

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 212

Alexandria, VA

1 August 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 August 2004 unless otherwise indicated.

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This change includes all material written in MAP Item 29-04(E); and military editorials U04025, U04026, U04028, and U04031. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 211 cover page.

BRIEF OF REVISION

These are the major changes made by Change 212:

U3125-B3d and B4d. Changes the 'Mission' criterion for first and business-class travel.

U4161. Deletes par. U4161, Government Mess Use Under Special Circumstances since under two of the situations, the member is authorized the IE portion and under two the member is not authorized any per diem. All of these situations are covered elsewhere in Chapter 4.

U4210-1. Corrects paragraph references.

U4250-1. Corrects paragraph references.

Appendix B. Corrects reference to the Per Diem Rate website.

Appendix D. Corrects reference to the Per Diem Rate website.

Appendix L. Adds Major Army Command (MACOM) to the list of other MACOMs for personnel requesting AEA up to but not exceeding 150%.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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- (1) Office of the Secretary of Defense and Defense Agencies: Executive Secretary, with no further delegation.
- (2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.
- (3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. Re-delegation may be no lower than to the three-star major commanders.
- (4) The Secretary of Health and Human Services (for Public Health Service officers).
- (5) The Director, NOAA Corps (for NOAA Corps officers).
- (6) The Secretary or Deputy Secretary of Homeland Security (for Coast Guard members).

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated, may authorize or approve business-class transportation. Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited. Premium class approval authorities must obtain approval for their own business-class travel from the next higher approval authority. See par. U2000-A2b.

c. Premium Class Authorization/Approval Authorities

	First Class (DoDD 4500.9)	Business Class
OSD and Defense Agencies	Executive Secretary	Same, except may be delegated to two star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and Four-star major commanders or their three star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when:

a. Lower class accommodations are not reasonably available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member’s proposed departure time, and scheduled to arrive within 24 hours before the member’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the member’s required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty. When this paragraph is used to justify premium-class accommodations, the AO must cause the travel order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.

b. *See par. U2000-A2c for medical reasons. First-class is considered for use when and if business-class transportation is not available.*

c. Exceptional security circumstances require such travel. Examples are:

(1) A member whose use of other than first-class accommodations would entail danger to the member's life or Government property.

(2) Agents of protective details accompanying individuals authorized to use first-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

*d. When required by the mission. This criterion is exclusively for use in connection with Presidential, Congressional or Secretarial designated Boards, Commissions, Task Forces and special high-level invited guests. For DoD, the only approval authority is the Executive Secretary, Office of the Secretary of Defense. Business-class should be used if available.

e. *When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations. The transportation officer/agent must make an appropriate entry on the travel order or other travel-related document as appropriate when this is the case.*

f. *When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html, or Service regulations for the non-DoD Services.) One of the preceding criteria must also be met (pars. U3125-B3a, U3125-B3b, U3125-B3c, U3125-B3d, and U3125-B3e). The travel order must state that transportation services have been paid in advance by a non-federal source.*

4. Business-class Accommodations Use. *(Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (see par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduling travel and NOTE 1 in par. U4326 on rest periods. See par. U2000-A2. Business-class accommodations may be authorized/approved when:*

a. *Space is not available in coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission, a purpose/mission that is so urgent it cannot be postponed.* When "space is not available in coach-class" is used to justify premium class accommodations, the business-class authorizing/approving official must require that the travel order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business class. (Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEMLE, and personnel evacuations.) When TDY travel in business-class accommodations is authorized/approved because the mission is "so urgent it cannot be postponed," business-class accommodations may only be authorized to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY order on which return transportation in premium-class accommodations is not required must require economy class accommodations use for the return flight. *See par. U2000-A2d.*

b. *See par. U2000-A2c for medical reasons.*

- c. Exceptional security circumstances require such travel. Examples are:
- (1) A member whose use of other than business-class accommodations would entail danger to the member's life or Government property.
 - (2) Agents of protective details accompanying individuals authorized to use business-class accommodations.
 - (3) Couriers and control officers accompanying controlled pouches or packages.

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*d. When required by the mission. This criterion is for use in connection with Presidential, Congressional or Secretarial designated Boards, Commissions, Task Forces and special high-level invited guests. Except for the Armed Forces Entertainment Program, for DoD, the only approval authority is the Executive Secretary, Office of the Secretary of Defense. For the Armed Forces Entertainment Program, the approval authority is the executive agent, the Department of the Air Force, per DoDI 1330.13. (Reference PDUSD(P&R) memo, dtd 15 June 2004, subject: Premium Class Travel Approval Authority for the Armed Forces Entertainment Program.)

e. *When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations. The transportation officer/agent must make an appropriate entry on the travel order or other travel-related document as appropriate when this is the case.*

f. *When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html, or Service regulations for the non-DoD Services.) The travel order must state that transportation services have been paid in advance by a non-federal source.*

g. Coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is authorized/approved in accordance with the Fly America Act. See par. U3125-C for rules governing U.S. flag carrier use.

h. Use of the business-class accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations. An actual cost-comparison must be made and the details made part of the travel order.

i. TDY travel is between authorized origin and destination points (at least one of which is OCONUS), the scheduled flight time (including non-overnight airport stopovers and plane changes) is in excess of 14 hours, *and the TDY purpose/mission is so unexpected and urgent it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work. See NOTE 2 below.*

NOTE 1: The "length of flight (14-20-30-40 hours)" in and of itself is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using length of flight to justify business-class accommodations, the business-class authorizing/approving official must cause the travel order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and business-class accommodations.

NOTE 2: *The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class accommodations for PCS, COT Leave, Emergency Leave, R&R, FEMLE, personnel evacuation, or any other transportation.*

NOTE 3:

(1) The member or dependent is not eligible for business-class accommodations at Government expense, if:

(a) A ‘stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,

(b) A rest stop en route is authorized, or

(c) An overnight rest period occurs at the TDY location before beginning work.

(2) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.

(3) On TDY travel, the 14-hour rule (in par. U3125-B4d above) only applies en route to the TDY site. Less than business-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work.

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

5. Documentation Requirements

a. Orders. See par. U2000-A2a.

b. Travel Certification. The member must certify, on the travel order, or by attachment to the travel order, the reason(s) for the use of premium-class airline accommodations. (***Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. U3125-B3 and U3125-B4.***) Specific authorization/approval, including which of the specific conditions was met, and the cost difference between the premium- and coach-class, must be attached to, or stated on, the travel order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the member must certify these circumstances on the attachment to the travel order. In the absence of specific authorization/approval from an authority designated in par. U3125-B2, the member is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the member or dependent was eligible.

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when the U.S. Government funds air travel (49 USC §40118 and B-138942, 31 March, 1981). Except as provided in par. U3125-C3, U.S. flag air carrier service is available if the:

a. Carrier performs the commercial foreign air transportation required, and

b. Service accomplishes the mission, even though:

- (1) A comparable/different kind of service by a noncertificated air carrier costs less,
- (2) Noncertificated air carrier service is preferred by the service/traveler,
- (3) Noncertificated air carrier service is more convenient for the service/traveler, or
- (4) The only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

- B. The Standard GMR for Meals in a Government Mess Plus \$3.50 for Incidental Expenses
- C. PMR Plus the Incidental Expense Rate
- D. OCONUS Incidental Expense Rate

U4153	PER DIEM ON ARRIVAL OR DEPARTURE AT TDY POINT
U4155	SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)
U4157	LODGING PER DIEM COMPUTATION
U4159	<i>PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS</i>
	A. M&IE Rate
	B. Lodging Not Required
	C. Lodging Required with/without Cost
U4160	PER DIEM FOR TDY TRAVEL BY CAR FERRY
U4161	NOT USED
U4163	ESSENTIAL UNIT MESSING (EUM)
U4165	DEDUCTIBLE MEALS
U4167	NON-DEDUCTIBLE MEALS
U4169	LODGING REQUIRED ON THE DAY TRAVEL ENDS
U4171	MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT
U4173	PER DIEM ALLOWANCE COMPUTATION EXAMPLES
	A. Government Meal Rate (GMR)
	B. U.S. and Non-foreign OCONUS Lodging Taxes
	C. Foreign Lodging Taxes
	D. Examples
U4175	RETURN TO PDS FROM TDY FOR PERSONAL REASONS
	A. General
	B. Computation
U4177	NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN HTTP://WWW.DTIC.MIL/PERDIEM/PDRATES.HTML
U4179	REQUESTING REVIEW OF PER DIEM RATES
U4181	PER DIEM AND AEA ON A SINGLE TRIP
U4183	QUICK REFERENCE TABLES – PER DIEM ENTITLEMENTS

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

Paragraph	Contents
U4200	GENERAL
U4205	JUSTIFICATION
U4210	AUTHORIZATION/APPROVAL
U4215	LIMITATIONS
U4220	TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL <ul style="list-style-type: none">A. ExamplesB. Travel with Certain DignitariesC. Air Crew Travel
U4225	EXPENSES <ul style="list-style-type: none">A. Expenses AllowedB. Expenses Not Allowed
U4230	AEA REQUESTS <ul style="list-style-type: none">A. GeneralB. Channels of Submission
U4235	150% MAXIMUM AEA <ul style="list-style-type: none">A. CONUSB. OCONUS
U4240	300% MAXIMUM AEA
U4245	NOT USED
U4250	OVER 300% MAXIMUM AEA
U4255	REIMBURSEMENT <ul style="list-style-type: none">A. LimitationsB. Incidental ExpenseC. M&IE Paid on a Per Diem BasisD. Lodging and/or Meals Obtained under ContractE. Itemization
U4260	AEA COMPUTATION <ul style="list-style-type: none">A. GeneralB. Meals Available under Special ArrangementsC. Averaging ExpensesD. Mixed Travel (Per Diem and Actual Expense)
U4265	COMPUTATION EXAMPLES

3. The Government mess is available for all three meals on the installation to which the member is assigned TDY, and

4. The member is not traveling.

C. PMR Plus the Incidental Expense Rate. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,

2. At least one meal is available and directed in a Government mess on the U.S. Installation to which the member is assigned TDY, and

3. The member is not traveling.

D. OCONUS Incidental Expense Rate. The OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. Installation (see <http://www.dtic.mil/perdiem/perdiemrates.html>), or \$3.50 when the member is TDY to a U.S. Installation and Government quarters are available on that U.S. Installation. Two exceptions are noted below. The AOs can determine that \$3.50 is:

1. Adequate when the member *is not lodged* on a U.S. Installation. *The OCONUS incidental expense rate of \$3.50 may be authorized and must be stated in the travel order.*

2. Not adequate when the member is lodged on a U.S. Installation. The locality incidental expense rate (see <http://www.dtic.mil/perdiem/pdrates.html>) may be authorized and must be stated in the travel order.

U4153 PER DIEM ON ARRIVAL OR DEPARTURE AT TDY POINT

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the port of embarkation/debarkation M&IE rate applies.

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

The schoolhouse commander is authorized to determine if one of the two meal rates based on Government mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate - regardless of what the AO may put in a TDY order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in the order. If that information is not available prior to order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

U4157 LODGING PER DIEM COMPUTATION

Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location in <http://www.dtic.mil/perdiem/perdiem.html>. The lodging cost, or the locality lodging ceiling whichever is less, is added to the M&IE rate for that location to determine the per diem rate for the day. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Chapter 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply. See par. U4129-G.

U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS

A. M&IE Rate. M&IE of 75% of the M&IE rate for the TDY location in <http://www.dtic.mil/perdiem/perdiem.html> is payable. If more than one TDY location is involved and the member is not required to obtain lodging, M&IE of 75% of the highest M&IE rate is payable. If the member must obtain lodging, the rules for travel of more than 24 hours apply. *Per diem is not authorized under this subparagraph when travel is performed in the local area (see par. U4510 for occasional meals authority).*

B. Lodging Not Required. If lodging is not required, per diem is 75% of the TDY location M&IE rate for one day even if the time period is over two calendar days.

C. Lodging Required with/without Cost. If lodging is required, the rules for travel of more than 24 hours apply.

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

When a member on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

1. Mileage (see par. U2600)

a. Mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location.

b. If more than one car ferry is used, mileage is payable for overland travel between ferries; or

2. Transportation. The member is authorized:

a. Government-procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Per Diem

a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.

b. Meals and Incidental Expenses (M&IE). M&IE is based and computed for the member using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarkation) from the ferry; and

4. Ferry Fees. Reimbursement is authorized for ferry fees.

NOTE: See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.

***U4161 NOT USED**

Effective 1 October 2003

U4163 ESSENTIAL UNIT MESSING (EUM)

There is no entitlement to the meal portion of the M&IE allowance when the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that Government messing is essential to accomplish training and readiness. The incidental expense rate is \$3 in CONUS, or the appropriate OCONUS incidental rate at <http://www.dtic.mil/perdiem/perdiemrates.html>, or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 rate must be stated on the order for it to be paid.*** Members ordered to use EUM, who

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

U4200 GENERAL

An actual expense allowance allows members to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of the per diem allowances in Part B, or the per diem rates in <http://www.dtic.mil/perdiem/perdiemrates.html>.

U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at <http://www.dtic.mil/perdiem/perdiemrates.html> is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. U4225-A have escalated temporarily due to special/unforeseen events.

U4210 AUTHORIZATION/APPROVAL

AEA:

- *1. May be authorized before travel begins, or approved after travel is performed, except for an AEA under par. U4250 which may be authorized only in advance of travel;
2. Should be stated in the travel order when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);
4. Authorizations/approvals cover individuals specifically listed in the request and alternate/additional personnel not specifically listed, but who actually performed the duty covered by the request.

U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. ***AEA must not be authorized as part of a 'blanket' travel order.***
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request (see par. U4140) for a per diem rate adjustment.
4. The definitions and rules applicable to the member's authorization for a per diem under Chapter 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. Members are financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant authorization/approval of AEA include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;

2. To an area where the costs have escalated for a short time period during a special function/event such as a:
 - a. Missile launch,
 - b. Sports event,
 - c. World's fair,
 - d. Convention,
 - e. Natural disaster, or
 - f. Similar event;
3. To locations at which affordable lodgings are not available within a reasonable commuting distance of the member's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the member to incur unusually high expenses (e.g., the member must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the member incurs unusually high expenses because of an assignment to accompany another member in the situation in par. U4220-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member who is directed to travel as part of the party of any of the dignitaries listed in Appendix L, par. E. See also Chapter 7, Part U.

C. Air Crew Travel. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other Government aircraft that provide transportation even when assigned exclusively to that duty. ***For this reason, AEA may be authorized/approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.***

U4225 EXPENSES

- A. Expenses Allowed. AEAs include expenses ordinarily covered by per diem as defined in Appendix A.
- B. Expenses Not Allowed. The following expenses are not allowed. The cost of meals:
 1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government;
 2. Procured at the member's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which the member's travel begins/ends (B-189622, 24 March 1978); or
 3. Purchased after leaving the carrier when meals are included in the price of a carrier ticket and are provided during the trip and there is no justifiable reason why the member did not eat the meal(s) served during the trip,

or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity that the member is accustomed is a matter of personal preference and is not a "justifiable reason". (See B-193504, August 9, 1979 and B-192246, January 8, 1979.)

U4230 AEA REQUESTS

A. General

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

- a. Specific reason for travel (see Appendix H for general travel purposes);
- b. Identity of the senior party member (civilian or uniformed), including grade, full name, SSN and branch of the Service/employing DoD component;
- c. Roster of other employees or Uniformed Services members who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DoD component;
- d. Proposed itinerary showing locations at which AEAs are required, the estimated length of duty at each location, and the travel dates;
- e. Information available that indicates the expenses that may be incurred, amount of AEA necessary, and/or reasons why locality per diem does not suffice;
- f. A reimbursement limitation recommendation; and
- g. The name and phone number (commercial (and DSN with area code if available)) of a PoC for the request.

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

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

B. Channels of Submission. See Appendix L.

U4235 150% MAXIMUM AEA

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

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

1. 150% of the per diem rate in <http://www.dtic.mil/perdiem/opdrform.html>; or
2. \$50 plus the locality per diem rate in <http://www.dtic.mil/perdiem/opdrform.html>.

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

U4240 300% MAXIMUM AEA

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

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

U4245 NOT USED

U4250 OVER 300% MAXIMUM AEA

Under special/unusual circumstances or when a member has no alternative but to obtain *OCONUS* lodging that exceeds 300% of the rate in <http://www.dtic.mil/perdiem/opdrform.html>, an amount in excess of 300% may be authorized *in advance only* by an AEA issued by:

- *1. The Director, PDTATAC. These requests must be submitted IAW pars. U4210-1 and U4230-A1 to:

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

or by email to pdttac@perdiem.osd.mil with "AEA REQUEST" in the subject line; or

2. The Secretary concerned for specific *OCONUS* classified missions. *This authority shall not be re-delegated.*

NOTE: AEAs in excess of 300% must be: (1) made in advance of travel, (2) for an OCONUS location, and (3) for a Uniformed Service member. This type of AEA shall not be authorized for civilian employees.

U4255 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.
3. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:
 - a. 150% of the M&IE rate for the TDY location,
 - b. \$25 plus the M&IE rate for the *OCONUS* TDY location when the daily rate authorized is established under par. U4235-B2. or

APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at:

<http://www.dtic.mil/perdiem/perdiemrates.html>.

APPENDIX D**CONUS MAXIMUM PER DIEM RATES**

For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at:

<http://www.dtic.mil/perdiem/perdiemrates.html>.

APPENDIX L**ACTUAL EXPENSE ALLOWANCE (AEA)
SUBMISSION CHANNELS**

A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (*this authority shall not be re-delegated*), or as designated by the Service concerned. The AO, or the official who requires the TDY assignment determines if an AEA is warranted. *Requests should arrive at least 10 days before travel begins*. Authority to authorize/approve AEAs is delegated below.

NOTE: *Do not send AEA requests up to 300% directly to the PDTATAC.*

* B. AEA Requests up to but Not Exceeding 150%. Authority to authorize/approve AEA requests, not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4614-A and C4614-B) is delegated as indicated below.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: Order issuing/Authenticating/Authorizing official:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Ballistic Missile Defense Organization
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. *This authority shall not be re-delegated.*

g. Defense Information Systems Agency
Attn: BLA
701 South Courthouse Road
Arlington, VA 22202-2199

- h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035
- i. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600
- j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221
- k. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816
- l. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400
- m. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651
- n. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515
- o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
Regional Directors of DCAA Region at Eastern, Northeastern, Central, Mid-Atlantic, and Western for
assigned personnel and other DCAA personnel under their command and control
- p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613
- q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613
- r. Department of Defense Inspector General
Assistant IG for Information Management
400 Army Navy Drive
Arlington, VA 22202-2870

- s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137
- t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000
- u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884
- v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206
- w. Uniformed Services University of the Health Sciences
Attn: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799
- x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army:

- a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the AO. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (***MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of AOs. If MACOM not listed the AEA authority has been delegated to the AO.***);
- b. Commander, Army Materiel Command (AMC), Attn: AMCPE-P, 5001 Eisenhower Ave., Alexandria, VA 22333-0001; Message Address: CDRUSAMC ALEXANDRIA VA//AMCPE-P//; Telephone: DSN 767-5511, Commercial (703) 617-5511;
- c. Headquarters, Military Surface Deployment and Distribution Command (SDDC), Attn: SDDCRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRSDDC ALEXANDRIA VA//SDDCRM-F//; Telephone: DSN (312) 328-2350, Commercial (703) 428-2350;
- d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN 723-5241;
- e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN 879-6446, Commercial (520) 538-6446;

- f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, P. O. Box 34000, Fort Buchanan, PR 00934;
- g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Ave., Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN 335-2048, Commercial (202) 475-2048;
- h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***
- i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th St., Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;
- j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;
- k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;
- l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;
- m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Dr., Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFOS.***
- n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawaii, 310 Worchester Avenue, Hickam AFB, HI 96853-5530.

Effective 20 May 2004

*o. Commander, Forces Command (FORSCOM), ATTN: AFRM-B-O, 1881 Hardy Avenue, Fort McPherson, GA 30330-6000. MSG ADDRESS; CDRFORSCOM FT MCPHERSON GA//AFRM-B-O//; Telephone DSN (312) 367-7422 Commercial (404) 464-7422.

3. Navy:

- a. Military Personnel: AOs;
- b. Civilian Employees: Heads of Activities/commands or their designees.

4. Marine Corps:

- a. Military Personnel: AOs;
- b. Civilian Employees: Heads of Activities/Commands or their designees.

5. Air Force:

- a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander;***