015-C);
 - 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. U2555-E3.***;
 - k. Dual lodging costs (see par. U4135);
 - l. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled. ***NOTE: Reimbursement must not exceed the remaining amount of 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;
 - n. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card but only for those personnel who are placed in the category of mission critical travel or who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. 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; and
 - 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. Certain laundry/dry-cleaning expenses:
- a. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (***not before departing from or after returning to/arriving at PDS***), 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 (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).
 - 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/AEA authorized/approved for OCONUS travel.;
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 hotels;***
9. Any per-day administrative fee called for in the SDDC rental car agreements (including GARS); and.
10. Similar travel and transportation related expenses.
- C. **PCS Travelers**. Members are authorized reimbursement for the expenses listed in par. U1410-A for PCS travel. In addition to the expenses listed in par. U1410-A, the member is authorized reimbursement for:
- 1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);
 - 2. Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels;
 - 3. When dependents travel without the member MALT, as prescribed in par. U5203-A3 (first itemization) for POC travel, when POC used to and from the transportation terminal; and
 - 4. Excess baggage transportation costs if approved after PCS travel by the AO but ***may not be authorized in advance of PCS travel;***

U1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS), FEES

A. General (TDY or PCS)

1. A member is reimbursed the associated expenses if officially required to obtain a change of status and/or to renew passports and/or visas (including green cards), for the member and/or dependents.
2. These expenses do not include any fees/charges for legal services even though local laws or custom may require the use of lawyers to process applications for passports, visas (including green cards), or changes in status.

B. Reimbursement. Reimbursement authority is for a member who is:

1. Assigned to a foreign OCONUS area,
2. Required to renew passports (member's and/or dependents') as a result of a continued assignment in a foreign OCONUS area, *or*
3. Described in par. U1415-C.

C. Passports and/or Visas (Including Green Cards) for Emergency Technical Support Personnel. Commands may be required to have members in an emergency technical support capacity available for official travel on short notice. These members, if directed in writing by the AO to maintain current passports and/or visas (including green cards) in preparation for such travel, may be reimbursed the fees paid for such documents.

D. Reimbursement when No Travel is Involved. Actual travel to obtain the required documents is not required for reimbursement (e.g., the expenses may be related to mail).

E. Voucher Submission. DoDFMR, Volume 9, Travel Policy and Procedures, at website <http://www.dtic.mil/comptroller/fmr/>, prescribes the requirements for voucher submission, with supporting authority. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

U1420 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under par. U4165-2b.

U1425 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Preparatory travel expenses, such as fees for traveler's checks, passports, visas (including green cards) (see par. U1415), and communications service, incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the Government's interest, and a refund is unobtainable.

U1430 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When a member has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging costs reimbursement may be approved by the AO. (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). 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.

B. Considerations. The AO should consider if the:

1. Member acted reasonably and prudently in incurring lodging expenses;
2. Member had a reasonable expectation of the TDY being completed as authorized;

3. Assignment was changed for official purposes or for other reasons beyond the member's control that are acceptable; and
4. Member took steps to obtain a refund once the TDY was officially canceled, or curtailed.

6. the traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

U3010 SEPARATE CONSIDERATION OF EACH PORTION OF THE JOURNEY

When determining payable allowances, travel between any two points in the following categories is a separate journey:

1. PDS,
2. TDY station,
3. passenger port of embarkation (POE),
4. passenger port of debarkation (POD),
5. first duty station,
6. last duty station,
7. HOR,
8. HOS,
9. PLEAD,
10. a designated place,
11. a COT leave location,
12. POV loading port/VPC, and
13. POV unloading port/VPC.

U3015 ACCOMPANIED BAGGAGE TRANSPORTATION

A. General. This paragraph prescribes entitlement to transportation of accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage.

B. Authorization/Approval for Excess Baggage. Shipment of excess baggage may be authorized/approved in accordance with Service regulations.

C. Baggage Cost Payment

1. Excess Baggage Transportation Charges. Excess baggage transportation costs may be paid only when authorized/approved under par. U3015-B. Excess baggage charges may be included in Government-procured transportation documents, or the member may be reimbursed for the charges.

2. Baggage Transfer. Itemized necessary baggage transfer expenses are reimbursable except when the member is receiving mileage.

- *3. Baggage Checking and Handling. Itemized baggage checking expenses are reimbursable except when the member is receiving mileage. See par. U1410 for baggage handling tips reimbursement.

D. Return of Baggage to Member. When a member's baggage is shipped as part of a troop movement but the member's name is later deleted from the movement order, an expedited transportation mode may be used to return or forward the baggage to the member. This expedited transportation must be authorized/approved in accordance with Service regulations.

PART C: TRAVEL BY GOVERNMENT CONVEYANCE**U3200 GOVERNMENT CONVEYANCE USE ON TDY**

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

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

B. Reimbursable Expenses. Reimbursement is authorized for allowable expenses incurred in operating a Government conveyance (other than an Aero Club aircraft) on TDY travel between two points which are a separate journey. When Government supplies or facilities are not available, examples of allowable expenses are:

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. U1410-B3);
7. guards; and
8. storage fees.

C. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When TDY travel is directed and performed by Government conveyance, allowable travel time is computed under par. U3005-A.

U3210 AERO CLUB AIRCRAFT USE ON TDY

A. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance. 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 travel together by two or more travelers in Aero Club aircraft is authorized/approved, reimbursement to the operator (pilot) shall be the lesser of actual necessary expenses or the total commercial transportation costs to the Government for

the pilot and accompanying passengers. The accompanying passengers shall receive no payment for transportation in the Aero Club aircraft. Necessary expenses incurred include:

1. the hourly fee imposed by the Aero Club,
2. fuel charges if not reimbursable by the Aero Club, and
3. landing and tie-down fees (includes hangar in severe weather).

Authorization for travel by Aero Club aircraft must be in accordance with Service regulations.

B. Allowable Travel Time for Computation of Per Diem or Actual Expenses. When travel orders do not direct travel by a specific transportation mode and the member travels by Aero Club aircraft, allowable travel time shall be the actual travel time, including necessary delays, up to the time allowed if commercial transportation had been used.

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE**U3300 TDY POC RULES**

A. Policy. Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The order-issuing official should authorize/approve POC travel only if it is advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. there is no practicable commercial transportation; or
3. common carrier use would be so time-consuming that it would delay the mission.

POC use shall not be directed.

C. Official Distances. See par. U2020.

D. PCS Travel by POC. See Chapter 5, Part B and Chapter 5, Part C.

U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized mileage for the official ordered travel distance at a rate per mile for the POC type used. See par. U2600 for applicable mileage rates.
2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time computed under par. U3005-C.

B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed in par. U3305-A. However, actual transportation costs may be authorized/approved by the order-issuing official when advantageous under the provisions of par. U3300-B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses shall be limited to the following for the POC type used:

- *1. privately-owned automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U1410-B3);
2. privately-owned aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. privately-owned boat or vessel: fuel, oil, and docking fees.

Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §3701-3721).

C. Privately-owned Aircraft other than Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual cost of operation rather than mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is entitled to the appropriate mileage plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount may not exceed mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The authorizing/order-issuing official may authorize/approve actual travel cost (mileage plus per diem from par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in unusual circumstances.

U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the operating expenses (i.e., the cost/portion of cost directly associated with POC use for official travel) is authorized the lesser of:

- a. mileage and reimbursable expenses as prescribed in par. U3305-A1 for the official ordered travel distance plus per diem as prescribed in Chapter 4, Part B, for the actual travel time; or
- b. what it would have cost the Government had Government-procured transportation been used between the ordered points, plus per diem under Chapter 4, Part B, for the constructive travel time (including necessary delays) on the Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or the place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or the place travel actually ends. The constructive common carrier cost should be placed in the member's orders before the member departs the PDS.

2. Passengers Not Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see par. U3310-B. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage, but is entitled to per diem as prescribed in Chapter 4, Part B, based on whichever of the following results in the lesser amount:

- a. the lesser of the actual travel time or the travel time computed under par. U3005-C, or
- b. the constructive travel time for travel between the ordered points (including necessary delays) on Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ends.

B. Transportation by Mixed Modes. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier at personal expense, the member is entitled to the appropriate mileage plus per diem under par. U3305-A for the distance traveled by

POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount shall be limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructive travel time for the distance of the ordered travel.

U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off or pick-up a member at a transportation terminal, the member responsible for paying POC operating expenses shall be paid mileage for the round-trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal and then from the terminal to a residence or duty station when the TDY is completed, a member responsible for paying POC operating expenses shall be paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

NOTE: Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a member's short TDY is unexpectedly extended after departure), the order-issuing official may waive this cost limitation.

C. Member Departs from PDS on TDY. When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC shall be paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

D. Two or More Members Travel in Same POC. When a member transports other members to or from the same transportation terminal, mileage is authorized for the additional distance involved. Only one member may be paid mileage for the same trip. A member who pays a parking fee at the terminal may be reimbursed (*the NOTE in par. U3320-B applies*).

U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

When POC use is authorized/approved as advantageous to the Government for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is entitled to reimbursement for the distance traveled between the residence and the TDY station

U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

Members who travel by POC for the entire journey and are paid mileage may not be reimbursed for:

1. fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and
2. transportation to or from carrier terminals (par. U3320).

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).

U3340 POC USE IN AND AROUND PDS OR TDY STATION

For entitlements when a POC is used within or around a PDS and TDY station, see Chapter 3, Part F.

PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION**U3500 GENERAL**

A. Authorization/Approval. Service-designated officials may authorize/approve reimbursement for transportation expenses necessarily incurred by members conducting official business in the local area of their PDSs and TDY stations as prescribed in this Part. These expenses are those not specifically included in travel under orders as provided in Chapter 4 or in Parts B through E of this Chapter.

B. Local Area. The local area is the area:

1. within the duty station limits (permanent or temporary) and the metropolitan area around that station which is ordinarily served by local common carriers; or
2. within a local commuting area of the duty station, the boundaries of which are determined by the order-issuing official or as prescribed by local Service directives; or
3. separate cities, towns, or installations adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

An arbitrary distance radius shall not be established to define a local commuting area (59 Comp. Gen. 397 (1980)).

C. Travel to and from Medical Facilities. Uniformed members, who are ordered to a medical facility within the local area to take a required physical examination or to obtain a medical diagnosis and/or treatment, are on official business and may be reimbursed for the travel. Ordered travel includes additional visits if they are a part of the required physical examination. Uniformed members who travel to a Government or private medical facility on a voluntary basis to obtain a medical diagnosis and/or treatment, are not on official business, and reimbursement for the travel is not authorized. Voluntary travel includes travel following a required physical examination to obtain medical treatment for a condition discovered during the physical examination.

U3505 TRAVEL IN THE PDS AREA

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

1. duty sites; or
2. residence and a duty site other than the usual duty site.

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

1. local public transportation when tokens, tickets or cash fares are not furnished;
2. taxicab fares plus transportation-related tip; and
3. hire and operation of a special conveyance, including necessary parking fees.

C. Travel by POC

*1. General. When authorized/approved, a member who travels by POC is authorized mileage (see par. U2600) based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled in conducting official business. In addition to the mileage, members may be reimbursed for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries (see par. U1410-B3). Payments of mileage and reimbursement of expenses are made only to the member defraying the POC operating expenses, regardless of the number of passengers who accompany the member or who contributed funds to defray the POC operating expenses.

2. Duty and an Alternate Duty Site within the Local Area. When use of a POC is authorized/approved for travel between a member's residence, or the PDS, and one or more alternate duty sites within the local area, the member shall be paid mileage for the distance that exceeds the member's commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS. For travel to and from a transportation terminal for a TDY trip, par. U3320 applies.

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

1. mileage for the POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the member's commuting distance to the regular place of work;
2. actual cost of necessary POC parking; and
3. cost of local public transportation when tokens, tickets or cash fares are not furnished.

EXAMPLE 1

Member's one way commuting distance to PDS is 7 miles. Member drives from residence to an alternate duty site, a distance of 18 miles. Upon completion of work, the member returns to residence, a distance of 18 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (14 miles). The member is paid for 22 miles ($18 + 18 - 14 = 22$).

EXAMPLE 2

Member's one way commuting distance to PDS is 15 miles. Member drives from residence to an alternate duty site, a distance of 5 miles. Upon completion of work, the member returns to residence, a distance of 5 miles.

In this case, the member **is not** entitled to mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

EXAMPLE 3

Member's one way commuting distance to PDS is 15 miles. Member drives to the PDS. Member is required to travel to an alternate duty site, a distance of 30 miles. Upon completion of work, the member returns to residence, a distance of 15 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (30 miles). The member is paid for 30 miles ($15 + 30 + 15 - 30 = 30$).

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

<u>Paragraph</u>	<u>Contents</u>
U4300	GENERAL
U4305	ACTUAL TRAVEL TIME
U4325	SCHEDULING TRAVEL A. Schedule B. Early Departure
U4326	TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP A. Starting and Ending Travel B. En Route Rest Stop C. Rest Period at the TDY Point before Reporting for Duty D. Delaying Return Travel to Use Reduced Travel Fares
U4330	POC TRAVEL
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PART E: GOVERNMENT MESS USE/AVAILABILITY

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U4400	GOVERNMENT MESS A. Mess Available B. Mess Not Available C. GMR/PMR Documentation

PART F: OCCASIONAL MEALS AND QUARTERS

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U4510	OCCASIONAL MEALS AND QUARTERS A. General B. Computation

**PART G: TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF
DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY**

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U4600	GENERAL
U4605	MEMBER ORDERED ON INDETERMINATE TDY <ul style="list-style-type: none">A. GeneralB. Transportation of Dependents to TDY Station or other LocationC. Return of the Member to the PDSD. PCS Orders Received at TDY Station

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

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U4700	GENERAL
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U4710	BASIC ENTITLEMENT <ul style="list-style-type: none">A. Shipments in Addition to Authorized TDY Weight AllowanceB. Weight AllowanceC. Shipment of Replacement Items
U4715	LIMITATIONS
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U4725	FACTORS AFFECTING TDY HHG TRANSPORTATION <ul style="list-style-type: none">A. Weight Allowance EntitlementB. Orders Amended, Modified, Canceled or RevokedC. Improper Shipments
U4735	WHEN EXCESS CHARGES ARE INCURRED
U4740	CALLED (OR ORDERED) TO ACTIVE DUTY
U4745	PCS WITH TDY EN ROUTE

U4127 LODGING TAX UNDER THE LODGINGS-PLUS SYSTEM

*A. CONUS and Non-foreign OCONUS Areas. The maximum locality amount for lodging in CONUS and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/perdiemrates.html>) does not include lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid except when MALT PLUS per diem for POC PCS travel is paid. See par. U1410-A5.

B. Foreign Areas. The maximum locality amount for lodging in foreign areas (see <http://www.dtic.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. *Taxes on lodging in foreign areas are not separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid.*

U4129 LODGING UNDER THE LODGINGS-PLUS SYSTEM

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at <http://www.dtic.mil/perdiem/perdiemrates.html>, whichever is less. Reimbursement for commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and Government quarters were available on that installation is in par. U1045.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

C. Government Quarters. A fee/service charge paid for Government quarters is an allowable lodging expense.

D. Double Occupancy. *In the case of double occupancy, a member is allowed one-half of the double occupancy charge if a room is shared with another member or Government employee on official travel. Otherwise, the member is allowed the single room rate.* The member must provide the single room rate.

E. Lodging with Friends or Relatives. *No cost for lodging is allowed if a member stays with friends/relatives while TDY, even if payment of lodging is made to the friend/relative.*

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the authorizing/order-issuing official/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Chapter 4, Part C) ceiling for the location where lodging is obtained is used for computation *only* when a member is TDY at a place where neither Government nor commercial quarters are available. **NOTE: This subparagraph applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the authorizing/order-issuing official.**

U4131 REIMBURSEMENT FOR AN APARTMENT, HOUSE, MOBILE HOME, TRAVEL TRAILER, OR RECREATIONAL VEHICLE WHILE TDY

A. General. An apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or a privately owned mobile home, travel trailer, or recreational vehicle qualifies as quarters. Par. U4129-E applies for lodging with friends/relatives.

B. Expenses. Allowable expenses that are part of the actual lodging costs are:

1. Rent of the apartment, house, mobile home, travel trailer or camping vehicle;
2. Rent of a parking space for the mobile home, travel trailer or camping vehicle;

3. Rent of appropriate and necessary furniture, such as a stove, a refrigerator, chairs, a table, a bed, a sofa, television and a vacuum cleaner;
4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
- *8. Monthly telephone use fees (*does not include installation charges and long distance calls. See par. U1405 for official communications*); and
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned.

U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM

Public Health Service members, and others, TDY in remote Alaskan villages where there are no Government quarters, or where there are no suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality per diem rate. Vouchers must be supported by receipts for the barter goods (as an exception to the \$75 or more receipt rule) together with the member's certification that the barter goods were delivered to the householder for lodgings received.

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

A. When it is necessary for a member to retain lodgings at one TDY location (location A) for other than personal convenience and procure lodgings at a second TDY location (location B) on the same calendar day, the lodging cost incurred at the second TDY location (location B) is used for computing the member's per diem for TDY at that location (location B) for that day.

*B. The lodging cost incurred at the first location (location A) is reimbursable as a miscellaneous expense allowance (par. U1410-B4k) if approved by the AO (60 Comp. Gen. 630 (1981)).

C. Reimbursement for the actual lodging cost at the first TDY location (location A) shall not exceed the amount of per diem or AEA plus lodging taxes that would have been paid had the member remained at location A overnight.

*D. An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. Example: An order is prepared to direct TDY at location C for 150 days. The AO knows the member is to spend limited time at location C and is also going to one or more other locations for lengthy periods during the TDY period. Using the authority of this paragraph to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at location C violates the intent of this authority and is not authorized.

EXAMPLE 1

NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

* A member, who leased an apartment while TDY at location A, was required to perform additional TDY in location B for 5 days. The AO agreed that it would be more economical for the member to retain the apartment in location A while TDY in location B and authorized/approved reimbursement for the \$45 daily apartment cost in location A as a miscellaneous expense allowance (par. U1410-B4k). The lodging cost incurred in location B (\$95 per day) was used for computing the member's per diem while TDY in that location.

Applicable Per Diem Rates at the Time of This Example			
Location	Max Lodging	M&IE	Total
A	\$130	\$46	\$176
B	\$119	\$46	\$165

Reimbursement for the Location A Apartment for 5 days		
Lodging Cost	Number of Days	Total
\$45	5	\$225

Per Diem for the TDY Assignment in Location B		
<u>First Day</u> (Day of departure from Location A and arrival in Location B):		
Lodging	M&IE	Total
\$95	\$46	\$141 plus lodging tax (see note)
<u>Second thru Fifth Day</u> (M&IE + lodging cost) x 4 days		
Lodging	M&IE	Total
\$95	\$46	\$141 X 4 days = \$564 plus lodging tax (see note)
<u>Day of Return to Location A</u> (lodging cost + M&IE)		
Lodging	M&IE	Total
\$45	\$46	\$91

EXAMPLE 2

NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

*A member occupied Government quarters while on a training assignment at a U.S. installation in Location C. The member was required to perform additional TDY for 3 days in Location D. If the member vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the member to retain the Government quarters while TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense allowance (par. U1410-B4k). The lodging costs (\$110) incurred in Location D were used to determine the member's per diem while TDY in that city.

Applicable Per Diem Rates at the Time of this Example			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176

Reimbursement for Government Quarters for 3 Days		
Lodging	Number of Days	Total
\$25	3	\$75

Per Diem for the TDY Assignment in Location D		
<u>First Day</u> (Day of Departure from Location C and Arrival in Location D):		
Lodging	M&IE	Total
\$110	\$46	\$156 plus lodging tax (see note)

<u>Second and Third Day</u> (Lodging Cost + M&IE) x 4 days		
Lodging	M&IE	Total
\$110	\$46	\$156 X 2 days = \$312 plus lodging tax (see note)
<u>Day of Return to Location C</u> (Lodging Cost + M&IE)		
Lodging	M&IE	Total
\$25	\$38	\$63

U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS

A. General. When a member purchases and occupies a residence at a TDY point, the following costs are lodging expenses (57 Comp. Gen. 147 (1977)). Monthly:

1. Interest;
2. Property tax;
3. Utility cost actually incurred (does not include any installation and hook-up charges).

B. Daily Lodging Cost Determination. Allowable expenses are prorated on a 30-day month basis. *In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part C) is authorized/approved.*

U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

Lodging cost for quarters jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9202-C). When dependents are not traveling at Government expense, the member is entitled to the single room rate.

Effective 1 October 2003

U4141 LODGING OBTAINED ON A WEEKLY OR MONTHLY BASIS

When a member obtains lodging on a weekly or monthly basis, the daily lodging cost is computed by dividing the total periodic (i.e., weekly, monthly) lodging cost by the number of days the member is entitled to the lodging portion of per diem (62 Comp. Gen. 63 (1982)). This computation presumes that the member acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting lodgings at a daily rate.

EXAMPLE

1. A member is TDY at a location where the per diem is \$86 (\$55 for lodging and \$31 for M&IE).
2. The member obtains lodging on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. In a normal month, the daily lodging cost would be \$30 (\$900/30 days).
4. In June the member took leave for 10 days and is entitled to per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be \$45 per day (\$900/20). Since the \$45 daily lodging cost does not exceed the authorized \$55 lodging ceiling, the member is reimbursed \$45 per day for lodging for each of the 20 per diem eligible days in June.

PART F: OCCASIONAL MEALS AND QUARTERS*U4510 OCCASIONAL MEALS AND QUARTERS**

A. General. A member is authorized reimbursement for meals and/or quarters under par. U4510-B when the AO determines the member is required to:

1. Procure quarters from commercial, Government or nonappropriated fund sources;
2. Use Government quarters and pay a service charge;
3. Retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority;
or
4. Procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. Par. U4000 (members traveling together under an order directing no/limited reimbursement travel);
2. Par. U4102-D (within PDS limits only for members escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. Par. U4102-E (TDY at a location near (but outside the limits of) the old or new PDS);
4. Par. U4102-F (round trips within 12 hours);
5. Par. U4102-G (group travel status);
6. Pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a vessel);
7. Par. U4102-L (field duty);
8. Par. U4163 (Essential Unit Messing);
9. Par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
10. Par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS
11. Par. U7025 (travel incident to application processing);
12. Par. U7125-D (bed-patient or inpatient);
13. Par. U7150-A1 (Reserve Component Travel); or
14. Par. U7150-E2g (lodging and meal expense at a point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation

1. Quarters

- a. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate in <http://www.dtic.mil/perdiem/perdiemrates.html> for the TDY locality.
 - b. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, a request may be submitted under par. U4230 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters.
 - c. When a member is required to procure/retain unoccupied quarters or to procure/retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is in par. U4135.
2. Meals. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no incidental expenses) as in pars. U4149-C or U4151-C1 based on the per diem rate in <http://www.dtic.mil/perdiem/perdiemrates.html> for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

- U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
- A. General
 - B. Time Limitations
 - C. Recalled to Active Duty before Selecting a Home
 - D. Recalled to Active Duty after Selecting a Home
 - E. Members on TDRL Who Are Discharged or Retired
 - F. Member Ordered to a Place to Await Disability Retirement

- U5160 ALLOWABLE TRAVEL TIME COMPUTATION**
- A. General
 - B. Transoceanic Travel
 - C. Common Carrier at Personal Expense or Mixed Modes Travel
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U5215

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- A. Members Attain Eligibility for Dependent Travel
- B. Dependent Child Attains Age 21 or 23 or Loses Student Status while Member Serving OCONUS
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- F. Dependents Temporarily Absent from the Old PDS, Designated Place, or Safe Haven when PCS Orders are Received
- G. Change of Station While on Leave or TDY
- H. Dependents En Route to the New PDS at the Time of the Member's Death
- I. Spouse Separates from the Service after the Effective Date of Member's PCS Orders
- J. Legal Custody of Children Changes after the Effective Date of PCS Orders

U5218

TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

U5220

DEPENDENTS JOIN OR ACCOMPANY MEMBER DURING TDY EN ROUTE

- A. General
- B. Payable MALT Rate
- C. Per Diem

U5222

VARIOUS UNIQUE PCS ORDERS

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- B. Assigned to Foreign Service Colleges
- C. Ordered to an OCONUS Station to Which Dependents' Travel is Authorized
- D. Ordered on a Dependent-Restricted Tour, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- E. Reassigned OCONUS before Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action
- F. Consecutive Overseas Tours (COTs)
- G. Consecutive OCONUS Tours for a Member With Noncommand Sponsored Dependents
- H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
- I. Change of Homeport for Vessels, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty
- J. Assigned to a Mobile Unit or Ship Based Staff
- K. Member Ordered to Hospital in CONUS
- L. Convicted Personnel Awaiting Completion of Appellate Review
- M. Ship Being Constructed or Undergoing Overhaul or Inactivation

U5225

SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

- A. General
- B. Duty Station Erroneously Designated as HOR
- C. Separation from the Service or Relief from Active Duty to Continue in the Service
- D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks
- F. Member Serves Less Than Initial Prescribed Period of Service
- G. Time Limit
- H. Member Ordered to a Place to Await Results of Disability Proceedings
- I. Member Ordered to a College

- U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY,**
- A. General
 - B. Time Limits
 - C. Recalled to Active Duty before Choosing a HOS
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U5335

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U5340

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- C. HHG Transportation other than between Authorized Locations
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U5345

TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS

- A. Entrance into the Service
- B. Called/Ordered to Active Duty
- C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment
- D. Courses of Instruction of 20 or More Weeks at One Location
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- F. Ordered to a CONUS Hospital
- G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation
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U5350

TRANSPORTATION UNDER PCS ORDERS TO OR FROM SEA DUTY OR OCONUS DUTY

- A. Ordered to an OCONUS PDS to Which HHG Transportation is Permitted
- B. Ordered from Shore Duty to Sea Duty
- C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances.
- E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
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U5355

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U5360

SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

- A. General
- B. Storage
- C. Separation or Relief from Active Duty to Continue in the Service
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- E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for less than 20 Weeks or less than 6 Months for Initial Active Duty for Training
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U5365

RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

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- H. Recalled to Active Duty before Selecting a Home
- I. Recalled to Active Duty after Selecting a Home
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- K. Member Dies after Retirement or Release
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U5370

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- C. PDS to Which Dependent Travel Is Authorized Changed to Dependent-restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty
- D. HHG Transportation Incident to Alert Notice
- E. Cadet or Midshipman Dies while Enrolled in Service Academy
- F. Member Reduced in Grade
- G. HHG Transportation Incident to Tour Extension
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- K. HHG Transportation for Dependents Relocating for Personal Safety

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U5385 ADVANCE OF FUNDS

PART E: POV TRANSPORTATION AND STORAGE

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U5405

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U5460 CARE AND STORAGE

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U5478 CARE AND STORAGE

U5479 ADVANCE OF FUNDS

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U5555

TEMPORARY STORAGE

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U5560

FUNDS ADVANCEMENT

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	D. Dependents’ Return to OCONUS Areas Authorized
	E. Entitlement on Next PCS
U5915	MOBILE HOME TRANSPORTATION
	A. General
	B. Member Assigned to Full PCS Weight Allowance Area
	C. Member Assigned to Administrative Weight Restricted Area

U5920

**TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR
PERSONAL SAFETY**

- A. General
- B. Definition
- C. Restriction
- D. Authorization
- E. Reimbursement

A. Transoceanic Travel. *When travel is directed (as opposed to authorized) by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. U5116-D. **NOTE:** The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.*

B. Members Traveling Together under Orders Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the orders. The TDY rules in Chapter 4, Part A, also apply for PCS. **NOTE:** *This may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.*

C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations permitting authorizing/order-issuing officials to direct in travel orders the use of Government transportation or common carriers and/or meal tickets for travel of enlistees, reenlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. See par. U3002 if the directed transportation mode is not used. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government/Government-procured transportation and/or meal tickets are used, the member is authorized reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F.

D. Travel Reimbursement. Unless otherwise prohibited in this regulation, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. **NOTE:** *Member transoceanic PCS travel is a notable exception.*

*U5109 MISCELLANEOUS REIMBURSEMENT

See Chapter 1, Part C and Chapter 5, Part I (regarding pets).

U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED

A. Rate. The per diem rate for the new PDS and the procedure in par. U4125 are used for PCS travel when transportation is personally procured (par. U5105-C), or furnished as transportation-in-kind (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for that day is the stopover or TDY location rate, as appropriate. M&IE for the arrival day at the new PDS is the new PDS rate whether or not there is a stopover. **NOTE:** *See par. U5113-D when the new PDS is a ship.*

B. Partial Travel Days. The 75% rate in par. U4147 applies to the departure and arrival days at PDSs, designated places, or COT leave locations when lodgings-plus per diem is paid. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4145). MALT PLUS per diem always is paid in whole day increments (see par. U5105).

C. Travel Time. When a member takes leave in connection with a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS Is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location where the ship is boarded. If the ship is at sea, then the last place departed is the “new PDS rate.” The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS Nimitz homeported in Bremerton, WA. Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.
2. A member travels PCS from NAS Jacksonville, FL, to USS Carr, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS Carr arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.

3. A member travels PCS from USS Enterprise to USS Normandy, both of which are away from their homeports. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. (This does not preclude per diem under par. U5120-F.)

U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as specifically provided in pars. U5116-B and U5116-C, members traveling on PCS orders that neither direct a transportation mode nor specify that the members is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are entitled to:

1. the applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;
2. transportation by available Government aircraft or vessel, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and
3. the applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under par. U5116-A1 and/or U5116-A3, see par. U5413.

B. When Land Travel only Is Involved. Except as specifically provided in par. U5116-C, a member on PCS orders not involving transoceanic travel (see Appendix A) is entitled to the applicable allowances prescribed in par. U5105 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

- a. personal travel under par. U5116-A;
- b. dependents' travel under par. U5207; and
- c. POV delivery to the vehicle processing center for shipment under par. U5413.

2. POC Travel

a. General. When transoceanic travel ordinarily would be involved but POC (see definition in Appendix A) is authorized by the authorizing/order-issuing authority as advantageous to the Government and is used by the member for the entire distance between duty stations, reimbursement is on a MALT PLUS basis for the member (and dependents if applicable) for the official distance involved. Reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.

b. Transoceanic Travel by Personally Owned Boat. The authorizing/order-issuing authority may authorize/approve POC Government air transoceanic travel at personal expense when performing circuitous travel on PCS travel orders even though it is not advantageous to the Government. When the member travels by POC under this method, constructed or actual (fuel, oil, and docking fees), reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)).

are issued and after the member is advised that such orders will be issued. General information furnished to the member concerning orders issuance before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of retirement eligibility, and expected rotation date from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen.769 (1973)). Vouchers must be supported by statements by the PCS orders-issuing official or a designated representative, that the member was advised in accordance with the requirements of this subparagraph. This subparagraph does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

D. Time Limitation. Unless otherwise prescribed in this Volume, a member's entitlement to dependent travel and transportation allowances may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the dependents' travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

Effective 24 February 2004

***U5205 TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR PERSONAL SAFETY**

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this paragraph if it is determined by the Service-designated official that:

- a. The member has committed a dependent-abuse offense against a dependent of the member;
- b. A safety plan and counseling have been provided to the dependent;
- c. The dependent's safety is at risk; ***and***
- d. Dependent relocation is advisable.

2. Dependent(s) relocation must be in the best interest of the:

- a. Member or member's dependents, ***and***
- b. U.S. Government.

B. Definitions

1. Dependent Child. For the purposes of this paragraph, the following are considered dependents of the member:

- a. Dependents/acquired dependents as defined in Appendix A; and
- b. A member's unmarried child who was transported to the member's PDS at Government expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.

2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 U.S.C. §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. ***HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.***

D. Authorization

1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependents, baggage, and HHG; transportation may be authorized for the member's dependents, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependents are foreign nationals to the country of the dependents' origin.
2. Transportation-in-kind, transportation reimbursement, or MALT plus a per diem, is authorized for the dependent(s).
3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.
4. Transportation of HHG in non-temporary storage to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, except DLA, are paid directly to the dependent(s) instead of the member.

U5207 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for dependents to, from, or between OCONUS areas.
2. Maximum use should be made of Government air transportation.
3. Dependents are not required to use Government air transportation. However, if they agree to do so, they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
4. When appropriate Government air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.

B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family must not be separated unless it agrees to be, or unless military necessity requires the member to travel separately.
2. When air travel is medically inadvisable, surface transportation provided must be the least costly first-class commercial ship passenger accommodations. See par. U3130-D concerning required U.S. registry ship use.
3. The provisions in par. U5116-D1 for directing a member to use Government/Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL

A. General. A member is authorized a per diem allowance for each dependent's travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in pars. U5210-B and U5210-C.

B. Dependent(s) Accompany Member. When dependents travel with a member, the member is entitled to per diem for each dependent while traveling, and at points of delay, in an amount equal to the following percentage of the per diem to which the member is entitled:

1. three-fourths for each dependent 12 years of age or older; and
2. one-half for each dependent under 12 years of age.

When more than one POC is used as provided for in par. U5051-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanied by the member. A member's TDY location is not a point of delay for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent(s) Travel Independently. Dependents are not 'accompanying the member' when they travel separately from a member on different routes or at different times. The member is entitled to a per diem for these dependents as follows:

1. One Dependent Traveling Separately. An amount equal to the per diem to which the member would have been entitled for personal travel.
2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is entitled to per diem for one member-designated dependent, 12 years of age or older, in an amount equal to the per diem to which the member would have been entitled for personal travel. For each of the other dependents, who is 12 years of age or older, traveling with that dependent, the member is entitled to per diem in an amount of three-fourths of the per diem to which the member would have been entitled for personal travel. For each dependent under 12 years of age, the per diem is one half of the per diem to which the member would have been entitled.

Effective 1 October 2003

D. Examples

EXAMPLE 1

(The CONUS Standard per diem rate used in this example may not be current. See <http://www.dtic.mil/perdiem/perdiemrates.html> for the current CONUS Standard per diem rate.)

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		600 miles
4 Aug	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi \$20
	Arr:	New PDS		

Member, spouse, and 4-year old child travel PCS.
 Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.
 POE per diem rate is \$152 (\$110 for lodging and \$42 for M&IE).
 M&IE for new PDS is \$60.
 CONUS Standard per diem = \$86.

REIMBURSEMENT:		
*8/01 - 8/2	2 days @ (\$86 + 64.40 + 43) =	\$ 387.00
8/03	\$110 + \$42 = (member)	152.00
	(75% x \$152) + (50% x \$152) = (dependents)	190.00
8/04	75% x \$60 =	45.00
	(75% x \$45) + (50% x \$45) =	56.25
600 miles x \$0.19 per mile =		114.00
Taxi		20.00
Total Reimbursement =		\$964.25

EXAMPLE 2

(The CONUS Standard per diem rate used in this example may not be current. See <http://www.dtic.mil/perdiem/perdiemrates.html> for the current CONUS Standard per diem rate.)

15 July	Dep:	Old PDS	POC	
	Arr:	POE		300 miles
16 July	Dep:	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi \$25
	Arr:	New PDS		

Member, spouse, 14 year-old child and 10 year-old child travel PCS.
 Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.
 POE per diem rate is \$188 (\$126 for lodging and \$62 for M&IE).
 M&IE for new PDS is \$31.
 Standard CONUS per diem = \$86.

REIMBURSEMENT:		
7/15	75% x \$62 = \$46.50 plus \$100 (\$100 less than \$126) = (member)	\$ 146.50
	(75% x \$146.50 x 2) + (50% x \$146.50) = (dependents)	293.00
7/16	75% x \$31 =	23.25
	(75% x \$23.25 x 2) + (50% x \$23.25) =	46.50
300 miles x \$0.20 per mile =		60.00
Taxi		<u>25.00</u>
Total Reimbursement =		\$594.25

NOTE: MALT & Lodgings Plus is paid for the same day.

U5212 REIMBURSABLE EXPENSES

*The member is authorized reimbursement for the expenses listed in pars. U1410-A and U1410-C incurred incident to dependents' PCS travel. Receipt requirements are the same as those in par. U2510.

U5215 FACTORS AFFECTING TRAVEL OF DEPENDENTS

A. Members Attain Eligibility for Dependent Travel. A member, ineligible for dependents' travel and transportation allowances to a new PDS under par. U5203-B who later attains eligibility, is first entitled to dependents' travel and transportation allowances upon a subsequent qualifying PCS, as set forth in this paragraph.

1. While on Duty at a Station to which Dependents' Travel Is Authorized. When a member attains eligibility for dependents' travel and transportation allowances while at a PDS to which dependents' travel ordinarily is authorized, the member is entitled to travel and transportation allowances for their travel on the member's next PCS. Entitlement is for travel from the dependents' location on the date of receipt of PCS orders, up to the entitlement for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. Dependents temporarily absent from the old PDS at the time orders are received are subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under this subparagraph unless the dependents are command sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependents are scheduled to arrive.

2. While on Duty in a Dependent-restricted Tour Area. If a member becomes eligible for dependents' travel and transportation allowances while serving a dependent-restricted tour, the member is entitled to travel and transportation allowances only upon PCS to a PDS to which dependents' travel and transportation is authorized. Entitlement is from the dependents location on the date of receipt of PCS orders to the new PDS or to another place authorized under this Part, up to the entitlement for travel from the place where the dependents remained, or to which they moved at personal expense, when the member was transferred to the dependent-restricted tour area.

B. Dependent Child Attains Age 21 or 23 or Loses Student Status while Member Serving OCONUS. A member is entitled to travel and transportation allowances for an unmarried dependent child who was transported at Government expense to the member's OCONUS PDS from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in:

1. the United States or its possessions, or,
2. the dependent's native country if the dependent is foreign-born.

If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is entitled to travel and transportation allowances described in par. U5241-D1.

C. Dependents Acquired on or before the Effective Date of Orders. A member who acquires a dependent, on or before the effective date of a PCS order, is authorized dependents' travel and transportation allowances from the place at which the dependent is acquired to the new PDS, up to the travel and transportation entitlement for travel from the old PDS to the new PDS. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (see par. U5222-G). For Service Academy graduates, see par. U5222-A2.

NOTE: This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependents were not command sponsored at the OCONUS PDS (see par. U5203-B3d and U5203-B3g) (42 Comp. Gen. 344 (1963) and B-171969, February 8, 1972).

is entitled to dependents' PCS travel and transportation allowances.

2. Travel Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:

- a. the authorized destination, and
- b. that a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

3. Travel Requests. Travel may be requested by:

- a. the member,
- b. the member's spouse, or
- c. another dependent (if the member has no spouse, or the spouse is not available).

4. Travel Destination. The dependents' destination must be a designated place, except that dependents who are foreign-born may be returned to their native country.

5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to:

- a. the member, or
- b. the dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, February 21, 1979)).

6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:

- a. the court-martial is completed, or
- b. of administrative discharge.

G. Dependents' Travel and Transportation Incident to an In Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Accompanied Tour

- a. Dependents may be moved at Government expense from a designated place to the current PDS if the dependents are command-sponsored at the PDS prior to their travel to the PDS.
- b. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, not to exceed the allowances for travel from the member's old PDS to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of U5222-C4 apply. A member may leave command-sponsored dependents at the old PDS (which then is a designated place) if authorized/approved through the Secretarial Process. ***NOTE: This authority may not be delegated below the headquarters that directs transportation policies or procedures for the Service concerned. The member*** receives station allowances at the with-dependent rate (par. U9301-B1. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances.

3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, up to the cost from the member's old PDS to the current PDS.

Effective 24 February 2004

*H. Travel and Transportation for Dependents Relocating for Personal Safety. See par. U5205

U5241 DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This subparagraph applies to dependents of a member (without regard to command sponsorship (B-158661, December 22, 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), or who dies while entitled to basic pay (37 U.S.C. §406(f)).

B. Definitions

1. Dependent. See Appendix A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became 21 years of age while the member was serving at that PDS (see par. U5215-B).

2. Transportation. "Transportation," as used in this paragraph, includes transportation-in-kind or reimbursement therefor under pars. U5203-A, first itemization, item 2, and MALT under par. U5015-A.

C. Limitations

1. Destination. No travel may be authorized/approved under this subparagraph unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.

2. Time. Entitlement to dependents travel and transportation allowances ends if the dependents do not begin travel to their final home within 1 year from the date of the official status report, or within 1 year after the member dies while entitled to basic pay. However, travel at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). No travel and transportation allowances are authorized under this paragraph when travel is delayed until after receipt of official notice that the member has returned to an active status.

3. Per Diem. A dependent entitled to the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 U.S.C. §406(f)), also is entitled to per diem under par. U5210. Per diem is not payable in connection with the other dependent transportation authorized in this paragraph.

D. When Authorized

1. General. Dependents may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when dependents receive official notice that the member is:

a. dead; or

b. injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

c. absent for a period of more than 29 days in a missing status.

When dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the dependents may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the entitlement to a final move at Government expense. That final move must be exercised within the time limit established in par. U5241-C2.

2. Additional Moves

a. Status Change. Dependents moved under par. U5241-D1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. Dependents moved under par. U5241-D1 may be moved again under that subparagraph when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, entitlement to dependents' travel and transportation allowances under par. U5203 is determined in accordance with this Part.

E. Administrative Instructions. Each of the Services must issue regulations or instructions deemed necessary for the judicious administration of the entitlements contained in this subparagraph.

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

U5242 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 USC §411f) ***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***

1. General. Eligible relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in this paragraph, means:

- a. the deceased member's surviving spouse (including a remarried surviving spouse);
- b. children who are unmarried and
 - (1) under 21 years of age;
 - (2) under 23 years of age and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or
 - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.
- c. if no person described in pars. U5242-A1a or U5242-A1b is provided travel and transportation allowances, the parent or parents of the deceased member as defined in 37 USC §401(b)(2) (see ***NOTE 1*** below);
- d. if no person described in par. U5242-A1a, U5242-A1b, or U5242-A1c is provided travel and transportation allowances; then
 - (1) the person who directs the disposition of the remains of the deceased member under 10 USC §1482(c) (see ***NOTE 2*** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under such section to direct the disposition of the remains if individual identification had been made; and
 - (2) up to two additional persons closely related to the deceased member who are selected by the person referred to in par. U5242-A1d(1) above.

2. Attendant. An attendant accompanying an eligible relative provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

- a. the accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reason acceptable to the authorizing/order-issuing official; and
- b. there is no other eligible relative of the deceased member traveling to the burial ceremony who is eligible for travel and transportation allowances under par. U5242-A1 and is qualified to serve as the attendant.

*3. Entitlements

- a. Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation to the United States, Commonwealth of Puerto Rico, Guam and American Samoa except as provided in pars. U5242-A3b and U5242-A3c, below. Per diem is payable for (1) the time necessary to travel to the

location concerned, plus (2) not to exceed 2 days at that location and (3) the time necessary for return travel from that location.

b. Member Called (or Ordered) to Active Duty from Outside the United States, the Commonwealth of Puerto Rico, Guam and American Samoa. The travel and transportation allowances authorized under par. U5242-A1 is authorized from the place called (or ordered) to active duty to the location of the burial ceremony and return if the deceased member was called (or ordered) to active duty from a place not in the United States, the Commonwealth of Puerto Rico, Guam and American Samoa. Per diem is payable for (1) the time necessary to travel to the burial location, plus (2) not exceed 2 days at that location and (3) the time necessary for return travel from the location of the burial ceremony.

c. Interred in a Cemetery Maintained by the American Battle Monuments Commission. The travel and transportation allowances authorized under pars. U5242-A1 and U5242-A2 are authorized to and from the cemetery if a deceased member is interred in a cemetery maintained by the American Battle Monuments Commission. Per diem is payable for (1) the time necessary to travel to the cemetery, plus (2) not to exceed 2 days at the location of the cemetery, and (3) the time necessary for return travel from the cemetery.

d. See par. U7205 for cases not covered by par. U5242-A3b.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) transportation-in-kind,
- (2) reimbursement for the cost of personally procured commercial transportation,
- (3) automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242-A4a(2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the personally procured commercial transportation cost between origin and destination (minus any used Government-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Eligible family members are authorized per diem computed using the 'LODGINGS PLUS' method in Chapter 4, Part B when traveling under par. U5242-A. The per diem payable must not exceed the appropriate rate in <http://www.dtic.mil/perdiem/perdiemrates.html> for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

*d. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in pars. U1410-A and U1410-B incurred incident to travel under this paragraph.

e. Definitions. For the purposes of par. U5242 the term "burial ceremony" includes the following:

- (1) an interment of casketed or cremated remains;

7. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under this subparagraph.

8. Baggage Storage. During a student's annual trip between the school and the member's PDS, a member may store the student's unaccompanied baggage in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 USC §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. ***However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.***

Effective 26 January 2004

U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

NOTE: See par. U5246-F regarding per diem beginning on 1 October 2003 through and including 30 September 2004.

A. General. Not more than two family members of a member described in par. U5246-A1 or U5246-A2 may be provided round-trip transportation under this paragraph as determined by appropriate authority. See par. U1010-B1 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

2. Member of the Reserve Components Entitled to Disability Pay and Allowances. Round-trip transportation is authorized to visit a reserve component member entitled to disability pay and allowances under 37 U.S.C. §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel at <http://www.uscg.mil/hq/g-w/g-wp/gwpm/manuals.htm>, who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

- a. in line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
- b. while traveling directly to or from such training.

Effective 26 January 2004

*3. Member Retired due to Illness or Injury. Round-trip transportation is authorized to visit a member who is retired solely on account of a serious injury or illness, or as the result of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement or whose death becomes imminent after retirement.

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

B. Definition. "Family members" as used in this paragraph are the member's spouse, children (including step, adopted, and illegitimate children), siblings of the member and parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. transportation-in-kind;
2. reimbursement for the cost of personally-procured commercial transportation;
3. automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A, first itemization, item 2 for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Limitations. *Per diem is not payable for travel in connection with this paragraph except as indicated in par. U5246-F.*

*E. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in pars. U1410-A (except par. U1410-A5, taxes on lodging) and U1410-C incurred incident to travel under this paragraph. Receipt requirements are the same as those in par. U2510.

Effective 1 October 2003 through and including 30 September 2004, (Section 1103 of the Emergency Supplemental Appropriations Act, dated 6 November 2003.)

F. Per Diem. Per diem may be paid for family members traveling to and from visits (and while at the site during visits) with a member who is seriously ill or injured as a result of service on active duty in support of Operation Noble Eagle, Operation Enduring Freedom or Operation Iraqi Freedom. Only the same two family members who are transported under this paragraph may receive per diem. (See Appendix E for ITA issuance guidance.) The requirement in par. U5246-C, that a determination in writing is necessary from an attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member that the presence of family member is necessary for the health and welfare of the member, is not applicable.

U5250 ADVANCE OF FUNDS

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see par. U1010-B4). A member failing to complete at least 90 percent of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75 percent of the amount for the least costly mode of transportation available. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75 percent of the MALT.

1. Unaccompanied to Accompanied Tour

- a. HHG may be moved from a designated place to the current PDS if dependents are command-sponsored.
- b. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation if the dependents are command-sponsored. Entitlement in this case is from the location of HHG to the current PDS, up to the cost from member's old PDS to current PDS.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

2. Accompanied to Unaccompanied Tour. Par. U5222-C4 applies. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation if the dependents are command-sponsored. Entitlement in this case is from the location of HHG to the current PDS, up to the cost from member's old PDS to current PDS.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

J. Consumable Goods Allowance Incident to Tour Extension or IPCOT. Transportation of consumable goods for a tour extension or an IPCOT at a PDS in an area listed in Appendix F may be authorized/approved through the Secretarial Process.

Effective 24 February 2004

*K. HHG Transportation for Dependents Relocating for Personal Safety. See par. U5205.

U5372 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

NOTE: See par. U5241 for related dependent transportation.

A. General. This paragraph prescribes the HHG transportation entitlement of a member on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), and of a member who dies while entitled to basic pay (37 U.S.C. §406(f)). For members who die after retirement or release from active duty, see par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this paragraph only if a reasonable relationship exists between the circumstances of the applicant and the destination to which transportation is requested.
2. Weight. The HHG weight limitations in par. U5310-B do not apply. The HHG weight of members of the Defense Services is subject to the 18,000 pounds (net) weight limitation imposed by 37 U.S.C. §406(b)(1)(D).
3. Time. The HHG transportation entitlement under this paragraph terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). If the estate of the decedent becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the date of the final court decree.

C. When Authorized

1. General. HHG transportation is authorized to a member's HOR or to the residence of the member's dependents (including the member's spouse in the case of a member-married-to-member couple), next of kin, or other person entitled to receive custody of the HHG when official notice is received that the member is:
 - a. dead,
 - b. injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or
 - c. absent for a period of more than 29 days in a missing status.

Subject to par. U5372-B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person entitled to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the entitlement to a final HHG move. Within the time limit established in par. U5372-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. U5372-B1. If the dependents take physical possession of the HHG at the interim location, they must agree to bear all costs in excess of the cost of transporting the HHG in one lot from the OCONUS origin to the final destination via that interim location. In determining the excess costs, the cost of authorized temporary storage in transit are part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Government expense for the dependents' use only if their final destination is at that same location.

2. Additional Moves

- a. Change in Status. HHG transported under par. U5372-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. U5372-C1.
- b. No Change in Status-Member Reported as Missing for More than 1 Year. HHG transported under par. U5372-C1 again may be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move. Also, if a mobile home was previously moved under par. U5545-A, HHG may be transported under this subparagraph.

D. Storage

1. General. When the identity of the person entitled to receive the HHG of a member referred to in par. U5372-A is not known or is subject to litigation or, if known, the person has not been located and notified to take custody of the HHG, the HHG may be stored or continued in storage until such time as proper disposition can be made.

2. Temporary Storage. Temporary storage of HHG turned over for transportation within the time limits stated in par. U5372-B may be authorized/approved under par. U5375. Temporary storage in excess of 180 days is at the expense of the person for whom transportation is being made.

3. Non-temporary Storage

a. Upon Death. Upon request of the dependent, HHG of a member who dies while entitled to basic pay may be placed in NTS in accordance with par. U5380-L17.

b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized in accordance with par. U5380-L18.

c. Change in Type of Status. If the member is declared dead while in a missing status, NTS is authorized in accordance with par. U5380-L19.

E. Termination of Missing Status. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Government expense for the time limit stated in par. U5380-L20. When the member is not returned to active duty, the entitlement to transportation of HHG placed in NTS under par. U5372-D3b is determined under pars. U5360, U5365 or provisions in this paragraph which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member. If a member on active duty is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse in connection with the spouse's next immediate PCS under the circumstances authorized in par. U5372-C. The 1-year time limit and the approval requirement for additional time in par. U5372-B2 do not apply. This HHG transportation is in lieu of any other transportation authorized in par. U5372-C. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse. See par. U5372-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of this subparagraph.

U5375 TEMPORARY STORAGE

A. General. Temporary storage is part of HHG transportation (see par. U5375-H regarding intra-city moves). This storage is cumulative and may accrue at any combination of origin, transit, and destination. This storage may be authorized in the nearest available storage facility. The actual storage period governs, regardless of commercial billing practices. HHG temporary storage cannot begin before the date the HHG are released to a carrier, contractor, or the Government for transportation. **Temporary storage is not authorized for:**

1. intra-city HHG movement as authorized in par. U5355 **NOTE: See par. U5375-H**; or
2. HHG transportation on TDY, except as authorized in pars. U4770, U5345-C, and U5360-E.

Except as provided in pars. U5375-D, U5375-F, and U5375-G, the member is liable for all temporary storage costs when HHG placed therein under PCS orders are not transported under those orders.

B. Time Limits

1. First 90 Days of Storage. A member is entitled to 90 days' temporary storage for any authorized HHG transportation. If HHG are not removed from storage before expiration of the first 90 day period, storage charges accruing thereafter are the member's responsibility unless additional storage is authorized/approved under pars. U5375-B2 and U5375-B3. If the Government amends, modifies, cancels or revokes the orders or issues further change-of-station orders while the HHG are in temporary storage, see pars. U5375-F and U5375-G.

2. Second 90 Days of Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by an official designated by the Service. Requests for authorization/approval of such additional storage must be accompanied by a statement from the member of all the facts. Among the reasons that additional storage may be authorized/approved are:

- a. serious illness of the member,
- b. serious illness or death of a dependent,
- c. impending assignment to Government/Government-controlled quarters or privatized housing,
- d. directed TDY after arrival at PDS,
- e. nonavailability of suitable civilian housing,
- f. awaiting completion of residence under construction, and
- g. acts of God.

3. Storage after First 180 Days

a. Additional Storage when Member on TDY or Deployed for more than 90 days or for an Indefinite Period while HHG are in Temporary Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the time limit in pars. U5375-B1 and U5375-B2, additional storage may be authorized/approved by an official designated by the Service. This authority to extend the time limit for temporary storage applies only to those members on TDY or deployed for a period in excess of 90 days or for an indefinite period.

b. Additional Storage under Circumstances beyond Member's Control. Temporary storage beyond the 180-day time limitation prescribed in par. U5375-B2 may be authorized/approved through the Secretarial Process, when, for reasons deemed appropriate by the Service concerned which are beyond the member's control (for example, impending assignment to Government quarters), the member is unable to take possession of the HHG within the 180-day time limitation.

C. Temporary Storage for HHG Transported from NTS to Destination. Unless otherwise prohibited in these regulations, members whose HHG are in NTS are authorized temporary storage at any combination of origin (place of NTS), transit, or destination, in connection with transportation from NTS to destination. The time limits in par. U5375-B start on the day following termination of the NTS entitlement.

D. Temporary Storage Converted to NTS. Upon authorization/approval by the Service concerned, temporary storage at origin may be converted at the member's request to NTS, in whole or in part, if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. Unless otherwise provided in this Part, transportation of HHG converted from temporary storage to NTS is not authorized before further PCS orders are issued.

E. HHG Partial Lot Withdrawal and Delivery from Temporary Storage. A member is authorized one HHG partial lot withdrawal and delivery from temporary storage, if authorized/approved by the official designated by the Service concerned. A second HHG partial lot withdrawal and delivery may be authorized/approved when, for reasons beyond

the member's control, unforeseen circumstances arise after the first withdrawal (such as a further delay in the projected quarters availability date) that would result in hardship to the member or dependents if additional HHG are not withdrawn. A member is authorized additional (beyond two) HHG partial lots withdrawal and delivery from temporary storage, but the member is financially responsible to the Government for any cost in excess of the Government's cost had withdrawal and delivery been made in one (or two, if the second partial lot withdrawal is authorized/approved) lot(s).

F. Further PCS Orders Received after the Member Arrives at a New PDS. A member, who receives further PCS orders after arrival at a new PDS, and whose HHG are in temporary storage at the time such orders are received, is entitled to continued temporary storage, regardless of the time limit prescribed in par. U5375-B, until the effective date of the new orders. Subsequent entitlement to storage is determined under the new PCS orders.

G. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended or Modified. A member, under PCS orders which are amended or modified before the member arrives at the new PDS, but after the HHG are released to a carrier, contractor or the Government for transportation or storage, is entitled to the type of storage authorized under the original orders until the effective date of the amended or modified order. Thereafter, the entitlement to storage is determined under the amended order.

2. Orders Canceled or Revoked. A member, under PCS orders which are canceled or revoked after the HHG are released to a carrier, contractor or the Government for transportation or storage, is entitled to the type of storage authorized under the original orders until the date of cancellation or revocation. Thereafter, the member is entitled to temporary storage in connection with return transportation or delivery of the HHG to an authorized place.

H. Short Distance Moves

1. Intra-city Moves. ***Temporary storage is not authorized for intra-city HHG moves as authorized in par. U5355.*** Intra-city HHG moves are those short distance HHG moves within the PDS limits.

2. Inter-city Moves. The prohibition against temporary storage does not apply to short distance inter-city moves incident to PCS as described in par. U5355-B. Inter-city moves are moves between residences in the metropolitan area; both residences (as opposed to PDSs) may not be within the same PDS. Temporary storage for these short distance moves is limited to special circumstances and must be authorized/approved by the same Secretarial Process as described in par. U5355-B2.

NOTE: Temporary storage is never authorized for non-PCS short distance moves (e.g., moves to and from Government quarters).

3. Examples

a. Member sent PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. Member's HHG moved from Bolling AFB to another residence in D.C. This is an intra-city move (both Bolling AFB and new residence in D.C. - same PDS limits) and temporary storage is not authorized.

b. Member sent PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. Member's HHG moved from Bolling AFB, D.C., to Alexandria, VA. This is an inter-city move (Alexandria, VA, is outside the D.C. limits) and the Secretarial Process may authorize temporary storage.

c. Member is reassigned within activities in the Pentagon. The member currently resides in Reston, VA, but because of the member's new position is required to live on Ft. Myer, in Arlington, VA. Even though the member is moving from one area to another (Reston in Fairfax County, VA, to Ft Myer, Arlington, VA) the member is not authorized temporary storage because there is no PCS involved (regardless of what the order may call the transfer).

U5380 NONTEMPORARY STORAGE

A. General. NTS is all storage other than temporary or special storage (see par. U4770-B). NTS includes any shipment, move, packing/unpacking, and crating/uncrating necessary to place the HHG in the designated storage facility. The total HHG weight transported plus the weight of the HHG in NTS at Government expense on the same PCS order should not exceed the weight allowance in par. U5310-B. However, if the weight of the HHG in NTS plus the weight of the HHG transported on the same order exceeds the weight allowance, the Government may pay the costs associated with storing the excess weight if requested to do so by the member. The member is financially responsible to the Government for excess weight storage costs (see par. U1010-B8). NTS may be authorized by the official designated by the Service concerned in facilities determined to provide best value to the Government. Any cost to and from a selected storage facility is at Government expense. See par. U5320-D for personally-procured NTS.

B. Place of NTS

1. General. Except as otherwise provided in this paragraph, NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS order is issued. The official designated by the Service concerned determines which storage facility provides best value to the Government.
2. Return of HHG from OCONUS. When HHG are returned to CONUS from OCONUS for NTS the place of NTS is determined by the official designated by the Service concerned.
3. NTS Authorized while HHG Are in Transit. HHG, en route to a destination under a prior order at the time further orders are issued which entitle the member to NTS, may be placed in NTS upon arrival at the initial destination or diversion point.

C. NTS as an Alternative to Transportation. Notwithstanding any provision of this paragraph, a member is entitled to NTS as an alternative to transportation of any of the member's HHG when such storage is in the Government's best interest. However, NTS shall not be authorized as an alternative to the transportation under par. U5370-B1 incident to return of dependents under par. U5900-D2h. With this exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is entitled to NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process. The place of NTS is an authorized point of origin from which transportation may be made when a member later becomes entitled to HHG transportation.

D. NTS Converted to Temporary Storage. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the member's request to temporary storage, in whole or in part if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. However, any storage costs accruing for periods in excess of 180 days are the member's responsibility. Unless otherwise provided in par. U5375-B3, no additional storage of the HHG converted from NTS to temporary storage is authorized before further PCS orders are issued.

E. NTS of HHG Currently in Temporary Storage. When HHG are in temporary storage on the date further orders are issued under which NTS is authorized, the authorized period of NTS begins on the effective date of the latter orders. (See par. U5375-F or U5375-G1.)

F. Withdrawal of HHG from NTS as an Alternative to Continued Storage. A member, whose HHG were placed in NTS, is authorized to withdraw any or all HHG from storage in lieu of continued NTS. However, the HHG withdrawn must be for use by the member or dependents in establishing or augmenting a place of residence. Withdrawal, a short distance move, unpacking, and uncrating are at Government expense. No further transportation or storage of the withdrawn HHG is authorized before further PCS orders are issued, except as otherwise provided in this Part (45 Comp. Gen. 771 (1966)).

G. NTS Incident to Occupancy of Government/Government-controlled Quarters or Privatized Housing and Incident to Vacating Local Private Sector Housing

1. Occupancy of Government/Government-controlled Quarters or Privatized Housing. The NTS provided for in pars. U5380-G1a and U5380-G1b applies to all members assigned to Government/Government-controlled quarters or privatized housing in CONUS; it may be applied to members assigned to OCONUS Government/Government-controlled quarters if specifically authorized in Service regulations. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies to this subparagraph. Necessary packing, crating, unpacking and uncrating is authorized incident to NTS under this subparagraph. See pars. U5360-F or U5365-G, respectively, for authority for a short distance move when a member is required to vacate Government/Government-controlled quarters or privatized housing incident to separation from the Service or relief from active duty under honorable conditions, or incident to retirement from the Service. See par. U5355-C for a short distance move incident to assignment/termination of Government/Government-controlled quarters or privatized housing under other circumstances.

a. Moving to and from Government Quarters. A member is authorized NTS of HHG that cannot be accommodated in assigned Government quarters for moves directed by competent authority on the basis of a Service requirement, such as:

- (1) assignment to Government quarters to use idle housing facilities (par. U5380-L21);
- (2) vacating Government quarters (i.e., orders, unfit for occupancy, some unusual Service operational requirement) (par. U5380-L22); or
- (3) reassignment to Government quarters when the conditions, addressed in par. U5380-G1b, have been rectified or alleviated (par. U5380-L21).

NTS is not authorized incident to Government quarters assignment for the member's convenience or morale. If a member voluntarily vacates Government quarters for personal reasons or convenience, neither Government funded NTS of the HHG moved from the Government quarters, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the Government quarters, is authorized. Charges for handling out delivery and unpacking of HHG in NTS as being in excess to what could be accommodated in the Government quarters to the member's local residence are payable by the Government. NTS must not be authorized under this subparagraph when termination of Government quarters assignment is incident to the advance return of dependents and HHG under par. U5370-B2 or early return of dependents and HHG under par. U5900-D2h.

b. Moving to and from Privatized Housing. A member is authorized NTS of HHG that cannot be accommodated in assigned privatized housing for moves directed by competent authority on the basis of a Service requirement, such as:

- (1) assignment to privatized housing to use idle housing facilities (par. U5380-L21);
- (2) vacating privatized housing (i.e., orders, unfit for occupancy, some unusual Service operational requirement) (par. U5380-L22); or
- (3) reassignment to privatized housing when the conditions, addressed in par. U5380-G1b, have been rectified or alleviated (par. U5380-L21).

NTS is not authorized incident to privatized housing assignment for the member's convenience or morale. If a member voluntarily vacates privatized housing for personal reasons or convenience, neither Government funded NTS of the HHG moved from the privatized housing, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the privatized housing, is authorized. Charges for handling out delivery and unpacking of HHG in NTS as being in excess to what could be accommodated in the privatized housing to the member's local residence are payable by the Government. NTS must not be authorized under this subparagraph when termination of privatized housing assignment is incident to the advance return of dependents and HHG under par. U5370-B2 or early return of dependents and HHG under par. U5900-D2h.

c. Moving from Government-controlled Quarters. When a member occupying Government-controlled quarters is directed by competent authority to vacate the Government-controlled quarters because the Government-controlled quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized NTS within the time limits in par. U5380-L23. This includes a short distance move between the Government-controlled quarters and the NTS facility incident to vacating and reoccupying the Government-controlled quarters, or between the NTS facility and Government quarters if such quarters were occupied in lieu of reoccupying the vacated Government-controlled quarters. If vacating the Government-controlled quarters is for a temporary period, the member is authorized a combination of a short distance move under par. U5355-C and NTS under this subparagraph.

2. Incident to Vacating Local Private Sector Quarters

a. Member Is Directed by Competent Authority to Vacate Local Private Sector Housing. A member is authorized NTS, with no weight limitation based on grade, when, in compliance with an order, the member vacates local private sector housing (52 Comp. Gen. 293 (1972)). See par. U5355-D1 for authorization for a short distance move in such situations.

b. Member Vacates Local Private Sector Housing Incident to an Involuntary Tour Extension. A member is authorized NTS, with no weight limitation based on grade, when a tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control (e.g., a landlord's refusal to renew lease agreement), to change local private sector residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). NTS is authorized until the member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order. A short distance move from NTS to Government or local private sector housing, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour. See par. U5355-D2 for authorization for a short distance HHG move to other local private sector housing from which the member is to commute daily to the PDS.

H. NTS when Ordered on PCS to a Remote CONUS Area with a Housing Shortage. A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

I. Successive Periods of Entitlement to NTS. A member, whose HHG are in NTS when further orders authorizing NTS are received, is entitled to continued storage until the termination of entitlement under the latter orders.

J. Orders Amended, Modified, Canceled or Revoked. For entitlement to NTS when orders are amended, modified, canceled or revoked, see par. U5375-G.

K. NTS upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty and entitled to HHG transportation to the HOR or PLEAD under par. U5360 is authorized NTS, unless specifically prohibited in par. U5360. The time limitation for the NTS is in par. U5360-B1.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, or a dependent in the event of the retiree's death, who is entitled to HHG transportation to a HOS, is authorized NTS of HHG for a period not to exceed 1 year from the date of active duty termination. The authority and circumstances in par. U5365-C apply for extending the 1-year storage limit.

L. Time Limits. The entitlement to NTS is based on the member's status as prescribed in the following table. The entitlement begins on the date orders are issued and continues as long as the situation exists. When termination of entitlement in one situation is followed by the beginning of another situation, the period of entitlement is continuous. For entitlement to temporary storage for periods after termination of entitlement to NTS, see par. U5375.

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*F. POV Transportation for Dependents Relocating for Personal Safety. See par. U5205.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has a POV shipping entitlement under PCS orders, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final shipment of that POV to a destination in accordance with the procedures prescribed in Chapter 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). Transportation under this paragraph exhausts the entitlement for transportation of a POV under the member's PCS orders.

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of shipment means turning the POV into the designated POV loading port for shipment before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension shall be for a specific additional time period. A time extension shall, based on the facts and circumstances in the individual case, be a finding that having the POV shipped within that initial time frame would be a hardship for the member.

NOTE: See par. U5012-I for restrictions to time limit extensions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's termination of active service. Initiation of shipment means turning the POV into the designated POV loading port for shipment before 1 year expires following the termination of active service. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of pars. U5365-D, U5365-E, and U5365-F).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in this Volume or Service Regulations, transportation of a POV for an eligible member may be initiated any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5460 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for shipment and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE

This applies to Government-authorized movement of a POV for members or their dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned

shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is \$210. (See Examples in par. U5410-D.)***

7. Time Limits. Travel under this subparagraph must be completed within 1 year after the effective date of the final decree of divorce or annulment (as applicable), or 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first (53 Comp. Gen. 960 (1974)). An extension of the 6-month time limit may be authorized/approved for not more than 6 additional months by the commanding officer or a designated representative at the duty station where the dependents or former dependents are located. Authorization/approval must be justified on an individual case basis and only when delay is not merely a matter of personal preference. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed. If an extension to the 6-month time limit is authorized/approved, travel under this subparagraph must be completed within 1 year after the:

- a. effective date of the final decree of divorce or annulment, as applicable; or
- b. date the member completes personal travel from the OCONUS PDS incident to a PCS;

whichever occurs first. The extension of the 6-month time limit may be granted for reasons such as hospitalization, medical problems, and completion of a school year that requires that a family member remain OCONUS past the 6-month limit (61 Comp. Gen. 62 (1981)).

8. Return of OCONUS Dependents

a. Change in Custody Agreement or other Legal Arrangements. If, in the event of a change in custody agreement, or other legal arrangements, former family members again become dependent on a member, the dependents' return to the member's OCONUS PDS may be authorized through the Secretarial Process provided:

- (1) the member has not received PCS orders but otherwise would be entitled to dependent travel and transportation allowances under par. U5203-A;
- (2) the dependents' return is for the Government's convenience;
- (3) the dependents are command-sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependents are scheduled to arrive there; and
- (4) the travel and transportation allowances may not exceed those from the place to which the former family members were transported under par. U5905-E5.

b. Remarriage. *If, in the event of remarriage, former family members again become dependents of the former sponsor, dependents' return to the member's OCONUS PDS at Government expense is not authorized.* If the member returns those dependents to the OCONUS PDS at personal expense and they are command-sponsored again, the member is entitled to dependents' travel and transportation allowances from the PDS on a subsequent PCS.

9. Subsequent Entitlements Not Affected. Travel of former family members under this paragraph is in addition to, and has no effect on, the member's entitlement to dependents' travel and transportation allowances on the effective date of the member's next PCS order (40 Comp. Gen. 554 (1961)).

U5905 HHG TRANSPORTATION

Effective 24 February 2004

**NOTE 1: For dependent travel ICW early return of dependents see par. U5900.*

**NOTE 2: For HHG transportation for dependents relocating for personal safety see par. U5920.*

A. From other than the U.S. Due to Official Situations

1. General. Orders authorizing dependents' transportation from other than the U.S. or a non-foreign OCONUS area for official reasons in par. U5900-B, also may authorize HHG transportation within the authorized weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned in accordance with par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to the designated place. These members also are entitled to NTS or continued NTS under par. U5380-C.

2. Dependents' Return to the Member's OCONUS PDS. When a member is authorized dependents' transportation to the member's OCONUS PDS under par. U5900-B3, and when in the Government's best interest, the official authorizing dependents' transportation may authorize HHG transportation to the member's OCONUS PDS up to the cost from the place to which the HHG were previously transported under this subparagraph. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Entitlements on Next PCS Order. Entitlement to HHG transportation for dependents under this paragraph is in addition to, and has no effect on, the entitlement to HHG transportation on the member's next PCS (40 Comp. Gen. 554 (1961)). A member is entitled to ship up to, but no more than, the full HHG weight allowance under such orders. For example a member early returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

B. National Interest. Orders authorizing dependents' transportation under par. U5900-C also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS. Transportation is authorized between the same places authorized in pars. U5905-A and U5905-C.

C. From OCONUS Due to Personal Situations

1. General. Orders authorizing dependents' transportation under pars. U5900-D and U5900-E also may authorize HHG transportation within the weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned in accordance with par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to a designated place or, if the dependents are foreign-born, to a destination in the dependents' native country. These members also are authorized NTS or continued NTS under par. U5380-C. Otherwise, orders may be issued providing for early return of HHG transportation only if authorized/approved under par. U5905-C3 or U5905-C4.

2. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member, with dependents, ordered on PCS to an OCONUS PDS, who, in anticipation of dependents accompanying or joining later, transports HHG to the PDS, may be provided return HHG transportation if, for reasons beyond the member's control, the dependents do not join the member. Return HHG transportation may be authorized/approved through the Secretarial Process when in the best interest of the member, or dependents, and the U.S. Return HHG transportation cost may not exceed the transportation cost from the member's OCONUS PDS to the dependent's location (B-217447, April 24, 1986).

3. Death of Dependents in OCONUS Areas. After the death of a sole dependent, or of all dependents, authorized to reside in an OCONUS area, a member is entitled to NTS of HHG located in the OCONUS area under par. U5380-L15, up to the prescribed weight limit.

4. Dependents Currently at Appropriate Destination - Orders Not Issued. When dependents have traveled to an appropriate destination under circumstances which would have authorized their transportation under par. U5900-D had orders been issued, HHG transportation may be authorized provided orders are later issued approving dependents' transportation under the conditions in par. U5900-D, and confirming HHG transportation. Such orders must be supported by a determination of the member's commanding officer that:

- a. dependents traveled to an appropriate location where they intend to reside;
- b. their travel meets the conditions in par. U5900-D, except that a travel authorization for their transportation was not issued;

- c. the OCONUS status of dependents as command-sponsored remains unchanged (not applicable for a member's former dependents whose transportation could have been authorized under par. U5900-E); and
- d. it is in the Government's best interest to issue orders approving dependents' transportation to an appropriate destination under par. U5900-D.

5. Transportation of Former Family Members Incident to Divorce or Annulment. The official authorizing transportation of former family members under par. U5900-E also may authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. U5900-E for their personal travel. HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the effective date of the final decree of divorce or annulment, or within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first. An extension of that 6-month time limit for HHG transportation may be authorized/approved the same as for dependent travel in par. U5900-E1. If the 6-month time limit is extended, the HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the:

- a. effective date of the final decree of divorce or annulment; or
- b. date the member completes personal travel from the OCONUS PDS incident to a PCS;

whichever occurs first.

6. Dependents' Return Authorized to OCONUS Areas

a. Custody Agreement Change or Other Legal Arrangements. When a member is authorized dependents' return transportation to the same or subsequent OCONUS PDS under par. U5900-E8a, return HHG transportation to the member's OCONUS PDS, not to exceed the cost from the place to which they were previously transported under this subparagraph, when in the Government's best interest may be authorized through the Secretarial Process. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

b. Member Serves an IPCOT. Incident to the member serving an IPCOT, when dependents are returned to the member's OCONUS PDS at:

- (1) Government expense under par. U5900-D3, or
- (2) personal expense and those dependents are subsequently command-sponsored,

HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place to which the HHG were previously transported under par. U5905-C6b to the member's PDS. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

7. Entitlements on Next PCS Order. Entitlement to HHG transportation for dependents and former family members under this paragraph is in addition to, and has no effect on, the entitlement to HHG transportation based on dependency status and grade on the effective date of the member's next PCS (40 Comp. Gen. 554 (1961)). A member is entitled to ship up to, but no more than, the full HHG weight allowance under such orders.

Example 1: A member early-returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

Example 2: A member divorces at the OCONUS PDS and ships 5,000 pounds HHG to the CONUS for the former family. (a) The member remarries before the effective date of the next PCS order. Upon subsequent PCS the member may ship up to, but no more than, the authorized HHG weight allowance of 11,000 pounds. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 pounds. The member may ship up to the authorized weight allowance of 8,000 pounds.

8. Disciplinary Action Taken Against Member Stationed OCONUS or Member Discharged Under Other Than Honorable Conditions or Sentenced to Confinement with or without Discharge. When orders authorize dependents' transportation under par. U5900-D2h(1), U5900-D2h(2), U5900-D2h(3), U5900-D2h(4), U5900-D2h(5), U5900-D2h(6), U5900-D2h(7), U5900-D2h(8), HHG transportation may be authorized up to the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the member's HOR or PLEAD, the designated place, or, when granted through the Secretarial Process, to a destination in the dependents' native country if the dependents are foreign-born. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances. When orders authorize dependents' transportation under par. U5900-D2h(9), HHG transportation may not be authorized for a distance greater than that from the member's last or former OCONUS PDS to the HOR or PLEAD. *NTS may not be authorized.*

9. Entitlement Following Confinement without Discharge. If a member's HHG are transported under par. U5905-C8, and following confinement the member returns to duty at a new PDS, the member is entitled to HHG transportation from any location where the HHG are located to the new PDS, up to the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on the effective date of that PCS order to the new PDS. If the member's HHG were not transported under par. U5905-C8, HHG transportation is authorized from the location to which last transported at Government expense to the member's new PDS, based on the grade held on the effective date of that PCS order to the new PDS.

U5910 POV TRANSPORTATION

Effective 24 February 2004

**NOTE: For POV transportation for dependents relocating for personal safety see par. U5920.*

A. OCONUS Dependent Transportation Authorized. Orders authorizing dependents' transportation from OCONUS under par. U5900-B through F also may authorize transportation of one POV to the designated POV VPC/unloading port ordinarily serving the place to which dependents are authorized to travel. Diversion or re-consignment is permitted of a POV en route to the designated OCONUS POV VPC/unloading port serving the member's PDS on the date dependents are authorized to travel (see par. U5900-B through F).

B. Dependents Currently at an Appropriate Destination - Orders Not Issued. When dependents have traveled from the member's OCONUS PDS to an appropriate destination under circumstances which would have enabled orders to be issued authorizing their travel (see par. U5900-D), transportation of one POV from the designated POV VPC/loading port serving the OCONUS PDS may be authorized/approved if orders later are issued:

1. directing dependents' travel under the conditions of par. U5900-D, and
2. providing for the transportation of a POV to the designated POV VPC/unloading port ordinarily serving the location to which dependents' travel would have been authorized.

Such orders must be supported by a determination of the member's commanding officer (see guidance in par. U5905-C4).

C. Ex-Family Members' Travel Incident to Divorce or Annulment. If ex-family members travel under par. U5900-E is authorized, POV transportation also may be authorized. The POV must be turned over to a transportation officer within 1 year after the effective date of the final decree of divorce or annulment, whichever applies.

D. Dependents' Return to OCONUS Areas Authorized. Even if dependents are permitted to return to the OCONUS PDS at Government expense (see par. U5900-B, C, or F), return shipment of a POV to the OCONUS PDS is not authorized.

E. Entitlement on Next PCS. *A member who has transported a POV under pars. U5910-A, U5910-B and U5910-C has no further POV transportation entitlement from the last or any previous OCONUS PDS to CONUS.*

U5915 MOBILE HOME TRANSPORTATION

A. General. A member authorized HHG transportation under pars. U5905-A1, U5905-B, and U5905-C1, U5905-C2, U5905-C3, U5905-C7, and U5905-C8:

1. To a CONUS designated place, or
2. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska if the conditions in par. U5500 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The order that authorizes dependent transportation under par. U5900 also may authorize HHG/mobile home transportation and should specify which of the above-cited subparagraphs in par. U5905 authorizes the transportation. *When a mobile home is shipped due to the early return of dependents, no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.*

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Government pays for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed what it would have cost the Government to transport the member's PCS weight allowance from the OCONUS PDS to the designated place. For example: Dependents early return from Hawaii. 1,000 pounds of HHG are shipped from Hawaii to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. Member's entitlement for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from Hawaii to Detroit.

C. Member Assigned to Administrative Weight Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Government's cost for transporting the mobile home may not exceed what it would have cost the Government to transport the member's PCS weight allowance, minus the weight of HHG shipped from OCONUS, from:

1. the member's last CONUS PDS (or Alaska), or
2. the CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (see Example 1).

Exception: If a member owned a mobile home and was entitled to, but did not, move it to the last CONUS PDS while serving there, when the dependents return early from the administrative weight restricted area, the mobile home may be shipped at Government expense from the point it was located when it could have been transported at Government expense to the member's last PDS in CONUS or Alaska. The constructive Government cost for this mobile home transportation shall be based on the member's PCS weight allowance on the effective date of the orders from that station (see Example 2).

EXAMPLE 1

Member was assigned to Fort Carson, CO and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500 pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. Member's entitlement for mobile home transportation is computed based on what it would have cost to move 11,500 pounds of HHG from Fort Carson to Detroit. The computation is based on the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ to Detroit.

EXAMPLE 2

A member was assigned to Fort Lewis, WA and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were shipped from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI. 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to Detroit. The member requests mobile home shipment from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance. 8,000 pounds remain on the weight allowance that may be shipped within CONUS on the early return travel authorization. The member's mobile home transportation entitlement is computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only entitled to 8,000 pounds when assigned from Fort Lewis and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized shipment within CONUS on the early return travel authorization from Germany is used in the computation for the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ, to Detroit.

Effective 24 February 2004***U5920 TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR PERSONAL SAFETY****A. General**

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this paragraph if it is determined by the Service-designated official that:
 - a. The member has committed a dependent-abuse offense against a dependent of the member;
 - b. A safety plan and counseling have been provided to the dependent;
 - c. The dependent's safety is at risk; **and**
 - d. Dependent relocation is advisable.
2. Dependent(s) relocation must be in the best interest of the:
 - a. Member or member's dependents, **and**
 - b. U.S. Government.

B. Definitions

1. Dependent Child. For the purposes of this paragraph, the following are considered dependents of the member:
 - a. Dependents/acquired dependents as defined in Appendix A; and
 - b. A member's unmarried child who was transported to the member's PDS at Government expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.
 2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.
- C. Restriction. *HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.*
- D. Authorization
1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependents, baggage, and HHG; transportation may be authorized for the member's dependents, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependents are foreign nationals to the country of the dependents' origin.
 2. Transportation-in-kind, transportation reimbursement, or MALT plus a per diem, is authorized for the dependent(s).
 3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.
 4. Transportation of HHG in non-temporary storage to the designated relocation site may be authorized.
- E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, *except DLA*, are paid directly to the dependent(s) instead of the member.

City pair from Ft. Campbell to Denver is \$500.

Least cost non-city pair fare to Denver is \$600.

Since travel to Denver is more expensive than travel to Ft. Belvoir the city pair fare may not be used to Denver. The member is financially responsible for the additional cost (\$600 - \$400 = \$200).

Example 2:

Member's PDS is Ft. Belvoir, VA, member is TDY to Ft. Hood, TX and the member's emergency leave location is Atlanta, GA.

City pair trip cost from Ft. Hood to Ft. Belvoir is \$320.

City pair fare to Atlanta is \$280.

Since travel to Atlanta, GA, is less expensive than travel to the PDS, Ft Belvoir, the member is authorized city pair fare to Atlanta (\$280) NTE the \$320 cost to Ft. Belvoir.

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEMLE) TRANSPORTATION

A. Policy. FEMLE policy is established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19.

B. Eligibility

1. Members. A member is eligible for FEMLE if stationed at an authorized FEMLE PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEMLE if they:

- a. are command sponsored, and
- b. reside with the member at the FEMLE PDS.

C. Limitation

1. Number of FEMLE Trips

a. The number of FEMLE trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

Tour Length	Number of FEMLE Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEMLE trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking IPCOT assignments are authorized additional FEMLE trips based on the above table. For example, if the member's tour was 36 months, two FEMLE trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEMLE trips during that second 36-month tour.

2. Time Limitation. FEMLE travel by members/dependents should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEMLE travel by members/dependents should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

*3. FEML Cannot Be Combined with other Travel. *FEML may not be taken in connection with any other funded leave transportation program or travel entitlement.*

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.

3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares *may* be available for use. *If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.*

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

Example 1:

Member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

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

Member desires to utilize FEML to Boston, MA.

City pair to Boston is \$1,400.

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

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

Example 2:

Member's PDS is in Brazil and the authorized destination is Miami, FL.

City pair trip cost is \$980.

Member desires to utilize FEML to St. Louis, MO.

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

Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the member is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services forward designation requests through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Recertification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) *before* the indicated recertification date.

E. Transportation

1. Member/Dependent. Members and dependents may travel together or independently.
2. Restrictions. A member/dependent(s) taking a FEML trip:
 - a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
 - b. may use commercial air transportation if military air transportation is not reasonably available, and
 - c. may not use cruise or tour packages.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.
3. Procurement. Commercial air transportation may be purchased by the Government or member (see par. U3120).
4. Reimbursement
 - a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. ***(See par. U3320, and Chapter 3, Part E.)***
 - b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.
5. Transportation Funded by a Host Government. If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

F. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML.***

U7210 CONVALESCENT LEAVE TRANSPORTATION

- A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay or imminent danger pay under 37 U.S.C. §310, is entitled to transportation allowances for one trip:
1. from the place of medical treatment in the United States to a place selected by the member and authorized/approved by the Secretarial Process, and
 2. from the selected place to the place of original medical treatment or to a different medical treatment facility.
- B. Transportation Allowances. A member performing travel under par. U7210-A is entitled to select:
1. transportation in kind,
 2. reimbursement for the commercial transportation cost when the member travels at personal expense, or
 3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under par. U7210-B2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel. When land travel is performed partly at personal expense and partly by Government transportation, reimbursement is prescribed in par. U5105-E2. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for convalescent leave travel.*

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Entitlement. Members are entitled to MALT PLUS under par. U5105-B for a portion of return travel to their assigned ships that relocate during their absence on authorized leave or liberty (pass), but only if they are not notified of the relocation before their departure.

B. Limitation. MALT PLUS is payable for the additional distance, if any, members must travel to return to a ship's new location over that required to return to its old location, but only for the additional distance that does not exceed the distance between the ship's old and new locations.

C. Special Circumstances

1. Members without Funds. Members without funds, who receive land transportation under Part N of this Chapter, receive MALT PLUS under this paragraph, if otherwise eligible.

2. Transoceanic Travel. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government-procured transportation cost must not exceed the cost for transportation between the ship's old and new locations.

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Entitlement. Eligible members are entitled to the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

- a. beginning the day they depart from the leave location or place they receive orders canceling leave, and ending the day of arrival at the duty station; and
- b. if authorized to resume leave, beginning the day they depart from the duty station, and ending on the day of arrival at a leave location no farther distant from the duty station than the place they received orders canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

- a. actual contingency or emergency war operations, or
- b. an urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):

- (1) within 24 hours of departure, or
- (2) more than 24 hours after departure, if the commanding officer authorizes/approves after determining that:
 - (a) a substantial portion of the scheduled leave period has been eliminated by the recall, or
 - (b) the purpose of the leave has been defeat

PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION

U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION

*A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DoD Directive 1327.5, subsection 6.17 (37 USC §411c). **This transportation may not be combined with any other funded leave transportation program or travel entitlement.**

B. Eligibility. A member is eligible if assigned to a designated location outside the United States. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour. A contingency tour is in connection with and directly tied to a contingency operation (see Appendix A, Part I: Definitions). R&R is for members who are serving tour lengths under TDY orders for duty of 180 or more consecutive days (to include extensions), and who have served at least 60 consecutive days in one or more of the locations listed in Appendix U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5 as follows:
 - a. a dependent-restricted tour area;
 - b. designated for hostile fire or imminent danger pay;
 - c. in an area in which entry of members on official or unofficial travel is controlled; and
 - d. an area where ordinary annual leave programs are restricted for reasons of military necessity.
2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.
3. Alternate Destination. The R&R destination authorized for an R&R location listed in Appendix U that a member selects. The alternate location is an official travel location, and therefore available contract city pair fares may be available for use. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

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

Example 1:

Member's PDS is in Albania and the authorized destination is Frankfurt, Germany.

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

Baltimore, MD is the authorized CONUS destination.

The city pair fare to Baltimore is \$1,000.

Member desires to utilize R&R to Boston, MA.

City pair to Boston is \$1,400.

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

Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD the city pair fare may not be used to Boston. Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

Example 2:

Member's PDS is in Croatia and the authorized destination is Frankfurt, Germany.

City pair trip cost to Frankfurt is \$980.

Baltimore, MD is the authorized CONUS destination.

The city fare to Baltimore is \$ 1,400.

Member desires to utilize R&R to St. Louis, MO.

City pair fare to St. Louis is \$1,200.

Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the member is authorized city pair fare to St. Louis (\$1,200) NTE the \$1,400 cost to Baltimore.

4. Location Designation/Re-designation

a. Designating Authorities. The following may designate R&R locations/destinations:

- (1) DoD Services: DUSD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services must send designation requests through Combatant Command channels to DUSD (MPP). DUSD (MPP) must re-designate R&R location/destination designations every two years.

c. Re-designation Requests. DoD Services must send re-designation requests through Combatant Command channels to reach DUSD (MPP) before the indicated re-designation date.

D. Transportation

1. Uniformed Members only

2. Restrictions. A member taking a R&R trip may use:

- a. military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
- b. commercial air transportation if military air transportation is not reasonably available, and
- c. may not use cruise or tour packages to and from the authorized destination.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.

3. Procurement. Commercial air transportation must be in accordance with par. U3120.

4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between a member's duty station and the authorized destination as determined in par. U7300-C2.

5. Time Limitation

- a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.
- b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R.*

U7305 TRANSPORTATION FOR SR&R ABSENCE

Effective 03 February 2004 (PDUSD memo of 3 Feb 2004)

*A. Authorization. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18) (<http://www.dtic.mil/whs/directives/corres/html/13275.htm>) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 USC §705(b)). A member may travel to an alternate destination and return at a cost not to exceed the cost of round-trip transportation between the OCONUS PDS and the nearest CONUS port.

*B. Eligibility. Members of the armed forces must meet the following requirements of DoDD 1327.5:

1. are entitled to basic pay,
2. have a specialty designated for SR&R purposes,
3. complete a tour of duty at a designated OCONUS PDS,
4. extend that tour for not less than a year, and
5. do not elect a non-transportation option under 10 USC §705.

Effective 10 March 2003

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized. If possible, members must use one or the other of them. If neither is available, the member must procure round-trip commercial transportation via an available CTO per par. U3120 with reimbursement for:

1. transoceanic travel and overland air travel under par. U5116-D,
2. overland surface travel at actual cost, and
3. POC travel at actual cost as in par. U3305-B.

NOTE: Reimbursement for the round-trip transportation cost to an alternate destination shall not exceed the round-trip transportation cost between the OCONUS PDS and the nearest CONUS port.

D. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R.*

Effective 10 March 2003

E. Alternate Destination. A destination location (other than the nearest CONUS port) a member selects. Travel to and from the alternate location is official travel, and therefore contract city pair fares may be used but only if the contract city-pair fare to the alternate destination does not exceed the cost of the contract city-pair fare to the nearest CONUS port.

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

Example 1:

Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Denver.

City pair to Baltimore is \$1,200.

City pair to Denver is \$1,400.

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

Since travel to Denver is more expensive than travel to Baltimore the city pair fare may not be used to Denver.

The member is financially responsible for the additional cost ($\$1,600 - \$1,200 = \$400$).

Example 2:

Member's PDS is in Germany and the nearest CONUS port is Baltimore. The member wants to travel to Atlanta, GA.

City pair trip cost to Baltimore is \$1,200.

City pair fare to Atlanta is \$980.

Since travel to Atlanta, GA, is less expensive than travel to the nearest port, Baltimore, the member is authorized city pair fare to Atlanta (\$980) NTE the \$1,200 cost to Baltimore.

EFFECTIVE FOR TRAVEL ON OR AFTER 1 JANUARY 2003

PART Z1: TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM

U7970 TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES

*A. General. Transportation, per diem/AEA, and miscellaneous expenses listed in par. U1410 may be authorized/approved for defense personnel of developing countries in connection with the attendance of such personnel at a bilateral or regional conference, seminar, or similar meeting if it is determined that the attendance of such personnel at a conference, seminar, or similar meeting is in the national security interests of the United States.

B. Travel within the Area of Responsibility of a Unified Combatant Command. Except as provided in pars. U7970-C and U7970-D, expenses authorized to be paid under par. U7970-A may be paid on behalf of personnel from a developing country only in connection with travel within the area of responsibility of the unified combatant command (as defined in 10 USC §161(c)) in which the developing country is located or in connection with travel to Canada or Mexico. (As defined in 10 U.S.C. 161(c), the term "unified combatant command" means a military command which has broad, continuing missions and which is composed of forces from two or more military departments).

C. Travel when the Combatant Command is located within the United States. In a case in which the unified combatant command's headquarters is located within the United States, expenses authorized to be paid under par. U7970-A may be paid for the travel of defense personnel of developing countries to the United States to attend a bilateral or regional conference, seminar, or similar meeting.

D. Personnel of a Developing Country that is not a Member of the North Atlantic Treaty Organization (NATO). In the case of defense personnel of a developing country that is not a member of NATO but that is participating in the Partnership for Peace program of NATO, expenses authorized to be paid under par. U7970-A may be paid for the travel of personnel to any of the countries participating in the Partnership for Peace or the territory of any NATO member country.

E. Maximum Expenses that May Be Paid. Expenses authorized to be paid under par. U7970-A may not, in the case of any individual, exceed the amount that would be paid to a member of the United States armed forces (of a comparable grade) for authorized travel of a similar nature.

F. Payment of Additional Expenses. In addition to the expenses authorized to be paid under par. U7970-A, payment may be authorized/approved by the Secretarial Process for other expenses incurred in connection with any conference, seminar, or similar meeting that are in the United States' national security interests.

G. Payment under this Part is in Addition to Payments under 10 USC §1050. Payment of expenses under this Part is in addition to the payment of certain expenses and compensation of officers and students of Latin American countries under 10 USC §1050. *(that currently states: - Latin American cooperation: payment of personnel expenses - The Secretary of Defense or the Secretary of a military department may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses that the Secretary considers necessary for Latin American cooperation.)*

H. Orders. Invitational Travel Authorizations (See Appendix E) are to be used for authorizing the allowances under this Part.

EFFECTIVE FOR TRAVEL ON OR AFTER 1 JANUARY 2003

**PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION
LIAISON OFFICERS**

**U7980 TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS (10
USC §1051a)**

*A. General. Under the authority in 10 USC §1051a, the Secretary of Defense may authorize travel (per diem/AEA), transportation, and miscellaneous expenses listed in par. U1410 required for the performance of duties by a liaison officer of a developing country involved in a coalition with the United States while the liaison officer is assigned temporarily to the headquarters of a United States combatant command, component command, or subordinate operational command in connection with the planning for, or conduct of, a coalition operation. The Secretary of Defense may authorize payment of the above described allowances for a liaison officer of a developing country in connection with the assignment of that officer to the headquarters of a combatant command if the assignment is requested by that combatant command commander. To the extent determined appropriate, the Secretary of Defense may authorize the allowances with or without reimbursement from (or on behalf of) the recipients.

B. Maximum Allowances that May Be Paid. Allowances authorized to be paid under par. U7980-A may not, in the case of any individual, exceed the amount that would be paid to a member of the United States armed forces (of a comparable grade) for authorized travel of a similar nature.

C. Definition. The term 'coalition' means an ad hoc arrangement between or among the United States and one or more other nations for common action.

D. Orders. Invitational Travel Authorizations (See Appendix E) are to be used for authorizing the allowances under this Part.

E. Authority Termination. The authority for authorizing the allowances in par. U7980 expires on September 30, 2005.

AUTHORIZED. The giving of permission before an act.

***AUTHORIZING/ORDER-ISSUING OFFICIAL (AO).** The official who directs travel and has responsibility for the funding.

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

AUTOMOBILE MILEAGE RATES: See *MILEAGE (ALLOWANCE)*.

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. That part of a member's prescribed weight allowance of HHG that:

1. is not carried free on a ticket used for personal travel,
2. ordinarily is transported separately from the major bulk of HHG, and
3. usually is transported by an expedited mode because it's 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 COT/IPCOT travel 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.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has approved and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

COMMAND SPONSORED DEPENDENT. See ***DEPENDENT, COMMAND SPONSORED.***

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

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.

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.***

CONSECUTIVE OVERSEAS TOUR (COT). (Also see ***IN PLACE CONSECUTIVE OVERSEAS TOUR.***) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

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

CONTINGENCY OPERATION. A military operation that:

1. 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
2. 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.sddc.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

- *a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. U1410-A10 for reimbursement of fees and tips incurred at transportation terminals.);
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the authorizing/order-issuing official's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 4, Part F.;***

Effective for TDY travel performed on or after 1 January 2001:

- c. personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account;
- g. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and
- h. Taxes and service charges on any of the expenses in items 2 through 3g.

Effective for TDY travel performed on or after 1 January 2001:

NOTE 2:

(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/AEA authorized/approved for OCONUS travel.

PER DIEM, REDUCED. See REDUCED PER DIEM.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. a change in the homeport of a vessel or mobile unit;
3. change from home or from the PLEAD to the first PDS upon:
 - a. appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;

- c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. enlistment or induction into the Service (regular or during emergency); and
- e. change from the last PDS to home upon:
 - (1) discharge, resignation, or separation from the Service under honorable conditions;
 - (2) release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) retirement; and
 - (5) temporary disability retirement.

PERMANENT DUTY STATION (PDS). *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of member's unaccompanied baggage located on board the ship). The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances.

NOTE 1: *The geographic limits of the PDS are:*

a. For members - The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

b. For invitational travelers -

(1) the corporate limits of the city or town in which the home or principal place of business is located; or

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

NOTE 2: *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

APPENDIX A

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
*AO	Authorizing/Order-issuing Official
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GARS	Government Administrative Rate Supplement
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
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITA	Invitational Travel Authorization
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination

JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument
LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey
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
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-in Housing Allowance
*MILAIR	Military Aircraft
MOU	Memorandum of Understanding
MSC	Military Sealift Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Nontemporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
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
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
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
PPGBL	Personal Property Government Bill of Lading
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
RDD	Required Delivery Date
RPDCI	Retail Price Data Collection Instrument
SDDC	(Military) Surface Deployment and Distribution Command
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMS	Travel Management System
UN	United Nations
TMC	Travel Management Centers

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 USC §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. C1410 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 U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

NOTE 1: See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation.

NOTE 2: The footnoted locations are authorized R&R for specific missions only!

The following are authorized Rest and Recuperation (R&R) locations/destinations *for members of the Uniformed Services and for civilian employees:*

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Bahrain 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Djibouti 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Iraq 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	31 December 2002
Jordan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Kuwait 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Kyrgyzstan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Macedonia, Former Yugoslavia Republic of	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Oman 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Pakistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Qatar 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Saudi Arabia 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002

Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	31 March 2002
Tajikistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
United Arab Emirates 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Uzbekistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Yemen 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was to the APOD only. Effective 19 December 2003 the authorized destination is to the APOD and then to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander may authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty location to the commercial airport nearest their leave location.