

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 462

Alexandria, VA

1 April 2004

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 April 2004 unless otherwise indicated.

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This change includes all material written in CAP items 40-03(E); 60-03(E); 61-03(E); and 65-03(E) and civilian editorials C04001 through C04004; and C04006 through C04008 and C04011. Insert the attached pages and remove the corresponding pages. Remove pages C4O-2-1, C4O-3 through C4O-7 and U-3. This cover page replaces the Change 461 cover page.

BRIEF OF REVISION

These are the major changes made by Change 462:

C2002-C2. Removes the language as it pertains to departure from the employee's residence from which the employee commutes daily, but relates only to the employee's departure from the *dependent's* residence.

C4162-A. Clarifies that the least expensive unrestricted coach fare is to be used for constructive cost purposes for RAT to an alternate destination.

C4163-E; C6700-C3; C6750-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.

C4550-E3; C13205; C13225-A2b, Revises to change office designation; also revises to make clear that temporary quarters may be occupied in the reasonable proximity of a PDS in a foreign country when TQSE is authorized in connection with a PCS to CONUS or non-foreign OCONUS area. Makes clear that TQSE(AE) is based on the per diem rate in effect on the days that temporary quarters are occupied, which responds to the question which rate applies when a location has seasonal per diem rates.

C5010, Table 2. Changes table based on a correction made in the FTR that was issued January 2004.

C13302, item 5. Clarifies that TQSE(F) must be authorized and may not be approved after the fact.

Appendix A. Adds the acronym “AO” for Authorizing/Order-issuing Official.

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, Part F. Moves “Miscellaneous Expenses” JTR, Chapter 4 to JTR, Chapter 1.

## VOLUME 2

### JOINT TRAVEL REGULATIONS

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

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- A. Excess baggage
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- A. General
- B. Charges Paid by a Traveler

**C1440 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE TRAVEL AUTHORIZATION IS AMENDED, MODIFIED, CANCELED OR REVOKED (FTR §301-11.16)**

**C1445 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT**

- A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes
- B. Considerations

movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity. When an employee under an agreement:

- a. returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- b. after arrival at the destination is employed by another DoD component without a break in service,

the losing OCONUS activity must pay for the allowable separation travel/transportation costs not in excess of that to the actual residence. For the conditions and limitations regarding payment by the gaining DoD component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. C5085-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, June 27, 1968; B-163364, June 27, 1968).

F. DoD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. *See DoD Instruction 1342.25, par. 5.4.5, dated October 30 1996, (available at: <http://web7.whs.osd.mil/corres.htm>) "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);" concerning eligibility for reimbursement for official travel.*

#### C1053 IDENTIFICATION CARDS

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, issuance of identification cards is provided in:

1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians), and
2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals.

***NOTE:*** See website <http://web7.whs.osd.mil/dodiss/instructions/ins2.html> for both DoD Instructions listed above.

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

#### C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. passports,
2. visas,
3. immunizations,
4. advance clearance,
5. special conditions, and

6. other restrictions.

B. No-Fee Passport

\*1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green cards) (see par. C1415).

2. Travel Requirements

\*a. The necessary passport, visa (including green cards) when required (see par. C1415), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and

b. with few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into:

(1) a foreign country, or

(2) a territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.

2. Visas and immunizations also have time limitations.

**C1055 GOVERNMENT QUARTERS USE/AVAILABILITY**

A. Quarters Available. ***Employees may not be ordered/required to use Government quarters, nor may lodging reimbursement simply be limited to the Government quarters cost (44 Comp. Gen. 626 (1965)).*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTO's), and are encouraged to use those quarters when TDY to a U.S. installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

B. Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. The JTR directs that Government quarters are not available:

1. when TDY/delay is at other than a U.S. installation;

2. when an authorizing/order-issuing official ***NOTE: Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 U.S.C. §5703) determine their own quarters availability.*** determines Government quarters use would adversely affect mission performance;

3. during en route travel periods; or

4. for TDY/delay of less than 24 hours at one location.

**PART F: MISCELLANEOUS REIMBURSABLE EXPENSES****C1400 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 2, Part H.

**C1405 COMMUNICATION SERVICES (FTR §301-12.1)**

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The AO may determine that certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. C1410-B4g.

**C1410 MISCELLANEOUS EXPENSES (FTR, §301-70.300, and §301-70.301)**

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

A. General for All Travel. Travelers 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 the Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card) up to the amount authorized for an advance for the travel concerned. ***Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable.***;
3. Fees for passports, visas (including green cards), and photographs for OCONUS travel (see par. C1415);
  - 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 traveler ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on official travel authorizations is to and/or from high threat areas or high risk airports (see [http://travel.state.gov/warnings\\_list.html](http://travel.state.gov/warnings_list.html)) by commercial air and travelers 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 in the U.S. and non-foreign OCONUS areas.
  - a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the taxes on \$55, which is the maximum authorized lodging amount); and
  - b. ***Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;***
6. Fees for:
  - a. Currency conversion. Travelers:
    - (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, travelers should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.;
  - b. Cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (***cashing salary checks/drafts is not included***);
  - c. Airport transit, service charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers 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 fee (when the fee is not optional);
7. CTO service and processing fees;
8. Transportation-related tips for taxis, limousines, and courtesy transportation; (FTR §301-10.421);
9. Transportation costs to and from the transportation terminal (see Chapter 2, Part C);
10. Any additional costs of paper tickets ***when authorized/approved*** by the 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 traveler for personal convenience is the traveler's financial responsibility.; and***
11. Similar travel and transportation related expenses.

B. TDY Travel Only. In addition to the expenses listed in par. C1410-A, reimbursable TDY expenses for travelers include:

1. POC transportation costs to and from the transportation terminal (see par. C4657-B);
2. Parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal (see par. C4657-B);
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));
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. C1405); (FTR §301-12.1);
  - h. Connections used for computers to perform official Government business (see par. C1405);
  - i. Excess baggage transportation costs (see par. C2302);
  - j. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, the per diem is computed under par. C4955-E3.***;
  - k. Dual lodging costs (see par. C4555-F);
  - l. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (***see par. C1445***); ***NOTE: Reimbursement must not exceed the remaining amount of the 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 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 traveler).***;

5. The cost incurred during TDY for personal laundry/dry-cleaning and pressing of clothing (*not before departing from or after returning to/arriving at PDS*); only when CONUS TDY/PCS lodging is at least 4 consecutive nights;
6. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
7. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
8. *Transportation-related tips for handling Government property at terminals and hotel;*
9. Any per-day administrative fee called for in the SDCC rental car agreements (including GARS); and.
10. Similar travel and transportation related expenses.

C. PCS Travelers. Travelers are authorized reimbursement for the expenses listed in par. C1410-A for PCS travel. In addition to the expenses listed in par. C1410-A, the employee is authorized reimbursement for:

1. Fees in connection with dependents' transportation that cover a change in status, health, identity, and of affidavits, except for fees/charges for legal services even though local law or custom require lawyers' services in processing applications for passports, visas (including green cards), or changes in status; and
2. Excess baggage transportation costs if approved after PCS/TCS travel by the AO but *may not be authorized in advance of PCS/TCS travel; (see also par. C2304-C)*; and

**C1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS) FEES** (FTR §301-12.1, §302-4.701, and GSBGA 15923-RELO, December 16, 2002)

A. General (TDY or PDT)

1. An employee 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 employee 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 an employee who is a U.S. citizen:

1. Hired locally or transported to a foreign OCONUS area at Government expense,
2. Serving under a transportation or renewal agreement, *and*
3. Required to renew passports (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, *or*
4. Described in par. C1415-C.

C. Passport and/or Visa (Including Green Cards) for Emergency Technical Support Personnel. Activities may be required to have emergency technical support personnel available for official travel on short notice. These personnel, 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).

#### C1420 GOVERNMENT CONVEYANCE

A. General. ***NOTE: See Chapter 2, Part B for Travel by Government Conveyance.*** Except as indicated in par. C1420-B1, the following are examples of allowable (when necessary) expenses for Government conveyance operation that are reimbursable when Government facilities are not available:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road or tunnel tolls;
6. Trip insurance for travel in foreign countries (par. C1410-B2);
7. Guards; and
8. Storage fees.

#### B. Aero Club Aircraft Use

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

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

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

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

#### C1425 COMMERCIAL PASSENGER TRANSPORTATION (FTR, §301-72.3)

A. When the Commercial Transportation Cost Is \$100 or Less (FTR §301-51.100)

***NOTE: It is DoD policy that, when available, CTO services be used to arrange official travel.***

1. General. When the commercial passenger transportation cost is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may either pay cash, be issued a transportation request in accordance with the provisions contained in pars. C1425-A2 and C1425-A3, or use a Government-sponsored Contractor-issued travel charge card. Cash payment is ordinarily made for transportation when the amount involved is \$10 or less, unless special circumstances justify the use of a transportation request.
2. Purchasing Transportation. The traveler is required to follow par. C2204-A governing the use of less than first-class accommodations when purchasing commercial transportation.
3. Reimbursement (FTR, §301-72.204). Reimbursement is authorized for the cash (or Government-sponsored Contractor-issued travel charge card) purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher. The traveler may have to show the date, carrier, name, accommodations used, origin and destination of travel performed, and, if required by finance regulations, the transportation cost and Federal tax paid. For appropriate documentation to support the reimbursement, see par. C1400. A traveler who has procured passenger transportation services with cash (whether using personal funds, a travel advance, or a Government-sponsored Contractor-issued travel charge card) shall, in accordance with finance regulations, assign to the Government any right to recover any excess payment involving a carrier's use of improper rates.

B. When a Transportation Requests (GTR) Is Not Available (FTR §301-51.100). See par. C2253.

C. When a GTR is Available but Not Used and the Transportation Cost Exceeds \$100. (FTR, §301-72.201, and §301-72.203) When a GTR is available but due to conditions beyond the traveler's control it was not utilized, reimbursement is authorized for the actual cost of authorized transportation and accommodations. In all other cases, when a GTR is available but not used and commercial transportation cost purchased by the traveler exceeds \$100, reimbursement is authorized not to exceed the Government's cost for authorized transportation and accommodations had Government-procured transportation and accommodations been arranged or a GTR had been used.

D. Streetcar and Bus Transportation. (FTR §301-10.190)

Reimbursement for bus or streetcar transportation expenses:

1. Is allowed under the conditions in Chapter 2, Part C, and
2. Includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station.

***NOTE: It is possible that finance regulations may require a statement of the necessity for daily travel involving bus or streetcar to accompany the travel voucher.***

#### **C1430 BAGGAGE EXPENSES** (FTR §301-12.2)

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

- A. Excess baggage; ***NOTE: Excess baggage includes an excessive number of pieces and/or excessive weight.***
- B. Baggage transfer; ***Not to exceed the customary local rates, and necessity for the transfer must be explained.***
- C. Baggage Storage;
- D. Checking Baggage. ***Not to exceed the customary local rates.***

E. Terminal Porter Charges. *Terminal porter charges are covered by the incidental expenses portion of per diem and are not items for separate reimbursement except for the following:*

- \*1. When authorized under par. C6552-4, for a traveler with a disability,
2. Charges or tips at transportation terminals for handling Government property carried by the traveler,
3. When handling dependent's personal baggage when dependents are not authorized per diem while traveling at Government expense when unaccompanied by the sponsor, and
4. When handling that portion of dependents' personal baggage that the sponsor cannot handle when dependents are traveling with the sponsor.

F. Charges for Handling Baggage/Government Property. *Charges for Handling Baggage/Government Property at Hotels/Motels are travel expenses payable out of per diem allowances and are not items for separate reimbursement except when:*

1. Authorized under par. C6552-4, for a traveler with a disability, or
2. An employee shows that a separate or additional charge was incurred for handling Government property at a hotel/motel.

#### **C1435 PRIVATELY OWNED CONVEYANCE TAXES AND LICENSE FEE (B-214930, 1 October 1984))**

A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state over 30 days. In some states, a TDY traveler can apply for an exemption certificate upon first coming into the state.

B. Charges Paid by a Traveler. Providing a TDY traveler has applied for and been denied an exemption certificate by the state in which assigned, charges paid by a traveler for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met:

1. POC use is authorized as advantageous to the Government in connection with a TDY assignment as provided in par. C2153.
2. The traveler's PDS is not in the state in which the TDY assignment is performed.
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.
4. Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required. See par. C1310.

#### **C1440 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE TRAVEL AUTHORIZATION IS AMENDED, MODIFIED, CANCELED OR REVOKED (FTR §301-11.16)**

Miscellaneous preparatory travel expenses, such as fees for traveler's checks, passports, visas (including green cards) (see par. C1415), and communications services, incurred prior to travel authorization change are reimbursable provided the action taken is beyond the employee's control, in the Government's interest, and a refund is unobtainable.

#### **C1445 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT**

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When a traveler 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. Traveler acted reasonably and prudently in incurring lodging expenses;
2. Traveler had a reasonable expectation of the TDY being completed as authorized;
3. Assignment was changed for official purposes or for other reasons beyond the traveler's control that are acceptable; and
4. Traveler took steps to obtain a refund once the TDY was officially canceled, or curtailed.

**SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE**

**C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE**

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**PART E: TRAVEL BY COMMON CARRIER**

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## **PART G: BAGGAGE ALLOWANCE**

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

**PART A: CONDITIONS**

**C2000 GENERAL**

A. Travel and Transportation Policy. Travel other than by a usually traveled route must be justified. A traveler may not use contract city pair airline fares provided under GSA contract (see par. C2206-D) for that portion of a circuitous route traveled for personal convenience. The traveler is personally financially responsible for any additional expense. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.

1. less than premium-class accommodations must be used for passenger transportation, unless par. C2204 or C6552 applies,
2. travelers may voluntarily use/accept, and the Government may furnish, accommodations which do not meet minimum standards if the employee's or Service's needs require use of these accommodations,
- \*3. travelers may not be reimbursed for travel at personal expense (see par. C2203-C) on ships/aircraft of foreign registry, except as specified in par. C2205-F, and
4. each dependent is allowed a seat.

B. TDY Travel Involving Non-PDS Location(s). An employee on TDY orders is entitled to travel/transportation allowance NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the employee's PDS and TDY location. When TDY travel is to/from a *non-PDS* location:

1. the traveler must pay excess travel/transportation costs, and
2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

***NOTE: For TDY travel/transportation allowances when TDY orders are received while the employee is on official leave, see par. C4564.***

\*C. TDY Departure from Dependents' Residence

1. The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site.
2. ***Relative cost should be a consideration.***
3. **EXAMPLE**: The traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

**C2001 TRANSPORTATION MODES**

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. Travel of an employee should be by the most expeditious practicable transportation mode that meets mission requirements. The AO is responsible for the transportation

mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). A statement on the order indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be the most advantageous to the Government, provides justification for travel reimbursement based on the transportation mode authorized on the order and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

***NOTE: For The limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DoDD 4500.56, DoD Policy on Use of Government Aircraft and Air Travel, Enclosure 2.***

2. Selecting Method of Transportation to Be Used

a. Contract Air Service. Except as noted herein, the use of discount fares, offered by contract air carrier between certain cities (city-pairs), is advantageous to the Government and is mandatory for authorized air travel between those city-pairs. If a contract city-pair fare is not available, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare. For exceptions and specific guidelines regarding the use of contract air service, see Title 41 Code of Federal Regulations (Federal Travel Regulation (FTR)), §301-10.107 (see the GSA website at: [http://policyworks.gov/org/main/mt/homepage/mtt/ptr/newptr/301-10\\_107.html](http://policyworks.gov/org/main/mt/homepage/mtt/ptr/newptr/301-10_107.html)) and DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E (see the DTR website at: <http://www.transcom.mil/j5/pt/dtr.html>).

b. Noncontract Air Service. The use of noncontract air service may be authorized only when justified under the conditions noted in par. C2001-A2a. Advance authorization and the specific justification reason for the use of noncontract air service must be shown on the travel order or other form of travel authorization before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event the employee shall obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification therefor must be stated on, or attached to, the travel voucher.

c. Rail or Bus Service. Rail or bus service may be used when determined by the DoD component to be advantageous to the Government with cost, energy, and other factors considered and when compatible with the requirements of the official travel. The use of discount fares offered to the Government by rail or bus carriers between selected cities (city-pairs) is advantageous. Whenever these discount fares are offered and the accompanying service fulfills mission requirements, they should be used to the maximum extent possible.

3. Government-contract Rental or Government-furnished Automobiles. When it is determined an automobile is required for official travel, a Government-contract or Government-furnished automobile is used as follows.

a. Government-contract Rental Automobile. A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on TDY travel. This applies to employees who travel to their destination by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under this subparagraph, an employee also may use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practical. Government-furnished automobiles shall continue to be available for use in isolated areas where commercial rental contractors are not available.

b. Government-furnished Automobile. A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used.

c. Cost Consideration. If cost considerations are used in determining whether a Government-contract rental or a Government-furnished automobile should be authorized, the overall cost shall include any administrative costs as well as any costs associated with picking up and returning the automobile.

d. Traveler's Cost Liability when Selected Method Not Used. The employee shall use the method of transportation administratively authorized/approved by the DoD component concerned as most advantageous to the Government. Any additional cost resulting from use of a method of transportation other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.

4. CHUNNEL. The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.

B. Within CONUS. Determination to use any one, or a combination, of the transportation modes in par. C2001-A for travel within CONUS must be based on the following factors:

1. urgency and purpose of travel and ability of each mode of transportation to provide necessary service to meet mission requirements;
2. amount of baggage or working equipment necessary to accompany the traveler;
3. savings in the travelers' productive time (workdays only);
4. availability of adequate accommodations;
5. any special facilities or schedule which shall aid in maintenance of necessary security, when applicable;
6. savings to the Government in connection with PCS orders and transportation of dependents.

\*C. OCONUS Travel

1. Arranging and Determining Transportation Modes. Transportation for OCONUS travel is arranged through the responsible installation transportation officer or travel agency under contract to the U.S. Government (see par. C2203). Determination of the transportation mode to be used for travel to, and/or from and within, OCONUS areas is made by the responsible transportation officer or travel agency under contract to the U.S. Government in accordance with the guidelines in this Part unless the official directing the travel has specified a particular mode in accordance with this Part. The transportation officer or travel agency under contract to the U.S. Government must not under any conditions provide transportation via a mode which has been prohibited by the official directing the travel. Subject to the limitations in par. C2001-D, travel may be approved by Air Mobility Command (AMC), including charter or individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic; by Military Sealift Command (MSC), when available; or by commercial transportation in accordance with the policies set forth in Chapter 2, Part E. Except for travel between points served by ferries, travel by ocean vessel must not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this transportation mode; i.e., per diem, transportation, and lost work time. Travel by ocean vessel may be authorized/approved as being advantageous to the Government only through the Secretarial Process. Reimbursement for use of ocean vessels is subject to the further prerequisites of Chapter 2, Part E, concerning use of vessels of U.S. registry.

2. Traveler Elects Commercial Air or Water. When a traveler authorized to use available AMC or MSC facilities in connection with TDY or permanent duty travel elects to use commercial air or water transportation at personal expense, reimbursement is limited as provided in par. C2206. Travelers are required to arrange transportation, even circuitous or interrupted travel, in accordance with par. C2203.

D. Travel By Aircraft

1. General

a. *AOs directing travel must strictly adhere to the policy on aircraft travel contained in this paragraph.*

b. Air is the usual transportation mode to and/or from OCONUS.

c. Government or Government-procured air transportation should be used for travel to, from, and between OCONUS areas (See Appendix A, under "GOVERNMENT-PROCURED TRANSPORTATION" and "GOVERNMENT TRANSPORTATION" for appropriate definitions.).

d. Except when air travel is not possible for medical reasons, travelers may be required to travel by regularly scheduled commercial aircraft.

e. See par. C2206-E for computing reimbursement when other than the authorized transportation mode or route is used.

f. Reimbursement limitations for travel by an alternate mode or route must be stated on the travel order under which dependents travel.

g. Travelers must make transportation arrangements in accordance with pars. C2207-A and C2207-B.

2. Use of Government Aircraft. Government aircraft may be used only for official purposes in accordance with 41 CFR 101-37.402.

3. Overseas Travel. Travel shall be required by Government air or Government-procured air transportation unless medically inadvisable for:

a. employees performing TDY travel to and from CONUS or between overseas duty points;

b. employees and dependents performing permanent duty travel to, from, and between overseas duty stations.

4. Operations and Maintenance Technicians and Crash Firefighters. Employees whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and crash firefighters for whom travel by aircraft is necessary in connection with their duties, shall be required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions will include such an air travel requirement.

## PART B: TRAVEL BY GOVERNMENT CONVEYANCE

### C2050 GOVERNMENT AUTOMOBILE

#### A. Requirements

1. When common carrier transportation is not advantageous to the Government and an automobile is required for official travel, a Government furnished automobile must be used, when available.
2. Per diem for travel by Government automobile is computed like PCS POC travel (see par. C5060-A).
3. Employees are required to have a valid state, District of Columbia, or territorial motor vehicle operator's license and have travel orders authorizing the temporary use of a Government-owned or contract rental vehicle.

#### B. Exceptions

1. Privately owned/special conveyances may be used when a Government-furnished automobile is unavailable or its use would interfere with official business.
2. If a Government-furnished vehicle is not available, a Government contract rental or other commercially rented vehicle may be used IAW par. C2001-A3.

#### C. Limitations

1. Personal preference/minor inconvenience is not a basis for authorizing/approving private/special conveyance use instead of a Government-furnished automobile.
2. Use of a Government automobile is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. duty sites,
  - b. lodgings,
  - c. dining facilities,
  - d. drugstores,
  - e. barber shops,
  - f. places of worship,
  - g. cleaning establishments, and
  - h. similar places required for the traveler's subsistence, health or comfort.

### C2051 GOVERNMENT AIRCRAFT

A. Air Mobility Command (AMC). Travel may be authorized by AMC aircraft in accordance with the regulations of the separate departments. When travel is performed by scheduled AMC aircraft, the applicable Customer Identification Code (CIC) and Air Movement Designation (AMD) must be included in the travel authorization.

B. Military Aircraft other than AMC. Travel may be authorized by military aircraft other than AMC in accordance with the regulations of the separate DoD components.

**\*C2053 USE OF AERO CLUB AIRCRAFT**

The use of Aero Club-owned or Government loaned aircraft must not take precedence over ordinary Government conveyance use. Authorization for travel by Aero Club aircraft must be in accordance with the DoD component's administrative regulations. Reimbursement for expenses incurred is limited as provided in par. C1420-B.

## PART E: TRAVEL BY COMMON CARRIER

### C2200 TRAVEL/TRANSPORTATION POLICY

\*A. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. C2204-A, C2205 and C2208 for exceptions.

B. Travel Prudence. Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.

C. GSA City-pair Air Fares. GSA city-pair air fares contracted through the Contract City Pair Program are to be used for Government travelers whenever available. See par. C2002 for Contract City-Pair Policy and Exceptions. GSA city-pair air fares must not be used for travel to/from non-official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as RAT).

D. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.

E. Usual Routing. The authorizing/order-issuing official must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

F. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.

\*G. Accommodations. (FTR §301-72.2) Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. AOs should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DoD component's needs require use of these accommodations.

H. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. C2204-B or C2205-F.

I. Dependents' Seating. Each dependent is allowed a seat.

J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

### C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations shall not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler shall report the facts to the transportation office of the DoD component concerned. All adjustments in connection with official passenger transportation must be promptly processed to prevent loss to the Government. All unused tickets (including

portions thereof), coupons, exchange orders, refund slips, notices of fare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local travel/transportation office, or (Contracted) Commercial Travel Office. Failure of travelers to follow these procedures may subject them to liability for any resulting losses.

B. Oversold Reserved Accommodations. When penalty payments are made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserve space, the payments belong to the Government and not to the traveler. Travelers, on receipt of such a payment, are required to turn the payment into the transportation office for proper disposition. In contrast, employees who voluntarily give up their seats on overbooked planes may retain the payments (as distinguished from the penalty payment for failure of the carrier to furnish the Government traveler a confirmed space). If the employee voluntarily gives up a seat and thereby incurs additional travel expenses, the additional expenses are the employee's responsibility. If it impinges on the performance of official duties, an employee must not voluntarily give up a reserved seat. To the extent the employee's travel is delayed as a result of the employee voluntarily giving up a reserved space, the employee shall be charged annual leave for the additional working hours (59 Comp. Gen. 203) (1980)).

**C2202 RECORDING USE OF COMMERCIAL TRANSPORTATION FOR OVERSEAS PERMANENT DUTY AND RENEWAL AGREEMENT TRAVEL**

When commercial facilities are authorized for any portion of the journey to, from, or between overseas stations, in connection with initial appointment, reassignment, or transfer, or renewal agreement travel, the office processing the appointment or transfer or authorizing the renewal agreement travel requests the transportation officer to place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, date of issue, points between which transportation is furnished at Government expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

**\*C2203 ARRANGING OFFICIAL TRAVEL**

A. CTO Use

1. Mandatory Policy. It is DoD **mandatory policy** that employees use available CTOs to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DoD component regulations for CTO use information.
3. Failure to Follow Regulations
  - a. Commands/units are expected to take appropriate disciplinary action when employees and/or AOs fail to follow the regulations concerning CTO use (see par. C1070).
  - b. Disciplinary action should be for **willful** violations and may be in the form of counseling (oral/written), or other personnel means. Action must **not** be through refusal to reimburse. See par. C2203-A4 below for exceptions when reimbursement is **not** allowed.
4. Reimbursement Not Allowed. Reimbursement **shall not be allowed** when the employee does not follow the regulations for foreign flag carriers (see par. C2200-H).

B. Requirements

1. When making travel arrangements, travelers should use the following:
  - a. a CTO (see Appendix A),
  - b. in-house travel offices, or

- c. General Services Administration (GSA) Travel Management Centers (TMCs).
2. All travel arrangements must be made in accordance with:
  - a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
  - b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and
  - c. Service regulations.
- C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized or approved unless the conditions in par. C2204-B or C2205-F are met.
- D. Transportation Reimbursement
  1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
  2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements

## **C2204 COMMERCIAL AIR TRANSPORTATION**

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. *Arrangement of official transportation through an available CTO is mandatory*. See par. C2206-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Government or Government-procured transportation under this Part.

### **B. Service Class**

1. General. Government policy is that:
  - a. travelers must use coach-class airline accommodations for all official business travel;
  - b. commands and travelers should determine travel requirements in sufficient time to use coach-class accommodations;
  - c. first-class airline accommodations may be used only as permitted in par. C2204-B5c;
  - d. premium-class other than first-class (e.g., business-class) airline accommodations may be used only as permitted in par. C2204-B5d;
  - e. authorization for any premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make advance authorization impossible. In these cases, the traveler must obtain written approval from the appropriate authority as soon as possible after the travel; and

f. *When an airline flight has only two classes of service, the higher class of service, regardless of the term used in its identification, is "first class." A traveler must use the 'least expensive unrestricted fare' if available, in the 'back' (economy) cabin of a two-cabin aircraft or the traveler must qualify for a first-class seat for the Government to pay for a seat in the 'front' (first-class cabin) of the two-cabin aircraft. NOTE: Some airlines have only restricted fares in the 'economy' cabin of two-cabin aircraft. If that is the case, a restricted fare in the 'economy' cabin must be used unless the traveler qualifies for a first-class seat in the front cabin.*

*A specific justification or paragraph reference number detailed to the "specific" reason for travel should be on the travel authorization for premium-class travel (e.g., JTR, par. C2204-B5d(5)), (representative of premium-class other than first-class travel); JTR, par. C2204-B5c(2) (representative of first-class). (See par. C3052 for an exception concerning Blanket Travel Authorizations.)*

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use. With the exception of the Commanding Officer or the Head of an Agency, only persons senior to, or independent of, the traveler may authorize/approve the use of premium-class other than first-class (e.g., business class) airline accommodations if one or more of the criteria in par. C2204-B5d is met.

3. Authorization/Approval for First-class Accommodations. Only the Secretary of Defense, Deputy Secretary of Defense, or other SECDEF-designated authority may authorize/approve use of first-class air accommodations at Government expense. The delegation/re-delegation of authority to authorize/approve first-class air transportation at Government expense is held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances requiring the cited need for first-class air accommodations. Authorization/approval may be considered only when the criteria in par. C2204-B5c are met.

4. Requirements for Premium-class Accommodations use. Authorization for premium-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler must obtain written approval from the appropriate authority at the earliest possible time. When a travel authorization (see par. C3150-B16(c)) authorizes premium-class air accommodations (by including the authority and authorization source (memo/letter/message/etc., including date and signatory position for first-class accommodations), the specific conditions met in pars. C2205-B5c or C2205-B5d must be annotated on the authorization and appropriate Government transportation documents must be annotated with the same information. When a travel authorization does not contain authority for premium-class air accommodations use and no other class of service is available, a transportation document may be issued for premium-class service when the document-issuing agent annotates the document in accordance with transportation procedural guidance that "Tickets for premium-class air accommodations were issued as only premium-class service was available between authorized origin and destination points."

5. Traveler Responsibility and Documentation in Connection with Premium-class Accommodations. The traveler must certify on the travel voucher the reasons for premium-class air accommodations use. Specific authorization/approval, including which of the specific conditions was met, must be attached to, or stated on, the travel voucher and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the traveler must certify these circumstances on the voucher. In the absence of specific authorization/approval, the traveler is financially responsible for all additional costs resulting from premium-class air accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the traveler was eligible.

a. First-Class Air Accommodations Use. Circumstances justifying the use of first-class air accommodations are limited to those listed in pars. C2204-B5b and C2204-B5c.

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

c. Authorization/Approval Required. (OMB Bulletin 93-11, April 19, 1993) The appropriate authority as cited in par. C2204-B3 may authorize/approve first-class air accommodations when:

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

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

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

(a) an employee whose use of a class of accommodations other than first-class would endanger the employee's life or Government;

(b) agents in charge of protective details who are accompanying individuals authorized to use first-class accommodations; and

(c) couriers and control officers accompanying controlled pouches or packages and a lower premium-class is not available.

***NOTE:*** *First-class accommodations may be used without authorization/approval only in two circumstances:*

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

***b. 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.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).)***

d. Business-class Transportation Accommodations Use. Circumstances justifying use of business-class transportation accommodations are limited to those listed in pars. C2204-B5d(1) through C2204-B5d(8). Use of business-class transportation accommodations may be authorized/approved when:

(1) Regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class airline accommodations, and the employee certifies this circumstance on the travel voucher.

(2) Space is not available in coach-class airline accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.

(3) Necessary to accommodate a traveler's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class airline accommodations use also may be authorized for an attendant, who is authorized to accompany the attended traveler, when that traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.

(4) The accommodations are required for security purposes or because exceptional circumstances, as determined by the local transportation officer or other appropriate authority in conjunction with the AO, make the use essential to the successful performance of the mission.

(5) Coach-class airline accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag air carrier service use is authorized/approved in accordance with the Fly America Act. See par. C2204-C for rules governing U.S. flag carrier use.

(6) The 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.

(7) The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).

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

**NOTES:**

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

*(b) 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.*

*(c) On TDY travel, the 14-hour rule only applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.*

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

**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 air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. C2204-C3, U.S. flag air carrier service is available if:

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

- b. the 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 U.S. and points outside the U.S. 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.
- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
  - b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
  - c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
  - d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
  - e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); **NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.**
  - f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
  - g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
    - (1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or
    - (2) extend travel time by at least 6 hours or more; or
    - (3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
  - h. The order-issuing authenticating official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***

k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first-class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).

l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if noncertificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a noncertificated carrier is available which does not require travel at those hours (the traveler may travel by noncertificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp. Gen. 629 (1977)).

n. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).

3. Nonavailability Documentation. When the order-issuing official determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a noncertificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel orders and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and enroute points, date(s), justification, and authorizing/approving official's title, organization and signature.

#### 4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines:

(1) when U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;

(2) when U.S. flag air carrier service is not available at origin or an interchange point, noncertificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

(3) when schedule selection leaves the traveler at a location from which there is no choice but to use noncertificated air between the U.S. and another continent, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. C2204-C4a. when selecting a schedule.

**EXAMPLE**

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (*schedules are for illustrative purposes only and do not reflect actual airline schedules*):

| Schedule I                              |             |             |                    |
|-----------------------------------------|-------------|-------------|--------------------|
| Monday/Tuesday/Thursday/Saturday/Sunday |             |             |                    |
|                                         | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |
| Leave:                                  | Ankara      | 0830        | Foreign            |
| Arrive:                                 | Frankfurt   | 1210        |                    |
| Leave:                                  | Frankfurt   | 1325        | Foreign            |
| Arrive:                                 | Stuttgart   | 1410        |                    |

| Schedule II               |             |             |                    |
|---------------------------|-------------|-------------|--------------------|
| Wednesday/Friday/Saturday |             |             |                    |
|                           | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |
| Leave:                    | Ankara      | 0800        | U.S.               |
| Arrive:                   | Rome        | 1100        |                    |
| Leave:                    | Rome        | 1650        | Foreign            |
| Arrive:                   | Stuttgart   | 1940        |                    |

| Schedule III              |             |             |                    |
|---------------------------|-------------|-------------|--------------------|
| Wednesday/Friday/Saturday |             |             |                    |
|                           | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |
| Leave:                    | Ankara      | 0800        | U.S.               |
| Arrive:                   | Istanbul    | 0855        |                    |
| Leave:                    | Istanbul    | 1430        | U.S.               |
| Arrive:                   | Frankfurt   | 1620        |                    |
| Leave:                    | Frankfurt   | 1650/2120   | Foreign            |
| Arrive:                   | Stuttgart   | 1730/2200   |                    |

| Schedule IV             |             |             |                    |
|-------------------------|-------------|-------------|--------------------|
| Daily (except Saturday) |             |             |                    |
|                         | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |
| Leave:                  | Ankara      | 1130        | Foreign            |
| Arrive:                 | Istanbul    | 1220        |                    |
| Leave:                  | Istanbul    | 1430        | U.S.               |
| Arrive:                 | Frankfurt   | 1620        |                    |
| Leave:                  | Frankfurt   | 1650/2120   | Foreign            |
| Arrive:                 | Stuttgart   | 1730/2200   |                    |

Under the guidelines in par. C2204-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

5. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part of the entire trip, the transportation cost on the foreign air carrier is not payable (41 CFR §301-10.143).

D. Carrying Dangerous Weapons Aboard Commercial Aircraft. When compatible with the mission, any person in DoD whose official duties require carrying a dangerous weapon while a passenger aboard any aircraft operated by an air carrier shall confidentially notify the airline station manager or other appropriate airline official of this fact before boarding the aircraft. Upon request from the airline official, the person will present appropriate credentials for identification purposes. Authorization for an employee to carry the weapon will conform to the regulations of the separate departments.

## **C2205 COMMERCIAL SHIP TRANSPORTATION**

A. General. Commercial ship transportation for transoceanic travel may be authorized/approved only as prescribed in par. C2205-B. An employee and/or dependents may have travel by car ferry authorized/approved as specified in par. C2166. Without authorization/approval, reimbursement is based on constructed air transportation costs.

B. Authorization to Use Commercial Ship. Commercial ships use may be authorized/approved by the AO when:

1. the travel can be completed only by ship;
2. the travel can be performed more economically or efficiently by ship; or
3. competent medical authority certifies that the traveler is medically unable to use air transportation and ship transportation is the only reasonable alternative.

C. Ship Accommodations. Employees who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations may be used, at Government expense, only as permitted in par. C2205-D.

D. Authorization/Approval for More Costly First-class Ship Accommodations Use

1. Authorization/Approval. Use of more costly first-class accommodations under the circumstances in par. C2205-E may be authorized/approved by the AO.
2. Requirements. Authorization for more costly first-class ship accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the employee must request written approval from the appropriate authority as soon as possible after the travel.

E. More Costly First-class Ship Accommodations Use. (OMB Bulletin 93-11, April 19, 1993) More costly first-class accommodations may be authorized/approved only when:

1. least costly first-class accommodations are not available;
2. necessary to accommodate an employee's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. More costly first-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. C6552-1, to accompany an attended traveler when the attended traveler is authorized more costly first-class accommodations use and requires the attendant's service en route;
3. there are exceptional security requirements. Examples are:

- a. an employee whose use of least costly first-class accommodations would entail danger to the employee's life or Government property;
- b. agents of protective details accompanying individuals authorized to use more costly first-class accommodations; and
- c. couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

F. U.S. Ship Registry Use

1. General. U.S. flag ships shall be used except as provided in pars. C2205-F2 and C2205-F3 (46 U.S.C. §1241(a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. flag ship cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, May 1, 1978).
2. U.S. Flag Ship Use Impracticable. When U.S. flag ships use would seriously interfere with/prevent the performance of official business, the order-issuing official may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 explaining why U.S. flag ship use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
3. U.S. Flag Ship Unavailable. When U.S. flag ships are not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. C2204-B3 is used explaining why U.S. flag ships are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
4. Determination Required. The authorizations/approvals referred to in pars. C2205-F2 and C2205-F3 must not be based on inconvenience in securing transportation on U.S. flag ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

**C2206 REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE**

A. General. This paragraph applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route (18 Comp. Gen. 447 (1938); 21 id. 116 (1941)). If there is doubt as to the applicable transportation mode for constructive cost purposes, an appropriate transportation officer must determine the applicable mode. Except for travel by POC for personal convenience, when a traveler travels by a route or transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this paragraph.

B. Government and Government-procured Air Transportation Available. When Government air transportation use is required under par. C2001-D3 through C2001-D6, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost shall not exceed the amount that would have been paid for the available Government air transportation.

**NOTE: Government air transportation is not available when:**

1. an AO determines that Government air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;
2. Government air transportation use would involve circuitous travel or undue inconvenience; or
3. travel via aircraft is inadvisable medically.

If appropriate Government transportation and Government-procured transportation are both available, but an employee or dependent elects to travel at personal expense, the lowest priced transportation mode is the reimbursement limit. If only Government-procured transportation is available, its cost is the reimbursement limit.

C. Government and Government-procured Air Transportation Not Available. When Government and Government-procured air transportation are not available, or Government air transportation is not available, reimbursement for the transportation used shall not exceed the least expensive unrestricted fare available for scheduled commercial air service over the usually traveled direct route between the origin and destination. If travel by aircraft is medically inadvisable, reimbursement is limited to the least expensive unrestricted fare for first-class passenger accommodations on a commercial ship.

D. Use of Non-certificated Air Carriers or Ships of Foreign Registry. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign carrier (or ship) service is used. If U.S. Flag carrier or ship service is available for an entire trip and the traveler uses a foreign carrier or ship for any part or all of the trip, the transportation cost on the foreign carrier or ship *is not payable* (41 CFR §301-10.143).

E. Computation. Except as prohibited in pars. C2206-C and C2206-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the Government would have paid for the authorized transportation mode and route, or the cost actually paid by the traveler, whichever is less. The authorized transportation mode means the transportation mode that would have been furnished in accordance with this Volume. Constructive reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, shall not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructive cost for transportation and the normal scheduled travel time for the carrier shall be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the Cost of Government-offered Air Transportation. The reimbursement of dependent travel is subject to the limitation on the travel order, if any, under par. C2001-D1.

**\*C2207 NOT USED**

**\*C2208 TRAIN ACCOMMODATIONS**

A. Policy. The Government purchases and furnishes to official travelers, *who travel by train reserve coach-class accommodations except as noted in this paragraph.* When adequate reserved coach accommodations are available, AOs must require those accommodations be provided. For overnight travel, travelers must be provided slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. First-class Train Accommodations Use

1. Authorization/Approval. With the exception of the Commanding Officer and/or the Head of an Agency, only a person senior to, or independent of, the traveler (e.g., a staff member may not authorize/approve first-class accommodations for a more senior employee in the same chain of command) may authorize/approve the use of first-class train accommodations if one or more of the criteria in par. C2208-C is met.

2. Requirements. Authorization for first-class train accommodations use should be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. When advance authorization is not possible, the traveler must obtain written approval from the appropriate authority as soon as possible after the travel. *Except for the Commanding Officer and/or Head of an Agency, the person approving first-class accommodations must be senior to, or independent of, the traveler (e.g., a staff member may not approve first-class accommodations for a more senior employee) in the same chain of command).*

C. First-class Train Accommodations Use. (OMB Bulletin 93-11, April 19, 1993) Circumstances justifying first-class train accommodations use are limited to those in pars. C2208-C1, C2208-C2, C2208-C3, and C2208-C4.

1. Advantageous to the Government. Advantageous to the Government and no coach-class train accommodations are reasonably available. "Reasonably available" means coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" also must be based on slumber coach sleeping accommodations availability. "Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.

2. Justification. Sufficient justification/documentation, substantiated by competent medical authority, is provided (before travel) so the AO is able to determine that at the time of travel, first-class train travel is necessary because the traveler is so handicapped, or otherwise physically impaired, that other lower-class accommodations cannot be used to meet the traveler's requirements. First-class train accommodations use also may be authorized/approved for an attendant who is authorized under par. C6552-1 to accompany the attended traveler, when the attended traveler is authorized first-class train accommodations use and requires the attendant's services en route. ***During PCS travel, authorization for one member of a family to use first-class train accommodations due to a disability does not authorize the entire family to use first-class train accommodations during official travel. First-class accommodations authorization is limited to the disabled traveler and attendant (if required).***

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

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

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

D. Extra-fare Train Service. Travel by extra-fare trains may be authorized/approved when such use is advantageous to the Government or is required for security reasons. The use of the lowest class of service available on any AMTRAK Acela or Metroliner train Service (including Acela Express) is advantageous to the Government. 'Business' class is the lowest available class of service on the Amtrak Acela Express or Metroliner train service. 'Coach' class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first-class accommodations may be authorized/approved only as provided in par. C2208-C.

**C2305 RENEWAL AGREEMENT TRAVEL**

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

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

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

**C2307 STOPPAGE OF BAGGAGE IN TRANSIT**

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

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

For reimbursement for charges for transferring, storing, checking, and handling of baggage, see pars. C1405-B, C1405-C, C1405-D, C1405-E and C1405-F.

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

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

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

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

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

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

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

**EXAMPLE 6**

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

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

**C2402 TRAVEL AT THE TDY LOCATION**

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

1. lodging and duty site;
2. duty sites; or
3. lodging or duty site and dining facility.

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

1. round trips daily as required between lodging and place of duty; and
2. trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

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

1. fares actually paid for local public transportation;
2. when advantageous to the Government, taxicab fares and transportation-related tips; and
3. when advantageous to the Government, the cost of special conveyance between lodging and duty site and between lodging or duty site and dining facility.

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

**C2403 USE OF TAXICABS INCIDENT TO OFFICIALLY AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**

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

1. employee is dependent on public transportation for such travel,
2. employee is officially authorized to work outside of regular working hours, and

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

\*Reimbursement for taxicab fares may be authorized/approved by the official who authorized duty outside the regular working hours or by the employee's supervisor, if such authority has been delegated. There may be a requirement in finance regulations that authorization/approval indicating the use of taxis as advantageous to the Government be written separately or be placed on the reimbursement voucher. Reimbursable expenses include transportation-related tips (see par. C1410-A11).

**C2404 VOUCHERS AND SUPPORTING DOCUMENTS**

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

**C3057 DISTRIBUTION**

The required number of copies of a travel authorization for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that travelers may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. issuance of Government-procured transportation;
2. travel advances;
3. HHG transportation and/or storage;
4. transportation of unaccompanied dependents;
5. transportation by Military Sealift Command (5 copies);
6. transportation by Air Mobility Command (3 copies);
- \*7. immunization, passport, and visa (including green cards) (see par. C1415); and
8. administrative requirements, including for a record in the employee's personnel folder, for OCONUS PCS travel.

**C3058 UNUSED TRAVEL AUTHORIZATIONS**

Unused travel authorizations must be returned promptly to the authorizing/order-issuing official with an appropriate explanation. That official must have the travel authorization canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

## PART C: TRAVEL AUTHORIZATION CONTENT

### C3100 FORM OF REQUEST

Use the travel authorization forms prescribed in pars. C3150 and C3151.

### C3101 SPECIFIC INFORMATION REQUIRED (FTR §301-71.103)

A. General Information. The following information must be included on all travel authorizations:

1. Employee's name;
2. AOs signature;
3. Travel purpose;
4. Travel authorization conditions of or limitations;
5. Travel costs (for open authorizations, include a travel cost estimate over the period covered) estimate;
6. A statement that the employee(s) is (are) authorized to travel;
7. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DoDFMR, Vol. 9, paragraph 030301.B.1); (*See <http://www.dtic.mil/comptroller/fmr/>*.)
8. A statement indicating whether the traveler is/is not a Government-sponsored contractor-issued travel card holder (DoDFMR, Vol. 9, paragraph 030301.B.2) (*See <http://www.dtic.mil/comptroller/fmr/>*);
9. If the traveler is a Government-sponsored contractor-issued travel card holder, a statement indicating whether or not the traveler is exempt from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods) (DoDFMR, Vol. 9, paragraph 030301.B.3) (*See <http://www.dtic.mil/comptroller/fmr/>*); and
10. A statement indicating that Government-sponsored contractor-issued travel card holders should obtain necessary cash (and the amount), as authorized, through automated teller machines (ATMs) rather than obtaining cash advances from a DoD disbursing officer (DoDFMR, Vol. 9, paragraph 030301.B.4) (*Website at: <http://www.dtic.mil/comptroller/fmr/>*).
11. A statement indicating that the use of the CTO to arrange official travel is mandatory, or a statement in detail as to exactly why a CTO is not available, or otherwise is not being used. ***NOTE: Virtually all DoD components have contractual arrangements with CTOs requiring that all official transportation be arranged through the CTO if the CTO can provide the required official transportation arrangements.***
12. A statement that if there is a GSA contract city-pair fair between an official-travel origin and official-travel destination, it should be used unless one of the 5 reasons in par. C2002-A4 exists. If one of the reasons exists, it must be stated on the travel authorization. A detailed explanation must be stated if other than the contract city-pair fare is to be used for the reason in par. C2002-A4a (e.g., "Space on a scheduled contract flight is not available in time to accomplish the purpose of travel because it is critical that the traveler arrive at destination "XXX" on (date & time) and there are no city-pair flights available that allow the traveler to arrive on time.")

B. Specific Authorization or Approval. (FTR §301-71.105) The following travel arrangements require specific authorization or prior approval:

1. Use of premium-class service on common carrier transportation (par. C2204-A);
2. Use of a foreign air carrier (pars. C2204-B);
3. Use of cash to pay for common carrier transportation (par. C2252);
- \*4. Use of extra-fare train service (par. C2208);
5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);
6. A statement that the employee(s) is (are) authorized to travel; and
7. A statement that return travel to the PDS during extended TDY is authorized must be included in the travel authorization, or on the travel voucher, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

C. Advance Arrangements. The following travel arrangements require a written or electronic advance authorization:

1. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel authorization under which dependents travel;
2. Payment of a reduced per diem rate (par. C4550);
3. Acceptance of payment from a non-Federal source for travel expenses (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)); and
4. Travel expenses related to attendance at a conference (Chapter 4, Part S).

### C3102 BLANKET TDY TRAVEL

A blanket TDY travel authorization must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

1. that the travel type is “blanket TDY travel”;
2. that the employee shall proceed at such times, to such places, and at such frequency as may be necessary;
3. of the general geographic area limitations;
4. of a specific period of time within a fiscal year;
5. of the reason(s) for this type of travel;
6. designating the traveler as an acting transportation officer, if applicable;
7. authorizing use of special conveyances with reimbursement allowed when approved on claim vouchers as advantageous to the Government, if appropriate;

5. if transportation of POV(s) within CONUS is authorized as more advantageous; and
6. that the conditions in par. C2159-C1 for using more than 2 POCs are authorized, or approved by travel authorization amendment after the fact.

D. OCONUS Permanent Duty Travel

1. General. Travel authorizations for OCONUS permanent duty travel must contain the same basic information prescribed in par. C3104-A, plus a statement:

- a. that the travel type is "permanent duty travel," and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip renewal agreement travel, separation, or advance return travel (see par. C5000);
- b. of the actual residence, as appropriate;
- c. of the date the required transportation agreement is signed in connection with assignment at an OCONUS PDS;
- d. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
- e. of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);
- f. for POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation in accordance with par. C2159;
- g. prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
- h. of the maximum HHG weight the employee may transport or store; and
  - (1) any weight limitation imposed by the OCONUS command;
  - (2) the weight allowance for consumables if authorized (par. C5154-D and Appendix F);
  - (3) the employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Government-arranged move; and
  - (4) if assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;
- i. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
- j. of an alternate travel origin or destination point allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;
- k. whether or not a POV shipment is authorized;
- l. if ocean-going car ferries are authorized (see par. C2166);

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

n. if property management services are authorized; and

o. if TQSA and/or FTASE are authorized.

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

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

b. of the number of leave days granted;

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

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

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

f. of baggage weight limits;

\*g. authorizing up to 90 days HHG temporary storage if allowed in par. C5190;

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

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

### **C3105 TCS TRAVEL**

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

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

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

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

4. authorize the employee to return to the former PDS (par. C5720-B1).

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

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

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

## **PART D: RENEWAL AGREEMENT TRAVEL (RAT)**

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| <b><u>Paragraph</u></b> | <b><u>Contents</u></b>                                                                                                                                                        |
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| <b>C4151</b>            | <b>ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS (FTR §302-3.212)</b>                                                                                                         |
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**PART E: RESERVED**

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**PART F: RESERVED**

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**PART G: RESERVED**

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**PART H: AGREEMENT VIOLATIONS**

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**PART I: RESERVED (SEE CHAPTER 5, PART A)**

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**PART N1: POC USE FOR TDY TRAVEL**

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|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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B. POC Use Not Advantageous to the Government

C4660

**TRAVEL TIME**

C4661

**COMPUTING REIMBURSEMENT FOR POC TRAVEL**

- A. Advantageous to the Government
- B. Not Advantageous to the Government
- C. Mixed Modes

C4662

**SEE CHAPTER 4, PART N2**

**PART N2: RETURN TO PDS DURING TDY**

**Paragraph**

**Contents**

C4675

**ORDERS**

C4676

**REQUIRED RETURN TO PDS DIRECTED DURING NON-WORKDAYS**

C4677

**VOLUNTARY RETURN TO PDS**

- A. General
- B. Examples

C4678

**RETURN TO PDS DURING EXTENDED TDY**

- A. General
- B. Cost Analysis
- C. Authorized Return

C4679

**LODGING RETAINED AT TDY LOCATION**

- A. Lodging Retained at TDY Location during Voluntary or Required Return
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**PART O: OCCASIONAL MEALS AND/OR LODGING**

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**Paragraph**

**Contents**

C4710

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

**PART P: RESERVED**

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**PART Q: RESERVED**

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**PART R: RESERVED**

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## **PART S: CONFERENCES**

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| <b><u>Paragraph</u></b> | <b><u>Contents</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>C4950</b>            | <b>CONFERENCE PLANNING (FTR PART 301-74)</b> <ul style="list-style-type: none"><li>A. Authority</li><li>B. Policy</li><li>C. Scope and Coverage</li><li>D. Definitions</li><li>E. Actions Required</li><li>F. Cost Considerations</li><li>G. Cost Comparisons</li><li>H. Conference Site Selection (FTR §302-3.515)</li><li>I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation (FTR §301-74.14; 74.15)</li><li>J. Advertisement or Application Form for Conference Attendance (FTR §301-74.16)</li><li>K. Selection of Attendees</li><li>L. Conference Administrative Costs</li><li>M. Conference Lodging Allowance</li><li>N. Conference Lodging Allowance Approval Authority (FTR, §301-74.24)</li><li>O. Conference M&amp;IE Rate</li></ul> |
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## **PART T: SPECIFIC ASSIGNMENT CONDITIONS**

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| <b><u>Paragraph</u></b> | <b><u>Contents</u></b>                                                                                                                                           |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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| <b>C4976</b>            | <b>WITNESS TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Definitions</li><li>C. Allowable Travel Expenses</li><li>D. Funding</li></ul>  |
| <b>C4977</b>            | <b>JUROR TRAVEL</b>                                                                                                                                              |
| <b>C4978</b>            | <b>TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION REPRESENTATIVE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Certifications</li></ul> |

**C4979**

**TRAVEL TO RECEIVE NON-FEDERALLY SPONSORED HONOR AWARDS**

- A. General
- B. Allowable Expense
- C. Prohibition

b. 12 months.

3. Five-Year Limit on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the RAT tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond the 5-year limit on OCONUS assignments, unless the employee is not affected by, or has been released from, the 5-year OCONUS service limitation (see par. C4005-C1e).

4. Computing Tour of Duty when Delayed RAT is Involved and Employee is not Affected by the 5-Year OCONUS Service Limitation

#### EXAMPLE

An employee's initial 36-month tour ended 30 June 01. The employee was eligible to perform RAT beginning 1 July after signing a 24-month renewal agreement. The employee departed the PDS on 1 July, performed RAT and returned 31 July 01. The new tour of duty begins on 1 August 01 and ends 31 July 03 (i.e., 24 months after return from RAT).

If the initial tour was extended for the same employee to 31 August 01, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 01, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 01 and ending 31 July 03. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

#### C4156 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or be accompanied by dependents. Dependents may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee concerned does not perform authorized renewal agreement travel. Unaccompanied dependents will not be allowed delayed use of renewal agreement authority beyond 6 months after the date the employee begins such travel except as provided for teachers in par. C4164.

#### C4157 RENEWAL AGREEMENT TRAVEL NONCUMULATIVE

Renewal agreement travel entitlement is for use between consecutive periods of continuous overseas employment and may be performed between the date of completion of one agreement and before serving another tour of duty pursuant to a written agreement (35 Comp. Gen. 101 (1955)). Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used.

#### C4158 TRANSPORTATION OF BAGGAGE

Transportation of necessary baggage is allowed as provided in par. C2305.

#### C4159 TEMPORARY STORAGE OF HHG

The conditions under which up to 90 days temporary storage of HHG is allowable are prescribed in Chapter 8, Part D.

#### C4160 PER DIEM ENTITLEMENT

An employee is authorized per diem during the allowable travel period en route from the OCONUS PDS to the authorized destination and from that destination to the OCONUS PDS. No per diem is authorized for the employee's dependents incident to RAT when the employee returns to the same OCONUS PDS for duty. However, when the employee is to report to a different OCONUS PDS for duty after leave, per diem is allowable for dependents while en route, limited to the constructed time by usual mode and route between old and new OCONUS duty stations.

**NOTE:** *AEA in JTR, Chapter 4, Part M may not be authorized/approved for RAT/PCS travel.*

**C4161 LEAVE STATUS DURING ABSENCE FROM DUTY**

During the period of absence from the overseas post of duty until return to duty at the same or different overseas post of duty, the employee may be entitled to home leave, or leave-free travel time, or may be in a leave with or without pay status. The leave regulations of the separate departments apply. Certain limitations apply to teachers in the DoD Education Activity (see par. C4164).

**C4162 ALTERNATE DESTINATION****\*A. Entitlement****1. General**

a. Employees/dependents are authorized to perform RAT to a destination (other than the employee's actual residence) in:

- (1) U.S., or
- (2) The country of the employee's actual residence.

b. Either destination listed above is an official travel destination.

c. Contract city-pair fares may be available for use.

d. The least expensive unrestricted coach fare is to be used for constructed cost purposes (see par. C2002-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

e. *If the employee/dependent(s) travel to a more expensive alternate destination, city-pair fares are not authorized to the alternate destination and the employee is financially responsible for any excess cost.*

2. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

| <b>EXAMPLE 1</b>                                                                                                                                                                                                                                                                 |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Employee's PDS is in Germany and the actual residence is Ames, Iowa. No city-pair between the airport serving the German PDS and Ames, Iowa and the least expensive unrestricted coach fare (incorporating some city-pair fare connections) =                                    | \$1,200.00       |
| Employee desires to utilize RAT to Boston, MA.                                                                                                                                                                                                                                   |                  |
| City-pair fare to Boston =                                                                                                                                                                                                                                                       | \$1,400.00       |
| Least expensive unrestricted non-city-pair coach fare to Boston =                                                                                                                                                                                                                | \$1,600.00       |
| Since the city-pair fare cost to Boston, MA, is more expensive than the least expensive unrestricted coach fare to Ames, Iowa, <i>the city-pair fare may not be used</i> to Boston. The employee is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400). |                  |
| <b>Employee's Financial Responsibility</b>                                                                                                                                                                                                                                       | <b>\$ 400.00</b> |

| <b>EXAMPLE 2</b>                                                                                                                                                                                             |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Employee's PDS is in Germany and the actual residence is Washington, DC.                                                                                                                                     |                |
| City-pair between the airport serving the German PDS and Washington DC =                                                                                                                                     | \$980.00       |
| Employee desires to utilize RAT to St. Louis, MO.                                                                                                                                                            |                |
| City-pair fare between the airport serving the German PDS and St. Louis, MO =                                                                                                                                | \$840.00       |
| Since travel to St. Louis, MO, is less expensive than travel to the actual residence in Washington, DC, the employee is authorized to use the city-pair fare to St. Louis (\$840) NTE the \$980 cost to HOR. |                |
| <b>Employee's Financial Responsibility</b>                                                                                                                                                                   | <b>\$ 0.00</b> |

B. Time and Location Requirement. If an employee's actual residence is in the U.S., the employee, and the employee's dependents, must spend the majority of the RAT time in the U.S. to be entitled to the RAT.

C. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. fails to meet the conditions in pars. C4162-A and C4162-B,
2. is merely routed through the country of actual residence en route to another country, or
3. travels to various points for personal reasons (e.g., a "travel tour").

D. Administration. An alternate destination:

1. is determined in advance of travel and stated in the travel order,
2. omitted from the travel order may be amended to include the alternate destination,
3. may be specifically approved on the reimbursement voucher.

E. Reimbursement. RAT reimbursement to an alternate destination shall not exceed the amount allowed for a usually traveled route from the PDS to the actual residence and for return to the same or different OCONUS PDS.

#### **C4163 LIMITATIONS**

A. Household Goods (HHG). There is no entitlement in connection with renewal agreement travel for the shipment of HHG except with regard to necessary baggage as provided in par. C2305. However, the signing of a renewal agreement in connection with renewal agreement travel can be the basis for reestablishing expired entitlement for the transportation of HHG (and dependents) to the extent of prior authorization that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. For travel entitlements of unaccompanied dependents, see par. C4156.

C. Destination Point. Renewal agreement travel authority does not apply if an employee's travel destination is to a place other than in the country or area in which the place of actual residence is located.

D. Duplicate Eligibility. Duplicate transportation will not be authorized for persons who may be separately eligible for renewal agreement travel as an employee and as a dependent.

\*E. RAT In Connection with other Travel. Employees may not be required to combine RAT with any other funded leave transportation program or travel entitlement. Employers may not require that RAT be combined with any other funded leave transportation program or travel entitlement.

#### C4164 TEACHERS IN THE DoD OVERSEAS DEPENDENTS SCHOOL SYSTEM

A. Completion of Period of Service RAT Entitlement. Under RAT authority, a teacher who satisfactorily completes the period of service, as specified in the transportation agreement, is authorized travel to the actual residence in the U.S. during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

B. Exceptions

1. General. The following exceptions to the provisions of par. C4164-A may be approved during a period of continuous service as provided in pars. C4164-B2 and C4164-B3.

2. Reassignment at Management's Request. Under RAT authority, after completing 1 school year of service on a current agreement, any teacher who is reassigned at management's request from one 2-year area to another, may return to the place of U.S. residence during the summer vacation. The normal routing between the two PDSs must be through the U.S. and the teacher must sign a new renewal agreement for the new area of assignment. Other reassignments at management's request must be limited to travel by direct routing as a PCS movement between the two PDSs. The first school year of service at the new location completes the second consecutive school year of required service under the initial transportation agreement.

3. Attendance at an Accredited College/University. When the teacher wants to return to the U.S. for the summer at the end of the first school year of service, a teacher may be authorized round trip renewal agreement transportation if the teacher is:

- a. under an agreement to attend an accredited college/university,
- b. pursuing courses for professional preparation/advancement that are related to the present/planned DoD Education Activity assignment, or
- c. pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
- d. attending courses that are required for continued certification in the teacher's home state.

The renewal agreement is signed before leaving the OCONUS area. The teacher is required to present satisfactory evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than 6 semester hours. If the teacher fails to present evidence of satisfactory completion of the courses, for reasons unacceptable to the employing activity, the teacher must refund the Government the cost of the return travel to the U.S. which was for the purpose of attending the courses of study. Those who return to the U.S. under the exception contained in this subparagraph begin a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College or University Incident to Authorized Extended Leave of Absence. Round trip renewal agreement transportation may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized leave of absence to attend an accredited college/university located in the U.S., provided:

- a. the teacher has satisfactorily completed 2 school years in the DoD Education Activity and meets the eligibility conditions for renewal agreement travel;

- b. the teacher executes a renewal agreement before departure in connection with the authorized leave of absence;
- c. the teacher presents to the appropriate official responsible for authorizing the extended leave of absence and renewal agreement travel satisfactory evidence of bona fide intent to attend an accredited college or university for the purpose of pursuing a course of study leading to a higher degree or for graduate work in his/her chosen field, and such course of study is not feasible through other means, together with proof or acceptance for such course of study and information regarding successful completion of the course.

Teachers are authorized to travel to the United States on the first portion of renewal agreement travel authority in order to attend an accredited college or university. Travel to the overseas area may be accomplished under the return portion of renewal agreement travel authority upon completion of the period of study. Paragraph C4156 will be exclusive of any time the teacher is actively enrolled at the college or university in the United States.

5. Reassignment to 1-Year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized renewal agreement travel to the place of residence in the U.S. to take leave without pay during the summer recess. Renewal agreement travel also is authorized from that place of residence in the U.S. to the new OCONUS PDS indicated in the renewal agreement.

#### C. Storage of HHG between School Years

- \*1. Entitlement Conditions. The general entitlement conditions are covered in Chapter 5, Part D.
- 2. In Addition to Storage in Transit. Authority for storage between school years is in addition to authority for temporary storage in connection with the shipment of property. Storage under these two authorities may overlap in time.
- 3. Not Applicable to Substitute or Part-time Teachers. Substitute and part-time teachers are not eligible for storage of property between school years.
- 4. Administrative Arrangements. The industrial relations or civilian personnel officer concerned (administrative responsibility) will furnish to the appropriate transportation officer notification about storage between school years. The transportation officer is responsible for storage arrangements. The notification will specify the beginning and ending dates for the period of storage. The transportation officer will maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.
- 5. Notification of Indebtedness. The industrial relations or civilian personnel officer concerned will be responsible for immediately notifying the transportation officer who is handling the storage account in the event the teacher becomes indebted for the cost of storage through loss of eligibility so that collection action can be taken.
- 6. Consecutive School Terms in Different Locations. If a teacher is at different locations for consecutive school terms, storage costs will be paid from funds of the losing command or activity until the property is removed from storage for shipment to the new duty station. Funds of the gaining command or activity will be used for any storage costs after the date the goods arrive at the new duty station. The place of storage may be at either the old or new duty station as determined most practical under the circumstances in individual instances.

D. Travel Time Compensation. Travel time compensation is not a travel cost and may not be considered in computing liability.

E. Per Diem Allowance. Per diem allowance for travel performed is an item of travel cost and must be considered in computing liability.

F. Extent of Employee Financial Responsibility to the Government. An employee's financial responsibility to the Government must be based on travel to and/or from the first PDS following a period of renewal agreement travel. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are not the employee's financial responsibility.

G. Return Travel Costs: Government's Obligation. When it is determined that sufficient travel and transportation allowances entitlement exists to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the Government's obligation is fulfilled.

\*H. Return Travel Costs: Employee's Obligation. When it is determined that insufficient travel and transportation allowances entitlement exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's entitlement. Government transportation is authorized, if available, from the OCONUS area to the POD or beyond by these regulations. In such cases, collections should be made, if possible, before the travel begins. If an employee is without sufficient funds to pay for return HHG shipment expenses (including temporary storage at origin), see par. C6300. If the employee prefers, the employee may provide the transportation and be reimbursed for the Government's share upon submission of an appropriate voucher. The employee must furnish receipts for claimed expenses (see par. C1310). Reimbursement of the Government's share is based on the transportation mode that would have been used for the return over a usually traveled route to the actual residence. See par. C2203.

**SAMPLE STATEMENT OF  
LIABILITY OR CREDIT VIOLATION OF RENEWAL  
TRANSPORTATION AGREEMENT**

**\*NOTE:** *The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.*

**EMPLOYMENT HISTORY:**

|                           |                                                                                                                                                                                                                                                                                                                                            |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name, Designation, Grade  | Richard A. Rowe, Administrative Assistant GS-9                                                                                                                                                                                                                                                                                             |
| Official Duty Station     | Munich, Germany                                                                                                                                                                                                                                                                                                                            |
| Place of Actual Residence | Buffalo, NY                                                                                                                                                                                                                                                                                                                                |
| Dependency Status         | Single, no dependents                                                                                                                                                                                                                                                                                                                      |
| Service Record            | Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army. |

**TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT:**

|                                                                  |       |
|------------------------------------------------------------------|-------|
| Liabilities:                                                     |       |
| Round trip rail transportation from Munich, GE, to Frankfurt, GE | 28.00 |

|                                                                                  |              |
|----------------------------------------------------------------------------------|--------------|
| Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ             | 162.00       |
| Round trip limousine service from McGuire AFB, NJ, to Philadelphia, PA (airport) | 7.00         |
| Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY   | 52.00        |
| Per diem to and from Munich, GE (tabulate number of days to appropriate rates)   | <u>16.00</u> |
|                                                                                  |              |
| Total                                                                            | \$265.00     |

|                                                                     |             |
|---------------------------------------------------------------------|-------------|
| Credits:                                                            |             |
| Rail transportation from Munich, GE, to Frankfurt, GE               | \$ 14.00    |
| AMC transportation from Frankfurt, GE, to McGuire AFB, NJ           | 81.00       |
| Limousine service from McGuire AFB, NJ, to Philadelphia, PA         | 3.50        |
| Commercial air transportation from Philadelphia, PA, to Buffalo, NY | 26.00       |
| Per diem from Munich, GE, to Buffalo, NY                            | <u>8.00</u> |
|                                                                     |             |
| Total                                                               | \$132.50    |

Liability \$265.00 - Credit \$132.50 = \$132.50 due to the Government. There is no further entitlement.

Statement approved:

\_\_\_\_\_  
A. B. Person, Civilian Personnel Officer  
17 January 1994

Explanation: the employee satisfactorily completed the service required by the initial agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of 1 year of service and owes the Government for round trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is entitled to one return to Buffalo at Government expense, the employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense.

Statements of liability or credit as a result of violation of renewal agreement are prepared in the same manner for the following cases:

#### Case No. 1

An employee is transferred from the Army Materiel Command Headquarters, Alexandria, VA, to London, England, for a 3-year tour. He has a wife, son, daughter, and dependent mother. The wife, son, and mother travel to London with the employee. The daughter remains at a school in the U.S. 7,800 pounds of HHG are transported to London at Government expense. Total travel and transportation allowances are \$1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, his wife, and son returned to Washington for leave. The HHG were stored in London for 90 days prior to shipment to Berlin. The dependent mother visited Paris and returned to London while her son was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at Government expense to Berlin with the employee, his wife, and son. The employee's dependent mother and HHG were transported at Government expense from London to Berlin.

Prior to completion of the first year of his renewal agreement, the employee was removed from his position and separated from Government service because of misconduct. Since the removal resulted in violation of the renewal agreement, he is liable for the costs of transporting himself, his family, and HHG from Berlin to Washington.

#### Computations:

1. Since the employee satisfactorily completed the service required by the initial transportation agreement, he is not liable for the travel and transportation allowances for travel of self, wife, son, and mother from Washington to London.

2. Liabilities:

|                                                                                             |               |
|---------------------------------------------------------------------------------------------|---------------|
| Transportation for self, wife, and son from London to Washington, DC                        | \$ 627.00     |
| Transportation for self, wife, daughter, and son from Washington, DC to Berlin              | 944.00        |
| Transportation of dependent mother from London to Berlin                                    | 131.00        |
| Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin | 7.50          |
| Per diem for wife, son, daughter, and dependent mother from London to Berlin                | 6.00          |
| Packing, drayage, and storage of HHG in London                                              | 140.00        |
| Crating, drayage, transportation, and unpacking of HHG from London to Berlin                | 275.00        |
| Miscellaneous expense allowance                                                             | <u>200.00</u> |
|                                                                                             |               |
| Total                                                                                       | \$2,330.50    |

## 3. Credits:

|                                                                                                  |            |
|--------------------------------------------------------------------------------------------------|------------|
| Transportation of self, wife, son, and dependent mother from London to Washington                | \$ 836.00  |
| Packing, crating, drayage of HHG in London*                                                      | 90.00      |
| Transportation, temporary storage and unpacking of 8,750 pounds of HHG from London to Washington | 1,240.00   |
| Per diem for employee, wife, son, and dependent mother from London to Washington                 | 12.00      |
|                                                                                                  |            |
| Total                                                                                            | \$2,178.00 |

4. Liability \$2,330.50 - Credit \$2,178.00 = \$152.50 due to the Government. There is no further entitlement.

No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of 1 year.

### Case No. 2

An employee is recruited under a transportation agreement for a position in Okinawa for a 24-month tour. He is married and has one son. He is provided travel and transportation allowances for travel to Okinawa for himself, his wife, and son, but HHG remain at Atlanta, GA, his actual residence. He completed the required tour in Okinawa and is furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, his wife, and 6,000 pounds of HHG are transported to Ankara at Government expense. The son remains in Atlanta to attend school and at the end of nine months traveled at Government expense under the renewal agreement from Atlanta to Ankara.

The employee completed his tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by his wife and son. After a period of leave in Washington, he was provided transportation to his new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in storage for 30 days prior to arrival of the family. The wife and son were furnished Government transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement and resigns to return to the U.S. to enter private business and was separated from Government service. Since the resignation is prior to the expiration of the 2-year tour, the transportation agreement is violated and he is liable for his transportation costs from Bremerhaven to Atlanta.

#### Computations:

1. The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.
2. The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.
3. Since he served 18 months at Bremerhaven, he is not indebted for any of the travel and transportation allowances previously paid under the agreement.

## 4. Credits:

|                                                                                                       |               |
|-------------------------------------------------------------------------------------------------------|---------------|
| Transportation for wife and son (Ankara to Atlanta)                                                   | \$ 500.00     |
| Transportation HHG (8,700 pounds gross packed and crated at time of violation) from Ankara to Atlanta | 840.00        |
| Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta                                 | <u>180.00</u> |
| Total                                                                                                 | \$1,520.00    |

5. Upon computing the cost of transportation for the employee, his wife, and son, and HHG from Bremerhaven to Atlanta, it was determined to amount to a total of \$1,340.00. Since the employee was entitled to a credit of \$1,520.00, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Government paid for all transportation to Atlanta.

***NOTE:*** The cost figures used in the sample statement and case histories are for illustrative purpose only and are not to be construed as being correct, actual, or constructive costs.

## PART L: PER DIEM ALLOWANCES

### C4550 PER DIEM RATES

A. General. The per diem allowances prescribed in this Part are applicable for all TDY periods, except when an AEA, authorized under Part M, applies, and for all periods of PDT. ***The per diem rate is determined based on the traveler's TDY location, not the lodging location.*** If neither Government nor commercial quarters are available at the TDY location, see par. C4555-A.

B. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the head of each DoD component, or a designee, to ensure per diem allowances for travelers are sufficient to meet the necessary subsistence expenses for the official travel. ***Allowances in excess of need must be avoided.*** The per diem allowances prescribed in this Part are the maximums allowable. See par. C4550-C for information about requesting a reduced per diem rate. To avoid authorization/approval of amounts in excess of the needed amounts, consideration must be given to the following factors that tend to reduce employees' necessary expenses:

1. actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. special accommodation rates availability for a particular meeting, conference, training or other TDY assignment;
3. an employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. Government-furnished lodging availability, such as Government quarters, or other lodging procured for the employee by means of a purchase order (see par. C4552-H).

C. Authorizing a Different Per Diem Rate. When it can be determined factually that the per diem rates prescribed in this Part are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also par. C4550-B), the authorizing/order-issuing official should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed in this Part. ***Such authority must be requested and approved in advance of the travel.*** (A fixed per diem may not exceed the locality per diem rates prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned.) The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. C4550-D or C4550-E. (Include the name and telephone number for a PoC who may be contacted concerning the request.) If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office in par. C4550-D or C4550-E. ***The authorized fixed per diem rate must be stated on the travel authorization.*** This rate shall be the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. ***Except as indicated in pars. C4552-D, C4554-D and C4558-C, the appropriate office designated in par. C4550-D or C4550-E is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.***

#### D. Offices Designated to Authorize Increased Per Diem

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance):
  - a. a fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-D1, for long-term training and TDY assignments, up to the applicable maximum rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality involved; or
  - b. a per diem under the lodgings-plus system prescribed in par. C4553 in lieu of the 55 percent limitation in par. C4561-D1 when justified for a long-term training or TDY assignment.

2. Designated Offices

a. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;

b. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments, and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for long-term TDY;

c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;

d. Office of the Secretary of Defense, Washington Headquarters Services, and other DoD components: Offices listed in Appendix L, par. A-1.

*NOTE: An increase to the 55 percent limitation prescribed in par. C4561-D1 for a period of travel that has been completed can only be approved on an AEA basis based on the 55% per diem rate (e.g., 150% of the 55% per diem rate) under par. C4600.*

\*E. Offices Designated to Authorize Reduced Per Diem. The offices listed in par. C4550-E1, C4550-E2, C4550-E3 and C4550-E4 are designated to authorize (in advance) a fixed reduced per diem rate in accordance with pars. C4550-B and C4550-C:

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300;

2. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for training assignments and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for TDY;

\*3. Air Force: HQ USAF/DPPC, Washington, DC 20330-5060;

4. OSD/WHS/Defense Agencies: Headquarters DCAA, Administrative Management Division, Attn: Ms. Pat Savage, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

F. Standard CONUS Per Diem Rate

\*1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <http://www.dtic.mil/perdiem/pdrates.html>.

2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.

3. Effective 1 October 2003 the Standard CONUS per diem rate is:

| LODGING | M&IE | TOTAL |
|---------|------|-------|
| \$55    | \$31 | \$86  |

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

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

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

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

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

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

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

1. made available pursuant to an agreement between a DoD Component or agency and any organization, if the order indicates the facility providing the meal(s) is available;
2. included in a registration fee ultimately paid by the Government;
3. furnished at no cost to the traveler by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
4. furnished by the Government at no cost to the traveler.

The following are not deductible meals:

1. Box lunches (which include such things as C Rations, K Rations, MRE's) -- except when Meals-Ready-to-Eat (MRE's) and/or box lunches are the only method of providing adequate subsistence to travelers,
2. in-flight meals,
3. rations furnished by the Government on military aircraft,
4. Government meals paid for by the traveler and consumed in a Government mess,

5. meals furnished on commercial aircraft, or
6. meals provided by private individuals.

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

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

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and
2. the order-issuing or authenticating official determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

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

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

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

## C4555 RULES CONCERNING LODGING AND LODGING COST

A. Lodging Location Rules

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

1. Lodging at a TDY Location. Ordinarily employees should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or convenience, the allowable per diem shall be limited to the maximum per diem rate prescribed for the TDY location.
2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DoD component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

\*B. Allowable Lodging Expenses. A traveler is reimbursed only for actual lodging costs up to the maximum amount prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1; C4551-B2; C4551-B3 and C4555-B4.

\*1. Conventional Lodging. When an employee uses conventional lodging facilities (hotels, motels, boarding houses, etc.), the allowable lodging expense is based on the single room rate for the lodging used (for double occupancy, see par. C4555-II). (See par. C4555-G for computing daily lodging expense when lodging is rented on a weekly or monthly basis.)

2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.

3. Lodging with Friends or Relatives. When an employee lodges with friends or relatives (including members of the immediate family) with or without charge, the allowable cost for lodging, for computing per diem, is zero.

4. Lodging in Non-conventional Facilities. The cost of non-conventional lodging facilities may be allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances which is acceptable to the DoD component.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense shall be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 midnight of that day.

D. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles) for use as quarters, per diem is computed in accordance with the provisions of pars. C4553 and C4559 when recreational vehicles are used for lodging. Allowable expenses which are part of the lodging cost are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. rent of the apartment, house or recreational vehicle (see par. C4559-B);
2. rental charge for a parking space for the recreational vehicle;
3. charges for rent of appropriate and necessary furniture such as stoves, refrigerators, chairs, tables, beds, sofas, televisions, and vacuum cleaners provided the lease agreement does not include an option to purchase (62 Comp. Gen. 635 (1983));
4. cost for connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. dumping fees;
6. shower fees;
7. cost of maid fees and cleaning charges;
8. monthly telephone use fees (excludes installation and unofficial long distance calls); and
9. if ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters.

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is entitled to per diem allowances during the entire TDY trip.

E. Allowable Expenses when a Residence Is Purchased and Used for Quarters while on TDY. An employee who purchases and occupies a residence at a TDY location is entitled to a per diem computed in accordance with the provisions of par. C4553. In determining the employee's daily lodging cost, allowable expenses are the monthly (57 Comp. Gen. 147 (1977)):

1. mortgage interest,
2. property tax, and
3. utility cost actually incurred

prorated on a 30-day month basis rather than by the actual number of days the employee occupied the residence.

\*F. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex. Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense allowance (par. C1410-B4k) if approved by the AO (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight.*** An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. (Ex., An order is prepared to direct TDY at Location C for 150 days. The authorizing/order-issuing official knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority 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**

\*A traveler who leased an apartment while on a long-term TDY assignment in 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 traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense allowance (par. C1410-B4k). The lodging cost incurred in Location B (\$95 per day) was used for computing the traveler's per diem while TDY in that city.

Applicable per diem rates as used in this example:

Location A \$46 (M&IE) and \$130 (Maximum lodging)

Location B \$46 (M&IE) and \$119 (Maximum lodging)

Location A apartment reimbursement for 5 days: \$225 (\$45 x 5).

TDY assignment per diem in Location B:

**First day** (day of departure from Location A and arrival in Location B):

\$46 (M&IE) plus \$95 (lodging cost) = \$141 plus lodging tax (see ***NOTE***)

**Second thru fifth day:**

\$46 (M&IE) plus \$95 (lodging cost) = \$141 x 4 = \$564 plus lodging tax (see ***NOTE***)

**Day of return to Location A:**

\$46 (M&IE) plus \$45 (lodging cost) = \$91

Example 2

\*A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler 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 traveler to retain the Government quarters while on TDY in Location D and approved reimbursement for those quarters as a miscellaneous expense allowance (par. C1410-B4k). The lodging costs (\$110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.

Applicable per diem rates as used in this example:

Location C \$38 (M&IE) and \$109 (Maximum lodging)

Location D \$46 (M&IE) and \$130 (Maximum lodging)

Government quarters reimbursement for 3 days: \$75 (\$25 x 3).

TDY assignment per diem in Location D:

**First day** (day of departure from Location C and arrival in Location D):

\$46 (M&IE) plus \$110 (lodging cost) = \$156 plus lodging tax (see **NOTE**)

**Second and third day:**

\$46 (M&IE) plus \$110 (lodging cost) = \$156 x 2 = \$312 plus lodging tax (see **NOTE**)

**Day of return to Location C:**

\$38 (M&IE) plus \$25 (lodging cost) = \$63

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

G. Lodging Obtained on a Weekly or Monthly Basis. When a traveler obtains lodging on a weekly or monthly basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is entitled to the lodging portion of per diem (62 Comp. Gen. 63 (1982)), provided the traveler acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate.

Example

1. A traveler is TDY at a location where the per diem is \$85 (\$55 for lodging and \$30 for M&IE).
2. The traveler 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 traveler took leave for 10 days and is entitled to per diem for only 20 days.
5. The daily lodging rate for the traveler 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 traveler is reimbursed \$45 per day for lodging in June.

H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent. See par. C4720-B4I for reimbursement of lodging costs when TDY is curtailed, canceled or interrupted for official purposes.

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

J. Lodging Taxes. Unless exempted by the State or local jurisdiction, an employee is required to pay applicable lodging taxes while traveling on Government business. Exemptions from taxes for Federal travelers and the forms required to claim them vary from location to location. The GSA Travel Homepage (<http://policyworks.gov/travel>) lists jurisdictions where tax exempt certificates should be honored.

**C4556 LODGING AND MEALS PROVIDED WITHOUT COST**

On days that all meals and lodgings are provided without cost to an employee incident to a TDY or training assignment, the per diem allowance is:

1. \$3 incident to an assignment in CONUS; and
2. \$3.50 incident to an OCONUS assignment when the lodgings are on a post, camp, station, base, or depot owned or operated by the U.S., unless the order-issuing official determines that the \$3.50 is not adequate and authorizes/approves the incidental expense rate in <http://www.dtic.mil/perdiem/pdrates.html> (in this case, payment of the incidental expense rate must be stated in the travel order); or
3. the incidental amount prescribed in <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned instead of \$3.50 when, incident to an OCONUS assignment, the lodgings are not on a post, camp, station, base, or depot owned or operated by the U.S. The order-issuing official can determine \$3.50 to be adequate for anticipated expenses when the employee is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel order.

\*However, the applicable amount, plus the cost of meals and lodgings furnished without cost to the employee may not exceed the applicable maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>. (See par. C4554-D for per diem when TDY is performed in support of field training exercises with military units.)

**\*C4557 GOVERNMENT QUARTERS AVAILABLE AT AN OCONUS LOCATION**

When Government quarters are available to the traveler on a post, camp, station, base, or depot owned or operated by the U.S., the incidental portion of per diem for OCONUS areas is \$3.50 instead of the amount prescribed in <http://www.dtic.mil/perdiem/pdrates.html> or the locality concerned. The AO official can determine that the \$3.50 is not adequate and authorize/approve the incidental expense rate in <http://www.dtic.mil/perdiem/pdrates.html>. In this case, payment of the <http://www.dtic.mil/perdiem/pdrates.html> incidental expense rate must be stated in the travel order. When a charge for use of Government quarters is paid by the traveler, the per diem payable is increased in an amount equivalent to the charge for quarters. The resultant amount is not to be rounded off to the next higher dollar. In no case shall the total per diem payable exceed the applicable overseas per diem locality rate for the area.

**C4558 PER DIEM FOR TRAVEL BY VESSEL**

A. General. For vessel travel, the per diem allowance for the day of arrival on board (day of embarkation) and day of departure from the vessel (day of debarkation) is computed under the lodging-plus system in par. C4553.

B. Government Ship

1. General. A traveler is paid \$2 per day while aboard a Government ship when furnished quarters without charge and meals with or without charge. The traveler is paid \$4 per day when required to pay for quarters onboard the ship. Neither rate is subject to further reduction. When a traveler is required to pay for meals, the \$2 or \$4 rate is increased by the current standard Government meal rate (See Appendix A). In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the per diem rate prescribed in this subparagraph is increased by the actual daily cost of those quarters. In no case may reimbursement for the total cost of quarters on the ship and ashore exceed the maximum lodging amount prescribed in the per diem rates at <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned. When an employee procures meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <http://www.dtic.mil/perdiem/pdrates.html> for the locality concerned.
2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 (General) are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB). The per diem rates are not subject to any further reductions.

3. Two or More Meals Furnished with Charge Aboard Corps of Engineers Floating Plant. For days on which an employee is charged for two or more furnished meals in a mess facility aboard a Corps of Engineers floating plant incident to TDY, the per diem rate for that day is the actual cost of lodging up to the Standard CONUS lodging rate (see the per diem rates at <http://www.dtic.mil/perdiem/pdrates.html> or par. C4550-E3 for the current Standard CONUS per diem rate) plus \$20 for meals and incidental expenses. The resultant amount is not rounded off. This per diem rate is not subject to the rates in par. C4554-A1 (based on Government mess use). For days when less than two meals are furnished in a mess facility aboard a floating plant, the M&IE rate payable is the Standard CONUS per diem rate (see per diem rates at <http://www.dtic.mil/perdiem/pdrates.html> or par. C4550-E3 for the current Standard CONUS per diem rate). When meals are furnished without charge, the provisions of par. C4554-B (deductible meals) apply.

C. Commercial Vessel

1. General. Except as noted in par. C4558-D below, for travel aboard a commercial vessel, a per diem rate equal to the anticipated expenses should be set. The AO should state in the orders the circumstances warranting the rate.

2. Alaska Marine Highway System. For travel by ferry on the Alaska Marine Highway System, the per diem rate is the Standard CONUS M&IE rate. See the per diem rates at <http://www.dtic.mil/perdiem/pdrates.html> or par. C4550-E3 for the Standard CONUS per diem rate.

3. Inland or Coastal Waters. Per diem rates for TDY travel aboard a commercial vessel on CONUS inland or coastal waters are:

- a. \$3 when the cost of passage includes meals, or
- b. \$31 when the cost of passage does not include meals.

D. Car Ferries. When an employee on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the employee is authorized the following:

1. Mileage (see par. C2505)

- 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;

2. Transportation. The employee 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 employee 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. C2204-B3 for required documentation if a U.S. registered ferry is not available.***

#### **C4559 USE OF A RECREATIONAL VEHICLE FOR LODGING**

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

##### **A. Privately Owned**

1. Lodging Costs. See par. C4555-D for allowable lodging expenses. Depreciation is not an allowable lodging expense.
2. Meals and Incidental Expenses. The official directing travel shall: (a) determine an appropriate amount for M&IE based on whether or not the recreational vehicle used by an employee has meal preparation facilities, and (b) request a reduced per diem in accordance with par. C4550-C if the expected actual costs can be determined in advance of the travel.

B. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in par. C4555-D, items 2 through 9, are lodging costs.

#### **C4560 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS.**

Per diem allowances for long-term TDY assignments of more than 180 consecutive calendar days at one location are as indicated in par. C4561-D1. The per diem rates in par. C4561-D1 apply for the entire period, except that per diem allowances for the arrival day at and departure day from the TDY location are determined under the lodging-plus system in par. C4553. Per diem rates determined in accordance with instructions in par. C4561-D1a and C4561-D1d are payable in fixed amounts. See par. C4430 for time limitation and authorization for long-term TDY assignments.

#### **C4561 PER DIEM FOR TRAINING AND LONG-TERM TDY ASSIGNMENTS**

A. General. Per diem rates for all courses of instruction regardless of length or location are determined under this paragraph in the same manner as for any other TDY except for courses of instruction for which a specific rate is prescribed in par. C4561-B and long-term training, research, and study programs to which the rates in par. C4561-C apply. See par. C4550 for procedures to request changes to the rates in par. C4561-B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the lodgings-plus system in par. C4553.

##### **B. Rates for Specific Training Courses**

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rates are not subject to further reduction.***
2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during DoD employees' attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Government quarters use, the per diem allowance is increased by the quarters' charge, without rounding the total to the nearest dollar.

C. Per Diem for Training Assignments of more than 30 Consecutive Calendar Days. Per diem rates for training assignments of more than 30 consecutive calendar days at one location are prescribed in par. C4561-D and apply from the day following the arrival day at the training location through the day prior to the departure day. Training assignments include research and study programs conducted at any college or university, other academic institution or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and attendance in a TDY status is authorized, in accordance with par. C4520. ***All assignments under the DoD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DoD, or similar training and development programs, are primarily for training.*** Per diem payments for training determined in accordance with instructions in pars. C4561-D1a and C4651-D1d are payable in fixed amounts.

D. Per Diem for Training Programs and Long-term TDY Assignments

1. Training Programs and Long-term TDY Assignments. Per diem allowances for training programs of more than 30 consecutive calendar days and TDY assignments of more than 180 consecutive calendar days at one location are:

a. 55 percent of the applicable maximum rate prescribed in <http://www.dtic.mil/perdiem/pdrates.html>, rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in Note below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that:

b. if Government quarters are used, the rate is determined using the lodgings-plus system in par. C4553 (lodging receipts are required);

c. if Government quarters are used and a Government mess is used, the rate is determined using the lodging-plus system in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and

\*d. if meals and lodgings are furnished without cost to an employee, per diem payable is \$3 within CONUS, \$3.50 OCONUS when lodgings used are on an installation (a post, camp, station, base, or depot owned or operated by the U.S.) or the applicable incidental expense allowance in <http://www.dtic.mil/perdiem/pdrates.html> if lodgings are not on an installation. See the note following par. C4554-A1b for a different incidental expense rate.

*NOTE 1: Taxes on lodging in the United States and non-foreign OCONUS areas (see Appendix A) are limited to taxes on the maximum amount prescribed for lodging in <http://www.dtic.mil/perdiem/pdrates.html> for the location concerned and are reimbursable in addition to the 55% per diem. Taxes on lodging in foreign areas are part of per diem and are not separately reimbursable.*

*NOTE 2: If an employee is transferred by PCS travel authorization to the long-term training or TDY location, entitlement to per diem being paid in connection with the long-term assignment stops on the date the employee is notified of the transfer (see par. C4113).*

2. Exceptions to the Prescribed Training Program and Long-term TDY Per Diem Allowances. When the 55 percent rate prescribed in par. C4561-D1a is not appropriate for a particular training or TDY assignment, a DoD component may request an exception to the 55 percent rate in accordance with pars. C4561-D2a and C4561-D2b, below.

a. Reduced Training and TDY Per Diem Allowance. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs resulting from pre-arrangements or other reasons, the DoD component involved may request a fixed reduced per diem rate under par. C4550.

b. Training and TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DoD component involved may request a higher per diem rate that does not exceed the applicable maximum per diem rate prescribed in

<http://www.dtic.mil/perdiem/pdrates.html> for the locality involved. The request must be supported by documentation of the circumstances (for example, nonavailability of acceptable lower-cost lodgings) justifying the need for an allowance in excess of the 55-percent. The request may be forwarded by letter or message to the appropriate office designated in par. C4550.

c. Reimbursement for the Cost of Retained Lodging when an Employee on a Long-term TDY/Training Assignment Takes Leave. It may be necessary and/or cost effective for an employee on a long-term TDY/training assignment to retain lodgings while on leave. Reimbursement for the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, *if requested by the employee*, may be approved by the authorizing/order-issuing official. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

#### Example 1

a. An employee is on a long-term TDY assignment and is paid per diem at the rate of \$47 (55% of \$85, the per diem applicable to the TDY location, rounded to the next higher dollar. The \$85 rate includes \$30 for M&IE and \$55 for lodging).

b. The \$47 per diem paid the employee is, for the purpose of this example, to consist of \$16.50 (55% of \$30, the applicable M&IE rate) for meals and incidental expenses and \$30.50 (\$47 minus \$16.50) for lodging.

c. In June the employee is scheduled to be on leave for 10 days and is entitled to per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for an apartment, including utilities.

d. The 20 days per diem paid the employee during June includes \$610 ( $\$30.50 \times 20$  days) for the apartment cost. The remaining apartment cost for June is \$190 ( $\$800 - \$610$ ).

e. Reimbursement for the remaining apartment cost (\$190) for June may be approved by the AO since it does not exceed the per diem \$470 ( $\$47 \times 10$  days) the employee would have been paid had leave not been taken.

#### Example 2

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

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

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

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

\*e. Reimbursement for the remaining apartment cost (\$1,114.50) for January may be approved by the AO since it does not exceed the per diem \$1,456 ( $\$91 \times 16$  days) the employee would have been paid had leave not been taken.

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

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

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

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

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

D. Private Individuals Serving without Compensation. Except for pre-employment interview travel, most individuals performing invitational travel (see Appendix E), are authorized per diem/AEA (see pars. C4553 and C4600). Individuals are not authorized per diem on pre-employment interview travel (see par. C6200), but may be authorized reimbursement on an actual expense basis not to exceed the amount for travel in pars. C4614 and C4616 (40 Comp. Gen. 221 (1960)).

E. Reserve Officers Training Corps (ROTC) Cadet Serving without Compensation. An ROTC cadet who performs recruiting duty under invitational travel orders while attending the educational institution where the ROTC unit is located is authorized a per diem or AEA under pars. C4553 and C4600 except when recruiting in the area of the cadet's residence. A cadet is a person serving without pay. For this paragraph, the area of the place the cadet resides while attending the educational institution where the ROTC unit is located means the metropolitan area surrounding the residence, which is ordinarily serviced by local common carriers of the city or town in which the residence is located, or in the comparable surrounding area if not located within a recognized metropolitan area.

#### C4563 EFFECT OF ABSENCE ON PAYMENT OF PER DIEM

A. Absence Due to Illness or Injury. See par. C6454 for per diem entitlement when an employee becomes incapacitated during travel because of illness or injury.

B. Detained in Quarantine. Employees are entitled to per diem while detained in quarantine on TDY.

C. Leave and Non-workdays

1. General. *Employees are entitled to per diem for days they take leave (other than as provided in Chapter 6, Part J) for only part of the workday, but are not entitled to per diem when they take leave for the whole workday.* For purposes of this subparagraph, "place of abode" means the place from which the employee commutes daily to the official station; "workday" means all the prescribed daily working hours in a day.

\*2. Non-workdays. Non-workdays are legal Federal Government holidays and weekends or other scheduled non-workdays. An employee is authorized per diem on non-workdays except when the employee returns to the PDS or place of abode, or if par. C4563-C2a or C4563-C2b applies.

a. Leave before and after Non-workdays. Employees are not entitled to per diem for a non-workday(s) when they take leave the whole workday before and the whole workday following the non-workday(s).

b. Leave between Non-workdays. Employees are entitled to per diem for not more than two non-workdays if they take leave for all workdays between the non-workdays.

D. Return to PDS on Non-workdays. Employees who voluntarily return home on non-workdays from TDY are reimbursed for the round-trip travel as provided in par. C4677.

E. Travel on Non-workdays to Location other than PDS. Employees on TDY who travel for personal reasons on non-workdays from a TDY site to locations other than their homes or PDSs are entitled to per diem or AEA for the non-workdays up to the amount payable had they remained at the TDY site. There is no entitlement to reimbursement for transportation costs (B-171266, February 24, 1971).

F. Delay in Returning to PDS. When for personal reasons, including taking leave, employees do not return immediately to their PDSs after TDY, they are entitled to per diem for the time between when they reasonably could have left the TDY point and arrived at the PDS. Normally, when the return trip is short or travel is authorized on carriers with sleeping accommodations, the constructive time of departure is on the same day that the TDY is completed. When return travel is by an authorized mode on which sleeping accommodations are not available, the constructive date of departure may be the morning of the day following TDY completion. An employee is not expected to select a schedule that requires boarding or leaving a carrier between 2400 and 0600 hours. Travel time should be based upon regular published carrier schedules and properly is authorized upon administrative approval of the voucher.

G. Permanent Duty Travel. Employees are not entitled to per diem while on leave during permanent duty travel.

#### **C4564 EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED**

A. Absent from PDS For Personal Reasons. Except as provided in par. C4564-D, an employee who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated time of return is not entitled to expenses incurred for such travel.

B. TDY Required at Place of Leave. An employee, required to perform TDY at a place away from the PDS to which the employee has traveled for personal reasons, is entitled to per diem for the TDY period and to per diem and transportation expenses for the return trip which exceed those which the employee otherwise would have incurred if the employee had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

C. TDY at Various Places, Including Return to PDS. An employee, while in authorized leave status away from the PDS, who is required to interrupt the leave to perform official TDY at various places, including return to the PDS, and then resume leave status upon completion of the TDY assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of TDY (except no per diem while at PDS) and return to the place where leave was interrupted (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

\*D. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. C4564-B, an employee upon completion of TDY is allowed per diem and transportation expenses to return to resume leave at a point more distant from the place of TDY than the point where leave was interrupted, provided the round-trip distance and expense are not greater than the distances and constructed travel expense between the employee's PDS and the place of TDY (27 Comp. Gen. 648 (1948)).

E. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS. When an employee leaves the PDS on authorized leave of absence for 5 or more days and, because of an urgent unforeseen circumstance, it is necessary to cancel the leave and recall the employee to duty at the PDS within 24 hours after departure, the return per diem and transportation expenses may be authorized. Also, if an employee's authorized leave of absence away from the PDS is temporarily interrupted because the employee is recalled to duty at the PDS, or is ordered to perform TDY at another place, and the employee wishes to resume leave immediately after completion of the duty at the place at which the leave of absence was interrupted or at another place, per diem and transportation expenses not to exceed the per diem and transportation expenses for travel from the place where the leave of absence was interrupted to the place where the duty was performed and return may be authorized. The one way, or round trip, shall not be allowed unless, by an appropriate statement in the travel order, it is indicated clearly that, because of the personal expense incurred by the employee in traveling to the leave location, an administrative determination was made that it is unreasonable to require the employee to assume the additional travel expense to comply with the recall order or TDY order (39 Comp. Gen. 611 (1959)).

F. Leave Interrupted for TDY, Employee Not Allowed to Resume Leave Status. An employee on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon completion of the TDY assignment is not allowed to resume the leave status but is directed to return to the PDS, is allowed per diem and transportation expenses for the TDY performed. However, for return to the PDS from the place where the TDY assignment is completed, per diem and transportation expenses are allowed only to the extent it exceeds the constructive per diem and transportation expenses for return direct from the place of leave to the PDS (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

G. TDY Directed at Termination of Leave Status. An employee on authorized leave away from the PDS who is directed, at the termination of leave, to proceed to a TDY location and upon completion of the TDY assignment to return to the PDS, is entitled to per diem and transportation expenses only to the extent travel relating to the TDY assignment exceeds the constructive cost of direct route travel from the place of leave to the PDS (19 Comp. Gen. 977 (1940)). If, in relation to the place where the employee is on leave, the place of TDY is located in a routing direction through and beyond the employee's PDS, the allowable per diem and transportation expenses are limited to that for round-trip travel between the PDS and the place of TDY (24 Comp. Gen. 443 (1944)).

2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.

3. **EXAMPLE:**

- a. A traveler is authorized/approved an AEA for lodging.
- b. The traveler is paid M&IE on a per diem basis. Itemization of meals and incidental expenses is not required when M&IE is paid on a per diem basis.
- c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).
- d. The AEA must not exceed 150% of the **total** locality per diem rate.
- e. The AEA for the maximum amount allowed for **lodging** is computed as follows:

$$(1) \$106 (\text{Total Per Diem}) \times 150\% = \$159$$

$$(2) \$159 - \$46 (\text{M\&IE}) = \$113 \text{ maximum allowed for lodging.}$$

*NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for meals and incidental expenses above 150% or 300% (depending on which level is authorized/approved).*

\*D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include rooms covered by par. C1058-4) and/or meals for TDY travelers, and actual expense reimbursement is authorized/approved, the total daily amount paid by the Government to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE may not exceed the daily maximum authorized under pars. C4614, C4616, C4618, and C4620 (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees) must be submitted for AEA reimbursement. For M&IE reimbursement on a per diem basis (and AEA for lodging only), itemization of meals and incidental expenses is not required.

#### C4624 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the AO to be paid. ***In no case shall the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.***

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; reimbursement of actual expenses for such meals is limited to the charge for each meal, not to exceed the arranged charges for three meals per day.

#### C. Averaging Expenses

1. When an AEA is authorized/approved that includes meals and incidental expenses, the daily amount of incidental expense items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These expenses include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (see the Incidental Expenses portion of the PER DIEM definition in Appendix A), hotel maid tips, and similar expenses. *Averaging incidental expenses does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.*

2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (*not after returning to PDS*) is:
  - a. A separately reimbursable expense in addition to per diem/AEA when CONUS travel requires at least 4 consecutive nights of CONUS TDY lodging, or
  - b. 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.
3. **OCONUS EXAMPLE:** A traveler on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the traveler may indicate that \$4 was paid daily.
4. **CONUS EXAMPLE:** A traveler on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY and the traveler may indicate that \$4 was paid daily.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. C4710.
2. Reimbursement for Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.
3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. C4605-D3 for reimbursement method.

**Effective 1 October 2003**

**C4626 COMPUTATION EXAMPLES**

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

**NOTE:**

1. *The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Lodging taxes in the U.S. and non-foreign OCONUS areas are separately reimbursable expenses in addition to AEA.*
2. *The maximum amount allowed for lodging in foreign OCONUS areas/countries (see <http://www.dtic.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.*

**NOTE:** The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.

**EXAMPLE**

1. An employee is authorized TDY in Jacksonville, FL, from a PDS in Boston, MA.
2. The employee elects to travel by privately owned automobile (not advantageous to the Government). Maximum per diem rate (MPDR) for Jacksonville, FL, at the time of the TDY assignment was \$99; M&IE rate was \$34 and the maximum lodging amount (MLA) \$65. Actual lodging cost at Jacksonville, FL, was \$40.

| <b>Total Constructed Travel Cost by Common Carrier<br/>(including per diem on days of travel to and from Jacksonville, FL)</b>                         |                 |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
| 1 round-trip air coach ticket (incl. federal tax paid by Government)                                                                                   | \$163.27        |                 |
| Total taxicab expense at origin and destination point                                                                                                  | 9.00            |                 |
| <b>Day of travel to Jacksonville, FL.</b><br>75% of M&IE rate for Jacksonville, FL, plus lodging cost.<br>\$25.50 (75% X \$34) plus \$40 lodging cost. | 65.50           |                 |
| <b>Day of Return to Boston, MA.</b><br>75% of M&IE rate for Jacksonville, FL.<br>\$25.50 (75% X \$34).                                                 | <u>25.50</u>    |                 |
| <b>Total Constructed Cost</b>                                                                                                                          | <b>\$263.27</b> | <b>\$263.27</b> |

**Effective 1 January 2004**

| <b>Total Cost of Actual Travel by Automobile</b>                                                                                                                                                                               |                 |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
| <b>TDY Mileage &amp; Tolls.</b><br>2,325 miles @ \$0.375 per mile (round-trip)                                                                                                                                                 | \$871.88        |                 |
| <b>Tolls</b>                                                                                                                                                                                                                   | <u>12.00</u>    |                 |
| <b>Total Transportation Cost</b>                                                                                                                                                                                               | <b>\$883.88</b> | <b>\$883.88</b> |
| <b>Per Diem For Travel to Jacksonville, FL</b>                                                                                                                                                                                 |                 |                 |
| <b>Day of Departure (1st Day).</b><br>75% of M&IE rate for lodging location on 1st day plus lodging cost.<br>\$23.25 (75% X \$31) plus \$35 lodging cost.<br>Total NTE the maximum per diem rate for location of lodging \$85. | \$58.25         |                 |
| <b>Second Day.</b><br>M&IE rate for lodging location on 2 <sup>nd</sup> day plus lodging cost.<br>31 plus \$39 lodging cost.<br>Total NTE the maximum per diem rate for location of lodging \$85.                              | 70.00           |                 |
| <b>Third Day (Day of arrival at Jacksonville, FL.)</b><br>M&IE rate for Jacksonville plus lodging cost.<br>\$31 + 40 lodging cost.<br>Total NTE the maximum per diem rate for Jacksonville, FL \$99.                           | <u>71.00</u>    |                 |
| <b>Per Diem Cost for travel to Jacksonville, FL</b>                                                                                                                                                                            | <b>\$199.25</b> | <b>\$199.25</b> |

| <b>Per Diem for Travel from Jacksonville, FL, to Boston</b>                                                                                                                                                                 |                 |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| <b>Departure Day from Jacksonville, FL (1st Day).</b><br>M&IE rate for lodging location on the 1st day plus lodging cost.<br>\$31 + \$39 lodging cost.<br>Total NTE the maximum per diem rate for location of lodging \$85. | \$70.00         |                   |
| <b>Second Day.</b><br>M&IE rate for lodging location on the 2nd day plus lodging cost.<br>\$31 + \$35 lodging cost.<br>Total NTE the maximum per diem rate for location of lodging \$85.                                    | 66.00           |                   |
| <b>Third Day (Return Day to PDS).</b><br>75% of M&IE (Same as rate for the en route stopover point on the 2nd day. \$23.25<br>(75% X \$31)                                                                                  | 23.25           |                   |
| <b>Per Diem Cost for Travel from Jacksonville, FL to Boston</b>                                                                                                                                                             | <b>\$159.25</b> | <b>\$159.250</b>  |
| <b>Total Cost of Actual Travel by Automobile</b>                                                                                                                                                                            |                 | <b>\$1,242.38</b> |

3. Since the cost for actual travel performed (i.e., TDY mileage and per diem) exceeds the total constructed cost, the total allowable is limited to the total constructed cost of the common carrier transportation, including constructed per diem.

4. In this example, the total amount due for travel is \$263.27, plus the per diem payable for the TDY period at Jacksonville, FL.

5. The 12-hour prohibition does not affect the time en route because the combined per diem for travel and TDY assignment exceeds 12 hours.

#### C. Mixed Modes

***NOTE:*** All official travel must be arranged in accordance with par. C2207-A; C2207-B; and reimbursed in accordance with par. C2207-D.

##### 1. Advantageous to the Government

a. If an employee is authorized POC travel as advantageous to the Government and travels partly by POC and partly by common carrier, the employee is entitled to:

- (1) the authorized mileage rate for the distance traveled by POC,
- (2) the cost of transportation purchased through a CTO, *and*
- (3) per diem for actual travel.

The total amount may not exceed the mileage plus per diem for the ordered travel.

b. The AO may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the ordered travel) when justified in unusual circumstances.

\*2. Not Advantageous to the Government. If the traveler is not authorized POC travel as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier, the employee is entitled to:

- a. the authorized mileage rate for the distance traveled by POC,

- b. the cost of transportation purchased through a CTO, *and*
- c. per diem for actual travel.

\*The total amount may not exceed the cost of constructed transportation and per diem (see par. C4661-B3) for the authorized travel.

**C4662 SEE CHAPTER 4, PART N2**

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

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

3. fees;
4. meeting space availability;
5. equipment availability, e.g., audiovisual, fax;
6. commuting or travel distance of most attendees; and
7. other conference expenses.

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

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

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

3. Conducted in the District of Columbia. (FTR §301-74.17) Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. A Customer Desk Guide can be found at the following website:

[http://www.gsa.gov/attachments/GSA\\_PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf](http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf)

***NOTE: This website is case sensitive.***

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

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

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

- \*1. notice that attendees must use FEMA-approved places of public accommodation unless a waiver has been issued as indicated in par. C4950-F3, and
2. notice of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the DoD Agency provides Federal funds.

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

1. limit the Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and
2. provide for the consideration of travel expenses when selecting attendees.

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

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

1. is not an actual expense allowance,
2. may not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent, and
3. may not be used concurrently with the actual expense method of reimbursement.

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

1. Government Sponsored Conference. (FTR, §301-74.8) Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and authorize the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses.
2. Non-government Sponsored Conference. (FTR, §301-74.9) The authorizing/order-issuing official may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

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

O. Conference M&IE Rate

1. Light Refreshments. When light refreshments are furnished at nominal or no cost by the Government, no deduction of the attendee's M&IE allowance is permitted.
2. Meals Included in Registration Fee. When one or two meals are furnished at nominal or no cost by the Government, or are included in the registration fee, the proportional meal rate applies for each day meals are furnished.

#### **C4955 CONFERENCE ATTENDANCE**

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

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

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

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

1. conferences sponsored or cosponsored by a Federal agency at which an employee's attendance is required in the performance of official duties;
2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the employee's attendance is related to official duties or for the purpose of transacting DoD business;
3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the employee's official performance; and
4. similar activities.

D. Non-government Sponsored Conferences

\*1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in pars. C4955-D2, C4955-D3 and C4955-D4.

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

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

- a. further the programs of their DoD components;
- b. present scientific and technical papers which further the development of the U.S. resources; and
- c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

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

E. Registration Fees and Miscellaneous Expenses

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

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

- a. does not involve travel,

- b. does not involve per diem, and
- c. for which a travel order is not issued,

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

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

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

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

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

TABLE 1 - ELIGIBILITY TABLE

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

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

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

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

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

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

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

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

Footnote 7 -- NTS is arranged by the Government.

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

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

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

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

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

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

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

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

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

## CHAPTER 5 PERMANENT DUTY TRAVEL

### PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES

#### C5050 PCS MILEAGE ALLOWANCE (FTR §302-4.300)

##### A. POC Travel

1. Except for RAT, the PCS mileage allowance rate for PDT by POC, when authorized/approved, depends on the number of authorized travelers in the vehicle.
2. An authorized traveler is any employee/dependent traveling due to the PDT travel authorization.
3. See par. C2505 for PCS mileage rates. These rates are for the use of two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C2159-C.
4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under par. C2159 and must not exceed the common carrier travel cost (including per diem).

\*B. Mixed Transportation Modes. When POC use is authorized/approved for all PDT travel, but travel ends up partly by POC and partly by common carrier (see par. C2203), the traveler is authorized:

1. The PCS mileage rate for the distance traveled by POC;
2. The common carrier cost; and
3. Per diem for actual travel time.

*The total amount must not exceed the PCS mileage rate plus per diem for the authorized travel.*

C. Other Reimbursable Expenses. Except for expenses related to the indirect portions of PCS travel, parking fees, ferry fares, and bridge, road and tunnel tolls are reimbursable in addition to the PCS mileage rate.

***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. Travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 U.S.C. §3721.***

#### C5055 USE OF MORE THAN TWO AUTOMOBILES

Authorization for the use of more than two POCs is limited to PDT that is advantageous to the Government. Conditions for reimbursement authorization are in par. C2159-C.

#### C5060 ALLOWABLE PER DIEM (FTR §302-4.200)

A. POC (Except Airplane) Use Advantageous to the Government. When POC (except an airplane) use for PDT is authorized (see par. C4552-F when travel time is 12 or fewer hours) the per diem allowance is the lesser of the:

1. Result of allowing 1 day of travel time for each 350 miles of the official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (see C5060-B), or
2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

**B. Exception**

1. An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by Governmental authorities, or other reasons acceptable to the employing DoD component (e.g., a physically handicapped employee).
2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD component.
3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

C. POC Use Not Advantageous to the Government. When a POC (except an airplane) is used for PDT and it is not advantageous to the Government, per diem is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. ***This does not apply to travel under par. C2180.***

D. Per Diem Rates. See par. C4553-B for applicable per diem rates.

**C5065 COMPUTING POC TRAVEL REIMBURSEMENT**

**A. General**

1. The examples in this par. illustrate the method of computing the PCS mileage rate and per diem incident to PDT by automobile.
2. The per diem/mileage rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.
3. See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrates.html> for the current Standard CONUS per diem rate.
4. The per diem allowance is as computed in pars. C7006, and C5060-A, and examples in par. C4565.

**B. Reimbursement Computation Example for the Use of One Automobile**

| <b>Reimbursement Computation for the Use of One Automobile</b>                                                                                                                                                                                                                                                                                                               |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>An employee performs PCS travel from San Francisco, CA, to Washington, DC, in 9 1/2 days, by automobile, accompanied by spouse and 2-year old child.</p> <p>Allowable mileage from San Francisco to Washington DC = 2826 miles.</p> <p>Based on an average of 350 miles per day (see par. C5060) the employee may be paid per diem for up to 8 days (2826 ÷ 350 = 8).</p> |                  |
| <p>1. Automobile travel reimbursement is based on 2,826 miles @ \$0.19 a mile (see par. C2505-B).<br/>2826 X \$0.19 = \$536.94</p>                                                                                                                                                                                                                                           | <p>\$ 536.94</p> |

E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS1. Entitlement Limitation

- a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 2-year time limitation under the authorization for the first transfer has not expired.
- b. If the 2-year time limitation has expired with regard to the transfer from the first PDS, entitlement is limited to that from a subsequent PDS, where the 2-year time limitation has not expired, to the last PDS.

2. Funding Responsibility. See par. C1052-B.F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)1. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

- a. In the Government's interest (responding to a vacancy announcement is not 'at the employee's request'),
- b. To a new PDS that is at least 50 miles from the old PDS, and
- c. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the authorizing/order-issuing official must consider commuting time and distance between the:
  - (1). Residence at the time of PCS notification and the old and new PDSs, and
  - (2). The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). For exceptions see par. C5080-F2.

2. Exceptions. On a case-by-case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Government's interest, ***and without the move***:

- a. The one-way commuting distance between the residence being occupied while serving at the old PDS, and the new PDS, increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles);
- b. There is a commuting time increase to the new PDS; or
- c. Increased commuting costs impose a financial hardship.

3. PCS Allowances Claims Must Satisfy Conditions

- a. PCS allowances claims authorized in an order must satisfy the conditions in par. C5080-F1 or C5080-F2 before reimbursement is allowed.
- b. If the employee changes the proposed new residence location, the authorizing/order-issuing official must review the change for compliance with the criteria in pars C5080-F1 and C5080-F2 as applicable.
- c. ***Non-compliance of the new residence location is grounds for denial of the various allowances.***

d. See Chapter 16 for reimbursement of additional taxes incurred by an employee on PCS allowance reimbursement.

**G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)**

1. General. Limitations on PCS allowances (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employees) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

- a. The employee would suffer a hardship if the limitation was not waived; and
- b. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

2. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

| <b>Location</b>        | <b>Effective Date</b> | <b>Biennial Re-certification Date</b> |
|------------------------|-----------------------|---------------------------------------|
| 1. None Yet Designated |                       |                                       |
| 2.                     |                       |                                       |
| 3.                     |                       |                                       |

3. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under “Feedback Reporting” in the JTR Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial re-certification date in the table in par. C5080-G2 or the designation may be deleted.

4. Criteria for Designating a PDS as a Remote/Isolated Location

- \*a. Criteria. In the circumstances described in par. C5080-G4b or C5080-G4c, any PDS is a remote/isolated location (for the purpose of this paragraph) if listed in par. C5080-G2. For NTS of HHG at an isolated PDS, see par. C5195.
- b. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD component management requires employees to remain at the PDS for their workweeks as a normal and continuing part of the employment conditions.
- c. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

**C5085 SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302–3, subpart D).**

A. Persons Eligible for Separation Travel Entitlements An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

- 1. An agreement providing for return travel and transportation allowances;
- 2. Served the period required in the current agreement or that requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee’s activity; and

- a. Name, grade, and SSN;
- b. Name of spouse;
- c. Name(s) and age(s) of dependent children;
- d. Move origin and destination;
- e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

D. Allowable Expenses. When authorized/approved by the head of the DoD component, travel and transportation expenses are paid for an eligible employee (see par. C5090-A). Allowable expenses and provisions of these regulations that apply are as follows:

1. Travel and transportation expenses, including per diem, under par. C5000 for the employee;
2. Transportation expenses under par. C7000, but not per diem, for the employee's dependents;
3. PCS mileage allowance under par. C5050 if travel is performed by POC; and
4. HHG transportation and temporary storage under Chapter 5, Part for not to exceed 18,000 pounds net weight of HHG.

E. Expenses Not Allowable. Expense items not listed in par. C5090-D that are authorized for reimbursement for a transferred employee (e.g., per diem for family, TQSE, MEA, residence sale and purchase expenses, lease-breaking expenses, NTS of HHG, RIT allowance, and relocation services) are not authorized upon the eligible individual's retirement.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.
2. Alternate or more than One Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the Government would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.
3. Same General/Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F for a short distance transfer are met.

G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months of the date of separation (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating).

\*H. Funds Use. *Travel advances must not be issued to cover any of the expenses authorized by this Part.* Travel and transportation arrangements should be made through Government-procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (See par. C2203), they may be reimbursed for their actual transportation expenses.

***NOTE:*** *Reimbursement is not to exceed the least expensive unrestricted coach airfares for transportation of the individual and dependents, or the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method) for moving and storage of HHG.*

**C6056 TRANSPORTATION OF EMPLOYEE REMAINS**

When an employee dies while performing official travel/duties anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The cost of transportation may not exceed the cost to the actual residence or PDS, whichever is more distant.

**C6057 TRANSPORTATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT**

When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD component must pay the cost for transportation of the dependent's remains to the dependent's actual residence. If the employee elects an alternate destination, which is approved by the commander or designee, expenses paid cannot exceed the cost of transportation to the dependent's actual residence. Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.

**C6058 TRANSPORTATION OF DEPENDENTS, BAGGAGE AND HHG****A. While Performing Duties OCONUS**

1. **General.** The cost of return transportation of a deceased employee's dependents, baggage, and HHG (and that of the decedents) must be paid when an employee dies at or while in transit to or from the OCONUS PDS (or CONUS PDS in the case of an employee reassigned away from the HOR under a mandatory agreement). Allowable transportation costs shall not exceed the costs of returning the dependents, baggage, and HHG from the place where official duties were performed or were to be performed, by the most direct route, to the decedent's actual residence or to any other place the commander concerned or designee designates. However, the Government's cost shall not exceed the cost of transportation to the decedent's actual residence.
2. **Time Limitation.** Travel of the dependents and HHG transportation must begin within 1 year from the date of the employee's death. The commander concerned or designee may grant a one-year extension if requested by the family before the end of the one-year limit.
3. **Transportation of Dependents and HHG.** Except for the limitation imposed in par. C6058-A2, dependents and HHG transportation under this Part is provided to the same extent as in Chapter 4, Part E, for dependents of employees eligible for separation travel and transportation from OCONUS duty.

**B. While Stationed in CONUS.** When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for dependents or HHG. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependents.

**C6059 BAGGAGE TRANSPORTATION**

The DoD Component must pay transportation costs to return Government property and the deceased employee's personal baggage to the employee's PDS or actual residence. Expenses for baggage transportation by a POC, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable. Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.

**C6060 POV TRANSPORTATION**

POV transportation may be authorized when an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS. Transportation may be authorized at Government expense, not to exceed the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence. For transportation to be authorized, a determination must have been made that it was in the Government's interest for the employee to have a POV at the OCONUS PDS. When an employee dies while on TDY in the U.S., the employee's commanding officer or designee may authorize return POV transportation expenses if the employee was authorized to use the POV as being advantageous to the Government while on the TDY assignment (66 Comp. Gen. 677 (1987)).

**C6061 PER DIEM TERMINATION**

Authorized per diem allowance terminates at the end of the calendar day on which an employee dies. Any travel expense advance in excess of the earned entitlement is subject to collection.

**C6062 ESCORT(S) FOR EMPLOYEE REMAINS**

A. Authorization. Escort(s) for employee remains may be authorized when an employee's death occurs while:

1. in a travel status away from the U.S. PDS,
2. performing official duties OCONUS, or
3. in transit to/from OCONUS.

B. Limitations. Travel expenses may be authorized for no more than two escorts.

C. Travel Expenses. Round-trip travel expenses for the escort(s) of the employee remains may be authorized from/to:

1. the actual residence/PDS of the deceased; or
2. any other place appropriate for burial as determined by the order-issuing/authenticating official.

D. Travel Orders for Escort(s)

1. Government Employee. If an authorized escort is a Government employee, TDY orders must be issued for travel and transportation at Government expense.
2. Other than Government Employee. If an authorized escort is not a Government employee, an ITO should be issued for travel and transportation at Government expense IAW par. C3106 and Appendix E.

E. Arranging Transportation

- \*1. Government Employee. If an authorized escort is a Government employee, transportation must be arranged IAW par. C2203.
2. Other than Government Employee. If an authorized escort is not a Government employee:
  - a. the order-issuing/authenticating official should provide transportation through a contract CTO, or
  - b. *economy class* transportation may be arranged directly with the common carrier if transportation is not provided by the order-issuing/authenticating official through the contract CTO.

**NOTE: Family members traveling together as escorts should not be separated.**

**C6063 PCS EXPENSES**

A DoD component must continue payment of PCS expenses for an employee's immediate family when an employee dies while in transit to a new CONUS PDS if the immediate family chooses to continue the PCS and is included on the employee's PCS orders. The DoD component also must continue payment of PCS expenses for an employee's immediate family when an employee dies after reporting to a new CONUS PDS, but the family was in transit to the new PDS or had not begun en route travel, if the family chooses to continue the PCS and is

included on the employee's orders. When the immediate family chooses to continue the PCS, the following expenses must be authorized:

1. Travel to the new PDS;
2. Travel to an alternate destination, selected by the immediate family, not to exceed the remaining constructive cost of travel to the new PDS;
3. TQSE not to exceed 60 days, to be paid at the per diem rate for an unaccompanied spouse and immediate family;
4. Shipment of HHG to the new or old PDS or to an alternate destination selected by the immediate family. However the cost may not exceed the constructive cost of transportation between the old and new PDSs;
5. Storage of HHG not to exceed 90 days;
- \*6. Reimbursement of real estate expenses incident to the PCS;
7. Shipment of POV to the new or old PDS, or to an alternate destination, selected by the immediate family. However, the cost may not exceed the constructive cost of transportation between the old and the new PDSs.

**Effective 1 December 2002****C6064 PAYMENT**

Payment of allowable expenses may be made directly to the person performing the services or by reimbursement to any person making the original payment. Claims for reimbursement must be supported by required receipts. Payment should be made on the appropriate voucher forms.

**C6065 PROHIBITION OF PAYMENT WHEN OTHER LAWS APPLY**

Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment. However, the allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

**C6066 EXPENSES INCIDENT TO DEATH OF AN EMPLOYEE SERVING IN A CONTINGENCY OPERATION**

In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component concerned may pay the following expenses incident to the death of an employee who dies while serving with the Armed Force in a contingency operation (see Appendix A):

1. Round trip transportation and associated per diem for one person to escort the remains of the employee to the place authorized in par. C6056;
2. Presentation of a flag of the United States to the next of kin of the employee;
- \*3. Presentation of a flag of equal size to the flag presented under par. C6066-2 to the employee's parents(s), if the person to be presented a flag under par. C6066-2 is other than the employee's parent.

## PART C: TRANSPORTATION, MISSING PERSONS CASES

### C6100 GENERAL

Transportation at Government expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as dead, injured, or missing for a period of 30 days or more, interned in a foreign country, or captured by a hostile force, provided the employee:

1. is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence in the U.S.,
2. is not part-time or intermittently employed or in a category of native labor casually hired on a hourly or per diem basis,
3. has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment (5 USC §5564).

### C6101 CONDITIONS

A. Dependent Defined. For the purpose of this paragraph, the term dependent includes a lawful spouse and unmarried child under 21 years of age. It includes also a dependent stepchild or adopted child under 21 years of age, or such dependent as has been designated in official records, or an individual determined to be dependent by the Department head or designated representative.

\*B. HHG and Personal Effects Transportation. HHG and personal effects, within the allowable weight limits in Chapter 5, Part D may be transported. In addition, one POV may be transported if the vehicle is located OCONUS. See Chapter 11.

C. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the Department head.

D. Employee in an Injured Status. When an employee is in an "injured" status, the movement of dependents and HHG and personal effects may be authorized only if the anticipated hospitalization or treatment period is expected to be of long duration.

### C6102 RESPONSIBILITY

The commander of an activity having jurisdiction over the employee concerned is responsible for taking necessary action, including making administrative determinations, obtaining approvals required in applicable departmental regulations, and issuing travel orders.

**PART E: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)****C6200 APPLICABILITY**

A. Individuals Covered. This Part applies to interviewees. As used in this part, an "interviewee" is an individual being considered for employment by a DoD component.

B. Policy. Unless otherwise stated, the allowances established in this Part for interviewees are the same as those available to DoD employees traveling on official Government business. However, a DoD component is not required to offer all allowances to each interviewee. (See par. C6203-B).

**C6201 AUTHORIZATION OF TRAVEL**

A. Payment Authority. DoD components may pay allowable pre-employment interview travel expenses (as defined in par. C6203) for individuals eligible under par. C6201-B.

B. Eligibility Determination. Each DoD component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. OPM has issued qualification criteria guidelines (see 5 CFR Part 572) for agencies.

**C6202 PRE-EMPLOYMENT TRAVEL RESPONSIBILITIES****A. DoD Component Responsibilities**

1. General. DoD components must adhere to the general travel authorization policies and practices in this Volume.

2. Authorization Type Limitation. Pre-employment interview travel may be authorized only on a trip-by-trip basis. Limited or unlimited open authorizations must not be used for pre-employment interview travel.

3. DoD Components' Responsibility to Inform Interviewees of DoD Travel Policies. DoD components must communicate DoD travel rules and procedures to interviewees. DoD components should ensure the interviewee understands how travel reimbursements are calculated. DoD components also should provide assistance to the interviewee in travel voucher preparation.

4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses. DoD components shall not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. C5080-B5. For example, a DoD component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

**B. Interviewee Responsibilities**

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. Travel Agency Use. Tickets should be provided by the interviewing DoD component. However, the interviewing DoD component may authorize the interviewee to obtain tickets directly from a CTO or TMC under contract to the Government.

3. Contract Carriers Use. Interviewees of mandatory users of the Government's city pair contracts with airlines and Amtrak are bound by rules outlined in Chapter 2, Part E.

4. Interviewee's Potential Liability Notice. The interviewee is accountable for all transportation tickets and Government-procured transportation documents issued for use in performing pre-employment interview travel. DoD components must provide written instructions to the interviewee at the time an authorization is issued.

explaining the component's administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is canceled or rescheduled after tickets (or Government-procured transportation documents) are issued to the interviewee, the interviewee is liable for the value of the tickets issued. This responsibility ends when all ticket coupons either have been used for pre-employment interview travel or otherwise have been properly accounted for. A statement to this effect must be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or transportation document when issued to the interviewee. The interviewee and the interviewing DoD component are bound by the same rules that apply to employee travelers and DoD components in par. C2201.

5. Billing Information for Ticket Exchanges. When an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate DoD component billing office. To facilitate this refund procedure, DoD components must provide interviewees with a "bill charge to" address by attaching a copy of the transportation document or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR §101-41.210-1.

## **C6203 ALLOWABLE REIMBURSEMENTS**

### **A. Allowable Expenses**

1. Expense Limitation. A DoD component may pay to or on behalf of an interviewee the same allowable travel expenses authorized for a DoD employee traveling on official business, except for the expenses listed in par. C6203-B.

2. Expense Amount. A DoD component may pay all or part of pre-employment travel expenses. A DoD component electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DoD employee. Less than full reimbursement for common carrier transportation could make the interviewee ineligible for Government fares.

### **B. Unallowable Expenses.** A DoD component shall not pay expenses for:

1. communication services use for purposes other than communication directly related to travel arrangements for the Government interview; and

\*2. Hire of a room as defined in par. C1410-B4e.

## **C6204 FUNDS SOURCES**

### **A. Travel Expense Payment**

1. Transportation Expenses by Common Carrier, other than Local Transportation. Interviewee transportation by common carrier, other than local transportation, must be paid for through the use of a Government-procured transportation document or a centrally-billed account. Common carrier transportation includes air, bus and rail.

2. Other Authorized Expenses. The DoD component shall reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

### **B. Unallowable Sources**

1. Government Travel Charge Card. Government-sponsored contractor-issued travel charge cards, issued to individual employees, may not be used for pre-employment interview travel. However, centrally billed accounts may be used to pay the interviewee's allowable transportation expenses.

**PART G: REPATRIATION TRANSPORTATION****C6300 FOR OTHER THAN ARMY CIVILIAN MARINE PERSONNEL**

A. Conditions under Which Furnished. An employee assigned to an OCONUS PDS, who loses eligibility for transportation at Government expense through violation of an agreement, may be authorized Government transportation for the employee and family members if all of the following conditions exist:

1. The employee was transported to the OCONUS PDS at Government expense,
2. The employee's actual residence is in the U.S.,
3. The travel begins at the OCONUS PDS where eligibility is lost for transportation at Government expense and the destination is in the U.S.,
4. 90 or less days have elapsed since transportation eligibility loss,
5. Commercial transportation facilities are not available from the OCONUS PDS within 30 days after transportation eligibility loss,
6. Government transportation facilities (AMC or MSC) are available to the U.S., and
7. Repatriation is necessary to prevent the employee from becoming a charge of the host country or it is otherwise determined to be in the Government's interest.

B. Reimbursement Requirement. The employee concerned is required to pay the transportation charges from personal funds at the time of booking passage. The cost of this transportation is the International Rate Book Tariff rate for travel by airlift service (AMC) or the revenue tariff rate in the MSC tariff manual when travel is by MSC.

**C6301 FOR ARMY CIVILIAN MARINE PERSONNEL**

A. Coverage. This paragraph applies to the repatriation of U.S. citizen civilian marine personnel of the Department of the Army who have been left ashore in an outport in the course of their employment with no advance arrangements for their return to the ship or home port. Repatriation includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. Repatriation does not cover ordinary TDY, PCS, or other travel conditions under an agreement. These provisions do not apply to local marine personnel in OCONUS areas employed under labor contracts or civilian marine personnel paid under native wage scales. The OCONUS command concerned repatriates such employees under local law and local prevailing maritime practice.

**B. Classes I and II Repatriates**

\*1. General. Repatriates are designated class I or II by the repatriating authority (ordinarily the Army Port Commander) by the definitions contained in pars. C6301-B2 and C6301-B3.

2. Class I Repatriate. A Class I repatriate is a civilian marine employee who has been left in an outport as a result of employee action not based on the employee's misconduct or negligence. This includes employees left ashore as a result of a sudden, unannounced change in the ship's schedule, employees hospitalized or put ashore for outpatient treatment as a result of disability incurred in the service of the ship, and employees put ashore as a result of shipwreck.

3. Class II Repatriate. A Class II repatriate is a civilian marine employee or former employee who has been left in an outport because of the employees own negligence, misconduct, or desire to leave employment. This includes employees hospitalized as a result of misconduct disability, employees who have deserted the ship, and employees detained by police authorities.

C. Assistance Furnished

\*1. General. Civilian marine personnel designated as class I or II repatriates may be furnished assistance under pars. C6301-C2 and C6301-C3 to rejoin their ships or other Army civil service manned ships, to return to their home ports, or return to CONUS ports, as appropriate.

2. Class I Repatriate. If a Government civil service manned vessel is not available for the transportation of a class I repatriate, travel orders may be issued providing travel and transportation.

3. Class II Repatriate. Generally, transportation is provided a class II repatriate as an unpaid crew member (workaway) of an Army ship. As a workaway does not fill a vacancy on a manning scale, the class II repatriate receives no wages. The class II repatriate is required; however, to perform duties assigned consistent with the repatriate's physical condition. Ordinarily, workaways are assigned day work in the department of their rating and are subsisted and quartered with the crew. Transportation in an Army ship and subsistence and quarters in kind furnished workaways are at no cost to the Government even if the workaway is disabled and cannot perform work. If the class II repatriate cannot be repatriated as a workaway, Government funds may not be used for travel and transportation unless the individual is destitute. In such cases, all Government funds spent shall be recovered through appropriate collection procedures, including deductions from compensation due.

## **PART I: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)**

### **C6400 GENERAL**

Heads of DoD components may approve certain travel and transportation expenses for threatened individuals (as provided in par. C6401) whose lives are in jeopardy as a result of the employees' assigned duties and who, as a protective measure, are moved to temporary living accommodations at or away from the PDS.

### **C6401 ELIGIBLE INDIVIDUALS**

Employees (as defined in Appendix A) who serve in law enforcement, investigative, or similar capacities and members of their immediate families (as defined in Appendix A) are eligible for the allowances under this Part when, because of the employees' assigned duties, they find themselves in life-threatening situations. When warranted by the circumstances of a particular situation, a DoD component may include other members of an employee's extended family and the family of the employee's spouse. In using this authority and deciding each case, DoD components must evaluate the extent of the danger and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the situation. For the purpose of this part "employee" also includes Federal employees and other persons cross-designated as employees for specific investigational purposes. Members of such employees' immediate families also are eligible. The employing DoD component must be the DoD component to whom the employee was assigned at the time of the threat.

### **C6402 POLICY**

The authority in par. C6400 is to be given priority consideration when the life-threatening situation is expected to be of temporary duration, ordinarily 30 - 60 days or less, and the only feasible alternative is to transfer the employee to a new PDS. Heads of DoD components must make the final decision as to how long such payments continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS.

### **C6403 DELEGATION OF AUTHORITY**

The heads of DoD components may delegate the authority to authorize/approve payment of allowable subsistence and transportation expenses for the use of temporary living accommodations by eligible individuals. The delegation of authority must be held to as high an administrative level as practicable to ensure proper review of the circumstances surrounding the need to take protective action by moving eligible individuals from their homes.

### **C6404 PROCEDURES FOR EVALUATING RISK TO THREATENED INDIVIDUALS**

When a situation occurs that appears to be life-threatening, the head of the DoD component is responsible to take any appropriate action necessary to protect the eligible individual(s), including removal from their homes. The head of the DoD component must immediately inform the Criminal Division of the Department of Justice (DOJ), in accordance with DOJ regulations, of the threat. The names of each person involved and other pertinent details must be provided to DOJ to enable DOJ to assist the DoD component in determining the degree and seriousness of the threat. The DOJ should investigate the situation promptly, and within 7 days advise the head of the DoD component of the seriousness of the threat and recommend a course of action. The head of the DoD component, however, ultimately is responsible for deciding in each individual case. The decision should be based on an assessment of the situation and the advice of the Justice Department as to whether or not protective action should be initiated, or continued if already undertaken, and the amount of subsistence and transportation expenses that should be authorized/approved. At 30-day intervals the head of the DoD component must apprise DOJ of the situation for reevaluation and consider DOJ's recommendation in approving any further extensions of the time.

### **C6405 ELIGIBILITY CONDITIONS AND LIMITATIONS**

A. Limits on Duration of Temporary Living Accommodations. Subsistence payments may begin as soon as the head of the DoD component decides to invoke the provisions of this Part. Ordinarily, subsistence payment may be

allowed for 30 to 60 days or less. The DoD component may, however, approve extensions of the time as provided in par. C6404. If the threatened individuals were directed to move into temporary accommodations during DOJ's initial 7-day evaluation period, subsistence payments for this period may be allowed, even if DOJ advises that the threat is not serious or no longer exists and the head of the DoD component decides to return the individuals to their home environment. When the total period of necessary temporary living accommodations occupancy is expected to exceed 120 days, the head of the DoD component should permanently relocate the employee if PCS would be advantageous, given the specific nature of the threat, the continued disruption of the family, and the costs of a PCS.

B. Temporary Living Accommodations Location. The temporary living accommodations may be located wherever circumstances warrant. When justified, the employee and immediate family members may occupy temporary living accommodations at different locations. The head of the DoD component designates the appropriate location(s).

#### **C6406 ALLOWABLE SUBSISTENCE PAYMENTS**

A. Expenses Covered. Payment under this Part is intended to cover only reasonable and necessary actual subsistence expenses incurred incident to temporary living accommodations occupancy. Subsistence payments under this Part ordinarily are limited to the cost of lodgings. However, subsistence payments also may include expenses for restaurant meals and the related fees and tips, certain other food expenses, laundry, and cleaning and pressing of clothing. Since these expenses are incurred in day-to-day living, they ordinarily are the responsibility of the employee. Subsistence expenses for other than lodging may be authorized only when the temporary living accommodations do not have a kitchen or laundry facilities or other extenuating circumstances necessitate payment. Subsistence payments for expenses other than lodging must be held to the minimum necessary to cover excess costs.

B. Allowable Lodging Costs. The same costs allowed in par. C4555 for TDY lodging facilities may be allowed for temporary living accommodations under this Part.

\*C. Allowable Meal Expenses. Under the criteria in par. C6406-A, above, expenses for groceries purchased for consumption in temporary accommodations containing cooking facilities ordinarily are not allowable. When cooking facilities are not available, however, and it is necessary to obtain meals in a restaurant, the excess costs of such meals relative to the family's estimated daily food expenditures in the home environment may be an allowable expense.

#### D. Maximum Allowable Amount

\*1. Computation Method. The head of the DoD component may approve the actual amount of allowable expenses incurred in each 30-day period (or fraction thereof) up to a maximum amount based on the daily limitations calculated under par. C6406-D2 below, multiplied by 30 (or the actual number of days used if fewer than 30). The daily actual subsistence expenses, required to be itemized under par. C6406-E, are totaled for each 30-day period (or fraction thereof) and compared with the maximum allowable for the particular period under par. C6406-D2 below.

\*2. Daily Limitations. The maximum subsistence payment amount for each 30-day period (or fraction thereof) is based on daily limitations calculated as provided in pars. C6406-D2a, C6406-D2b, C6406-D2c, C6406-D2d and C6406-D2e. If subsistence payments are authorized only for lodging costs, the daily limitations must be reduced to appropriate amounts.

a. For the Employee or Unaccompanied Spouse. For the employee or unaccompanied spouse (one who necessarily occupied temporary accommodations without the employee or in a location separate from the employee) the daily limitation shall be an amount set by the head of the DoD component. This amount shall not exceed the applicable maximum per diem rate in <http://www.dtic.mil/perdiem/pdrates.html> for the temporary living accommodations location.

b. For the Spouse. For the spouse accompanied by the employee, the daily limitation must not exceed three-fourths of the employee's daily limitation established in par. C6406-D2a.

- c. For Each Family Member Age 12 or Older. For each other member of the employee's immediate family who is age 12 or older, the daily limitation must not exceed three-fourths of the daily limitation established in par. C6406-A.
- d. For Each Family Member under Age 12. For each member of the employee's immediate family who is under age 12, the daily limitation must not exceed one-half of the daily limitation established in par. C6406-A.
- e. For Each Family Member Who Occupies Lodgings Separately. For each member of the immediate family who necessarily occupied temporary living accommodations without, or at a location separate from, either the employee or the spouse, the DoD component may establish an appropriate daily limitation within the limitation in par. C6406-A.

\*E. Itemization and Receipts. The actual expenses must be itemized in a manner described by the head of the DoD component that permits, at a minimum, a review of the amounts spent daily for (a) lodging, (b) meals, and (c) other allowable items of subsistence expenses (see par. C6406-A). (*See par. C1310 for receipt requirements.*) ***NOTE:*** *Travelers are advised to retain ALL receipts for tax or other purposes.*

#### **C6407 TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED POST OF DUTY**

The head of the DoD component may approve the payment of transportation expenses when a situation described in par. C6400 requires the employee and/or members of the employee's immediate family to be temporarily relocated to a place away from the employee's designated PDS. Transportation to and from such location shall be in accordance with the governing provisions of Chapter 2 unless the head of the DoD component specifically approves a deviation from the rules for security reasons (see par. C2252 regarding use of cash to procure transportation services in emergency circumstances). The documentation provisions in par. C6408 govern in such instances.

#### **C6408 AUTHORIZATIONS AND CLAIMS PAYMENT**

Heads of DoD components must establish specific administrative procedures for issuing authorizations and for payment of claims arising from the unique situations covered by this Part. If documentation might compromise the security of the individuals involved, the head of the DoD component may waive all but absolutely essential documentation requirements.

#### **C6409 FUNDS ADVANCES**

Funds may be advanced for travel and transportation expenses covered under this Part under policies and procedures prescribed by the head of the DoD component in accordance with the provisions of Chapter 1, Part C. Advances are for no more than a 30-day period at a time. The advance amount shall not exceed an amount based on the daily limitations established under par. C6406-D2.

**PART J: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301-30)**

**\*C6450 GENERAL**

Travel and transportation expenses may be allowed as provided in this Part when an employee discontinues or interrupts a TDY travel assignment before completion because of incapacitating illness or injury or a personal emergency situation. (See par. C6600 for Health Care Travel and Transportation Allowances for Employees assigned at PDS outside the U.S.) ***NOTE: Government-funded emergency leave transportation from the PDS is NOT authorized.***

**C6451 DOD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION**

DoD components may authorize/approve reimbursement for transportation and per diem expenses under this Part based on the exigencies of the employee's personal situation and the mission of the component. Heads of DoD components may delegate their authority under this Part. Such delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for emergency travel.

**C6452 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION**

As soon as an employee is incapacitated by illness or injury or informed of an emergency situation that necessitates discontinuance or interruption of the TDY assignment, the employee should attempt to contact the travel-approving official for instructions. If timely contact cannot be made, payments may be approved after the travel has been performed.

**C6453 DEFINITIONS**

As used in this Part, the definitions in pars. C6453-A; C6453-B; C6453-C; C6453-D; C6453-E; C6453-F and C6453-G apply.

A. Official Station/PDS. The term "official station/PDS", in addition to the Appendix A definition, also refers to the home or regular business place as it pertains to experts and consultants described in 5 U.S.C. §5703.

B. Alternate Location. An alternate location is a destination, other than the employee's official station or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of an employee's illness or injury, the nearest hospital or medical facility capable of treating the illness or injury is not an alternate location.

C. Employee's Incapacitating Illness or Injury. For purposes of this Part, an incapacitating illness or injury is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, the travel assignment. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at, or en route to or from, a TDY location.

D. Family. Family means those dependents defined in Appendix A who are members of the employee's household at the time the emergency situation arises. For compassionate reasons, and when warranted by the circumstances of a particular emergency situation, a DoD component may include other members of an employee's extended family and the family of the employee's spouse. Individuals named in Appendix A who are not dependents of the employee or members of the employee's immediate household fall within this group. In using this authority and deciding each case, DoD components must evaluate the extent of the emergency and the employee's relationship to, and the degree of responsibility for, the individual(s) involved in the emergency situation.

E. Personal Emergency Situation. Personal emergency situation means the death or serious illness or injury of a member of the employee's family. It also means a catastrophic occurrence or impending disaster such as a fire,

flood, or act of God that directly affects the employee's home at the official station or the family and occurs while the employee is at, or en route to or from, a TDY location.

F. Serious Illness or Injury of Family Member. Serious illness or injury of a family member means a grave, critical, or potentially life-threatening illness or injury. It includes a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available. It also includes other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.

G. Fire, Flood, or Act of God. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

#### **C6454 EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY**

When an employee interrupts or discontinues a travel assignment because of an incapacitating illness or injury (as defined in par. C6453-C), transportation expenses and per diem may be allowed to the extent provided below.

\*A. Per Diem Continuation at the Interruption Point. An employee who interrupts the TDY assignment because of an incapacitating illness or injury, and takes leave of any kind, is authorized a per diem allowance under Chapter 4, Part L, as appropriate. The per diem must not exceed the maximum rates in <http://www.dtic.mil/perdiem/pdrates.html> for the location at which the interruption occurs. Such per diem may be continued for a reasonable period, ordinarily not to exceed 14 calendar days (including fractional days) for any one absence. However, a longer period may be authorized/approved by the DoD component if justified by the circumstances of a particular case. The interruption point may include the nearest hospital or medical facility capable of treating the employee's illness or injury. Per diem shall not be allowed while an employee is confined to a hospital or medical facility that is within proximity of the PDS or that is the same one the employee would have been admitted to if the illness or injury had occurred while at the PDS.

1. Receipt of Payments from other Federal Sources. If, while in a travel status under circumstances described in par. C6454-A, the employee receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute (including hospitalization in a Department of Veterans Affairs or military hospital) other than 5 U.S.C. §8901-8913 (Federal Employees Health Benefits Program), the per diem allowance for the period involved shall not be paid or, if paid, shall be collected from the employee.

2. Documentation and Evidence of Illness. The type of leave and its duration must be stated on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The evidence filed with the DoD component concerned, as required by that component under the annual and sick leave regulations of the Office of Personnel Management, shall suffice.

#### **B. Return to Official Station or Home**

\*1. General. When an employee discontinues a TDY assignment before its completion because of an incapacitating illness or injury, expenses of appropriate transportation and per diem while en route shall be allowed for return travel to the official station. Return travel may be from the interruption point or other point where the per diem allowance was continued as provided in par. C6454-A. If, when the employee's health has been restored, the DoD component decides that it is in the Government's interest to return the employee to the TDY location, such return is a new travel assignment at Government expense.

2. Employee's Attendant or Escort. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured. An attending physician must certify that it is medically necessary for the employee to be accompanied by an attendant or escort. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate (B-169917, July 13, 1970).

C. Travel to an Alternate Location and Return to the TDY Assignment

1. Conditions and Allowable Expenses. When an employee, with the approval of an appropriate DoD component official, interrupts a TDY assignment because of an incapacitating illness or injury, takes leave for travel to an alternate location to obtain medical services, and returns to the TDY assignment, reimbursement for certain excess travel costs may be allowed as provided in par. C6454-C2, below. The nearest hospital or medical facility capable of treating the employee's illness or injury is not an alternate location (par. C6453-B).
2. Excess Cost Calculation. The reimbursement that may be authorized/approved under par. C6454-C1, is the excess (if any) of actual travel costs from the interruption point to the alternate location and return to the TDY assignment, over the constructive costs of round-trip travel between the PDS and the alternate location. The actual travel cost is the transportation expenses incurred and en route per diem for the travel as actually performed from the interruption point to the alternate location and from the alternate location to the TDY assignment. (No per diem is allowed for the time spent at the alternate location.) The constructive travel cost is the sum of transportation expenses the employee reasonably would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the official station) plus per diem calculated under Chapter 4, Part L for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

**C6455 PERSONAL EMERGENCY SITUATION**

A. Return to PDS or Home

1. When an employee discontinues a TDY assignment due to a personal emergency situation (see par. C6453-E) transportation expenses and per diem while en route may be allowed.
2. Authorization/approval for return travel from the interruption point to the PDS is required.
3. A new TDY order must be issued if the DoD component decides that it is in the Government's interest to return the employee to the TDY location when the personal emergency situation is resolved.

B. Travel to an Alternate Location and Return to the TDY Assignment

1. An employee may be allowed to interrupt a TDY assignment due to a personal emergency (see par. C6453-E), take leave for travel to an alternate location where the personal emergency exists, and return to the TDY assignment.
2. Reimbursement may be allowed for certain travel costs such as transportation and en route per diem as in par. C6454-C.
3. *Contract city pair fares may ONLY be used when transportation is Government-funded.*

**C6456 TRANSPORTATION PROCUREMENT**

A. Discount Fare Use

1. Contract city pair fares, as well as other reduced fares available to Federal travelers on official business, should be used for authorized emergency leave travel. The city pair fare is always the first choice if the other discount fare is a fare that matches the city pair fare.
2. If a contract city-pair fare is not available, the least expensive unrestricted fare (including a lower or equal fare offered by a non-contract carrier limited to Government travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used.
3. The AO may authorize a lesser fare (with or without restrictions) and the traveler may seek a lesser fare (with or without restrictions).

4. *Contract city pair fares may ONLY be used when transportation is Government-funded.*

B. Return to the PDS

\*1. *When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO if one is available. See par. C2203.*

2. An unused portion of Government-funded transportation for the TDY assignment must be used if possible.

3. The DoD component and the employee must ensure proper accountability for all unused tickets.

C. Travel to an Alternate Location

1. For emergency leave travel to an alternate location and return to the TDY assignment, the DoD component may:

a. pay for the emergency leave travel, or

b. require the employee to use personal funds for the emergency leave travel.

2. *Contract city-pair fares may ONLY be used when transportation is Government-funded.*

3. If the employee does not have sufficient personal funds the DoD component may procure transportation or provide an advance of funds for the employee to procure transportation.

4. The employee must reimburse the Government for any transportation cost or travel advance that is above the allowable reimbursement that may be authorized/approved.

## PART P: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

### C6700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. The FEML policy established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19 is also used for civilian employees.

B. Eligibility

1. Employees. An employee is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.
2. Dependents. Dependent(s) are eligible for FEML if the:
  - a. employee is authorized to have dependents at the PDS, and
  - b. the dependents reside with the employee at the FEML PDS.

C. Limitation

1. Number of FEML Trips

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

| Tour Length                                     | Number of FEML 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 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel signing renewal agreements are authorized additional FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24-month tour, the employee would be eligible for one FEML trip during that 24-month tour.

2. Time Limitation. FEML travel by employees/dependents should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by employees/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) an employee 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 employee 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:**

Employee'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.

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

**Example 2:**

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

City pair trip cost is \$980.

Employee 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 employee is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

a. Designating Authority. USD (P&R) is the designating authority for FEML locations/destinations.

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

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

E. Transportation

1. Employee/Dependent. Employees and dependents may travel together or independently.

2. Restrictions. An employee/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 employee) that affect scheduling FEML.*

\*3. Procurement. Commercial air transportation may be purchased by the Government or employee from the CTO (see par. C2203).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the employee's PDS and the authorized air terminal may be reimbursed. (*See par. C4657, and Chapter 2, Part C.*)

b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between an employee's FEML PDS and the authorized destination plus the cost of ground transportation as noted in par. C6700-E4a above.

5. Transportation Funded by a Host Government. If an employee/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for an FEML trip.

F. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

G. Dual Entitlements. Employees or eligible family members may not receive dual entitlements. Therefore, the spouse (or other family member) of an employee, who is serving at the PDS as a member of a uniformed service or as an employee of the same or another U.S. Government agency, is eligible for FEML travel as the employee's family member provided the other agency or uniformed service does not provide comparable benefits.

H. Repayment of FEML Transportation Costs. An employee must repay FEML transportation costs if the applicable tour specified in par. C6700-C1 is not completed, unless the lack of completion is a result of:

1. transfer for compassionate reasons,
2. management-initiated transfer,
3. involuntary separation through no fault of the employee, or
4. a short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

\*I. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FEML transportation. See par. C3150. Rules concerning transportation accommodations for TDY travel also apply to FEML travel. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

J. Per Diem. *Per diem is not authorized for FEML.*

K. Legal Authority for this Part. 10 U.S.C. §1599B; 22 U.S.C. §4081(6)

Effective 2 November 2002

## PART Q: REST AND RECUPERATION (R&R) LEAVE TRAVEL

### C6750 R&R LEAVE TRAVEL

\*A. Policy. The policy for designating locations eligible for funded R&R leave transportation for DoD employees is the same policy used for military R&R established in DoD Directive 1327.5, subsection 6.17. ***This transportation may not be combined with any other funded leave transportation program or travel entitlement.***

B. Eligibility. An employee 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, Definitions, Part I: Terms). R&R is for DoD employees who are serving tour lengths under TDY travel authorizations 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.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

3. Alternate Destination. Employees may select a destination different from the authorized destination in Appendix U and be reimbursed not to exceed the cost of Government-provided travel to the authorized destination. The alternate location is an official travel location, and therefore available contract city pair fares may be available for use. ***If the employee 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:

Employee'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.

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

#### Example 2:

Employee'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.  
Employee 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 employee is authorized city pair fare to St. Louis (\$1,200) NTE the \$1,400 cost to Baltimore.

#### 4. Location Designation/Redesignation

- a. Designating Authorities. OASD (MPP) designates R&R locations/destinations for DoD employees.
- b. Designation Requests. Designation requests must be through Combatant Command channels to OASD (MPP). OASD (MPP) must redesignate R&R location/destination designations every two years.
- c. Redesignation Requests. Redesignation requests must be sent through Combatant Command channels to reach OASD (MPP) before the indicated re-designation date.

#### D. Transportation

1. Employees only.
2. Restrictions. An employee 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 employee) that affect scheduling.***

- \*3. Procurement. Commercial air transportation must be arranged in accordance with par. C2203.
4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between an employee’s duty station and the authorized destination as determined in par. C6750-C2.
5. Time Limitation
  - a. Standard Tour: An employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.
  - b. Contingency Tour: An employee must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

F. Travel Authorization. The DD Form 1610 (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL) is used to authorize R&R transportation. See par. C3150. The rules concerning TDY travel transportation accommodations also apply to R&R travel. See par. C2204 regarding commercial aircraft use and par. C2203 about arranging official travel.

G. Per Diem. *Per diem is not authorized for R&R travel.*

H. Legal Authority for this Part. 10 U.S.C. §1599B; 22 U.S.C. §4081(6) and (8).

## CHAPTER 7

## DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

## C7000 ENTITLEMENT

A. General. Dependent travel and transportation allowances may be authorized/approved in connection with PCSs world-wide. They are based on the employee's entitlement and are subject to the conditions and restrictions in this Chapter. Except as provided in Chapter 12, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS. There is no entitlement to any additional travel and transportation allowances for dependents who accompany an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child is defined in Appendix A as including a child under 21 years of age; however, a dependent child's eligibility for travel allowance depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, March 28, 1969 and B-166208, April 1, 1969). Example: a child 20 years and 11 months old when the employee reports at new PDS is eligible for travel even if travel is delayed until the child is age 22 years and 11 months.

## C7001 TRANSFERS TO AND WITHIN CONUS

A. When Authorized. Dependent travel and transportation allowances may be authorized in connection with an employee's PCS. For a house-hunting trip for a spouse incident to an employee's transfer, see par. C4107. Dependent transportation allowances may be authorized in connection with an appointee's travel to a first PDS.

B. Origin and Destination. Dependent travel may originate at the employees' old PDS/some other point, or partially at both. The destination may be the new PDS, some other point selected by the employee, or both. The Government's costs, however, shall not exceed the costs over a usually traveled route between the old PDS and the new PDS. When the travel is to a first PDS, the Government's cost shall not exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

C. Transportation Mode and Routing. See Chapter 2 for authorized transportation mode and routing for dependent travel. Dependents may travel with an employee by POC or may travel independently.

\*D. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to travelers. Those expenses listed in pars. C1410-A and C1410-C may be reimbursed.

E. Travel Orders. The travel order for an employee's transfer must include dependent transportation authorization.

F. Time Limitation. Dependent travel must begin within 2 years after the date an employee reports for duty at the new PDS (see par. C1057 for exception). Travel should begin at the earliest practicable date.

## C7002 TRANSFERS TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized in connection with a current employee's PCS, the initial appointment of certain employees, and renewal agreement travel.

B. Travel Origin and Destination1. Reassignment/Transfer of a Current Employee

- a. From a CONUS PDS to an OCONUS PDS. When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both. Except as prescribed in Chapter 12, the travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. Except as provided in Chapter 12, the Government's cost obligation does not exceed the travel and transportation costs from the old PDS to the new PDS by a usually traveled route. Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government or Government-controlled quarters or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the quarters before dependent travel to an OCONUS PDS is authorized. In the case of mandatory quarters vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost of the two movements is limited to the costs from the old PDS to the new PDS.
  - b. Between OCONUS PDSs. When a current employee is reassigned/transferred between OCONUS PDSs, authorized travel for dependents is from the old PDS to the new PDS, unless otherwise authorized in Chapter 12. When an employee is authorized travel to the actual residence, the employee may elect to have the dependents return to the actual residence.
2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS
    - a. Recruited in CONUS. When a person, recruited in CONUS, is initially appointed for assignment to an OCONUS PDS, dependent travel is authorized from the actual residence to the OCONUS PDS, unless otherwise authorized in Chapter 12.
    - b. Recruited OCONUS. When a person, recruited OCONUS, is initially appointed for assignment to an OCONUS PDS in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS, unless otherwise authorized in Chapter 12.
  3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes an Agreement. Upon initial appointment, when a person satisfies the conditions in par. C4002-B2 and executes an agreement, dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependents are not in the OCONUS area at the time employment begins, unless otherwise authorized in Chapter 12.
  4. Execution of a Renewal Agreement to Serve an Additional Tour OCONUS. If an employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area, is transferred/reassigned to an OCONUS area, dependent travel, except as otherwise provided in Chapter 12, is authorized from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour. Although the travel may originate at some other point, travel and transportation allowances shall not exceed the cost by usual mode from the old PDS to the OCONUS PDS by a usually traveled route unless otherwise authorized in Chapter 12. If an employee executing a renewal agreement was a new appointee at the time of original OCONUS employment, dependent travel may be authorized from the actual residence established at the time of initial appointment, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour.
- C. Concurrent Travel. Concurrent dependent travel with the employee from CONUS is authorized automatically to some OCONUS areas. In instances where prior OCONUS command approval is necessary, the responsible CONUS recruiting office/other appropriate office must secure the authority for concurrent travel from the appropriate OCONUS command and, when appropriate, advise the activity responsible for processing the employee. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding passport, visas, immunizations, port calls, and transportation. When dependent

travel is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order shall not provide for dependent travel, but should be amended to provide for dependent travel at the time of dependent travel. The procedures prescribed in AR 55-46 in connection with the priority system must be followed for Army employees.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any mode specified in Chapter 2. The Chapter 2 instructions must be followed.

\*E. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and PCS POC mileage are authorized, subject to the reimbursement conditions and limitations for travelers in Chapter 2. The expenses listed in pars. C1410-A and C1410-C may be reimbursed.

F. Travel Orders. Authorization for dependents' travel must be included in the travel order issued for the employee, or may be included when orders are amended or supplemental orders are issued in accordance with par. C7002-C.

G. Time Limit

1. General. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial appointment to the OCONUS area. If an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years. When employees are assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/administrative embargoes (e.g., the lack of family housing in an OCONUS area which precludes dependent travel is an administrative embargo) make dependent travel impossible. Every possible effort should be made to complete the travel at the earliest practicable date. When an administrative embargo is removed, the overseas command shall notify all affected employees in writing. The 2-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, shall not be authorized unless at least 1 year of the agreed minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is primarily for the Government's benefit. If the employee's dependents have not joined the employee in the OCONUS area, travel from the last PDS/actual residence, as applicable, in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C7002-G2.

4. Local Hire Employees. The time limit in par. C7002-G2 applies to travel of dependents of employees hired locally who execute an agreement at the time of original appointment or who enter into a renewal agreement for an additional tour of duty.

### **C7003 TRAVEL FROM AN OCONUS AREA**

A. General. Authority for dependent travel from OCONUS either derives from an employee's eligibility for such movement or from a determination by the appropriate OCONUS command that the Government's best interest is served by the early return of one or more of the dependents. When an employee violates an agreement, or otherwise is not entitled to return travel, dependents are also ineligible. If dependents elect to remain in the OCONUS area after an employee's return, the constructive cost of the unused allowance shall not be authorized. If an employee's dependent becomes 21 years old while the employee is assigned OCONUS, the employee is entitled to return travel for the former dependent to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent. The former dependent's travel is authorized when the employee is assigned to a PDS in the U.S.; travels to the actual residence in the U.S. for separation; or travels to the U.S. pursuant to renewal agreement. See pars. C7003-C, C7003-D1a, C7003-D2, and C7004. In any other situation, the

authority for return to the U.S. is under the provisions applicable to early return of a dependent (other than for compassionate reasons). In any case, return of a former dependent must be not later than when the employee next is eligible for travel or by the end of the tour under the current agreement. Except when travel is authorized under early return provisions, return travel authorization for a former dependent is contingent upon authorized travel of the employee to the U.S. .

B. When Authorized. Dependent travel may be authorized in connection with a PCS, or with the return for separation, of certain employees as indicated in par. C7003-C.

C. Travel Origin and Destination

1. Reassignment or Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS. When a current employee is reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate at the employee's OCONUS PDS, some other place, or partially at both. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer. The Government's cost liability shall not exceed the travel cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.
2. Return of an Employee for Separation
  - a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee returns for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS. Travel costs to an alternate destination anywhere in the world may be allowed. Costs to an alternate destination shall not exceed the constructive cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs must be borne by the employee (63 Comp. Gen. 281 (1984)). Dependent travel costs are not reimbursable if an employee separates from a PDS in the same geographical locality as the actual residence.
  - b. Employee Appointed Locally OCONUS Who Executed an Agreement and Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee appointed locally OCONUS returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Government, dependent travel is authorized as in par. C7003-C2a.
  - c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Government. When an employee recruited OCONUS for assignment to an OCONUS PDS separates, under the terms of a transportation agreement, from a PDS outside the geographical locality of actual residence after completing the agreed service period or for other reasons acceptable to the Government, dependent travel is authorized from such PDS to the actual residence. Travel to an alternate destination in the geographical locality of actual residence may be authorized. Any cost in excess of the dependent travel cost by the most economical route from the OCONUS PDS to the actual residence must be borne by the employee.

D. Dependent Early Return

1. Earned or Public Interest Transportation. Under par. C7003-D1a or C7003-D1b, return travel to the U.S. of one or more of an employee's dependents before the employee's return may be authorized to the employee's actual residence/alternate destination. Any cost in excess of the costs by the most economical route from the OCONUS PDS to the actual residence must be borne by the employee. Early return travel may be authorized when:

- a. an employee is eligible for return transportation after satisfactorily completing the minimum service period prescribed in par. C4005; or
  - b. the OCONUS command concerned determines that it is in the Government's best interests to return one or more dependents for compelling personal reasons of a humanitarian/compassionate nature (examples: physical/mental health, death of any member of the immediate family, obligations imposed by authority, and other similar circumstances over which the employee has no control).
2. Reimbursable Expense Transportation. When one or more of an employee's dependents return before the employee is eligible for return travel and for reasons other than those described in par. C7003-D1b, the transportation expense is the employees' financial responsibility. When the employee becomes eligible for return travel, the employee shall be reimbursed for allowable travel expenses up to the cost of dependent travel by the most economical route (including the least expensive unrestricted commercial fare when contract city pair fares are not available) from the OCONUS PDS to the actual residence. The reimbursement amount shall not exceed the amount allowable for the transportation mode available that would have been used at the time that the employee became eligible for return travel. Government transportation shall be used for dependents early return travel, if available. Chapter 2 applies to dependent early return travel. See par. C1310 for receipt requirements.
  3. Limitations. Dependent early return travel under par. C7003-D1 or C7003-D2 shall not be authorized more than once during each agreed period of OCONUS service. Dependent return travel at Government expense to the OCONUS PDS is not authorized except when incident to renewal agreement travel by the employee (see par. C7004). When an employee completes an agreed service period, has received one-way travel for dependents to the actual residence unaccompanied by the employee, and the employee's renewal agreement travel is at a later date, the expense of dependent return travel to the OCONUS PDS at an earlier date is then reimbursable. Reimbursement shall not exceed the Government's cost for travel by the usual transportation mode and route that would have been used had the dependents traveled back to the OCONUS PDS with the employee. See par. C1310 for receipt requirements.
  4. Return of Former Spouse and Dependents. Reimbursement is authorized for return travel to the U.S. for a former spouse and former dependents of an employee who have traveled to the employee's OCONUS PDS as dependents at Government expense, even if, because of divorce/annulment, these individuals are no longer dependents when the employee becomes eligible for return travel. Travel must begin before the end of the employee's current agreed tour of duty.
- E. Movement Because of Evacuation. When dependent travel is incident to an ordered evacuation, see Chapter 12.
- F. Transportation Routing and Mode. Transportation routing and modes for dependents may be authorized as provided in Chapter 12.
- \*G. Expenses Authorized. Expenses authorized for dependent travel from OCONUS areas are in pars. C1410-A and C1410-C.
- H. Travel Orders. Authorization for dependent travel must be included in the travel order issued for the employee, except where separate orders are required for the dependent early return to the actual residence or for movement because of evacuation.
- I. Time Limitations
1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, dependents should travel with the employee, or as soon after as appropriate transportation is available.

2. Reassignment to a New PDS. In no event may dependent travel begin later than 2 years after the effective date of reassignment to a new PDS, exclusive of any time during which administrative embargoes/shipping restrictions make the travel impossible.
3. Return for Separation. When an employee returns for separation, dependent travel must be completed within a reasonable time after separation or the travel benefit is forfeited. Upon the employee's written request, the appropriate OCONUS activity commanding officer may authorize delayed travel, if proper, under the provisions of par. C5085-C.

#### **C7004 RENEWAL AGREEMENT TRAVEL**

A. When Authorized. Transportation of an employee's dependents may be authorized in connection with the employee's renewal agreement travel. Subject to the conditions in Chapter 4, Part D, the dependent transportation costs shall not exceed the Government's cost for transportation to the employee's authorized destination. In these cases, dependent transportation may be as provided in this paragraph.

B. Eligible Dependents and Authorization Limit. Dependents who:

1. traveled to the OCONUS PDS within the prescribed 2-year limit, or
2. became dependents at the OCONUS area by marriage, birth, or adoption before the employee begins round-trip travel under a renewal agreement,

are authorized round trip transportation in connection with the employee's renewal agreement. The employee's dependents at the OCONUS PDS may accompany the employee, and/or travel before or after the employee travels (but only after the employee has met eligibility requirements for RAT and the renewal agreement is in place). Dependents who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), are authorized one-way transportation to the PDS in connection with the employee's renewal agreement. ***These dependents, traveling to the employee's OCONUS PDS for the first time using RAT, may travel to the OCONUS PDS at different times than the employee or with the employee on return to the OCONUS PDS. An employee must perform RAT travel for his dependents to be authorized RAT travel (35 Comp. Gen. 101 (1955)).*** Dependents travel, performed after the employee's RAT, must be completed within 6 months of the employee's RAT beginning date.

C. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, dependents who did not accompany the employee on renewal agreement travel but remained at the old OCONUS PDS are authorized travel from the old to the new PDS.

D. TDY at the Expiration of Leave prior to Returning to the OCONUS PDS. When an employee and dependents travel to the employee's actual residence for leave before beginning a new OCONUS tour, and the employee performs TDY or attends a training course after the leave and before returning to the OCONUS PDS, the dependents may return to the OCONUS PDS after the leave.

#### **C7005 STUDENT DEPENDENT TRAVEL FOR PURPOSE OF ATTENDING SCHOOL**

A. Authority and eligibility requirements for travel and educational allowances of student dependents in foreign areas for the purpose of attending school are in the DSSR. Administration of student travel is in accordance with State Department and DoD regulations and Service implementing regulations.

B. DoDEA statutory charter, (codified at 20 U.S.C. §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.

**PART B: TQSE(AE)****C13200 PURPOSE**

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

**C13205 TQSE(AE) OPTION**

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

1. the **\$86** Standard CONUS per diem rate for temporary quarters occupied in *all* CONUS localities, or
- \*2. the PDS locality (not the lodging location) per diem rate (<http://www.dtic.mil/perdiem/pdrates.html>) for temporary quarters occupied in OCONUS localities.

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

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

1. TQSE(AE) may only be authorized before temporary quarters are occupied and *may not be approved after the fact* (41 CFR §302-5.7).
2. TQSE(AE) may be authorized only for the time period determined necessary by the AO *never to exceed a total of 120 days*.
3. TQSE(AE) is for a temporary place of residence.
4. If an employee moves HHG into quarters occupied initially at a new PDS and continues occupancy indefinitely, the quarters are permanent quarters, unless 5. or 6. applies.
5. Quarters occupied temporarily, within the allowable time limit, are temporary quarters when employee-arranged permanent quarters:
  - a. remain occupied by the present tenant,
  - b. require repairs/alternations that have not been completed, or
  - c. are under construction.
6. The AO may determine that quarters initially occupied that eventually become an employee's permanent quarters were temporary quarters after considering:
  - a. lease duration,
  - b. HHG movement into the quarters,
  - c. quarters type,
  - d. expressions of intent,
  - e. attempts to secure a permanent dwelling, and
  - f. length of time the employee occupied the quarters.

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

\*7. Temporary quarters location must be within reasonable proximity of the old PDS (which may be in CONUS, a non-foreign OCONUS area, or a foreign country) and/or new PDS (which must be in CONUS or a non-foreign OCONUS area).

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

9. TQSE(AE) in other locations must be authorized by the AO to ensure adequate review of the circumstances and that TQSE(AE) payment is justified.

C. Eligibility Period

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

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

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

- (1) travel between the old and new PDS (actual travel time);
- (2) necessary official duties such as an intervening TDY assignment/military duty; or
- (3) non-official necessary interruptions such as hospitalization, approved sick leave, or other reasons beyond the employee's control that are acceptable to the authorizing/order-issuing official.

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

- (1) the period of absence is excluded from the authorized time for temporary quarters occupancy;
- (2) the employee is eligible for TQSE(AE) when temporary quarters occupancy at the new PDS resumes; and
- (3) eligibility continues for the balance of the authorized time, if necessary.

c. Temporary Quarters Occupancy Interrupted by Official Travel

- (1) Exceptions are not made if dependents occupy temporary quarters at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.
- (2) When temporary quarters occupancy is interrupted by the performance of official travel, the actual time en route, not in excess of the authorized allowable travel time, is excluded from the period of eligibility, which resumes when temporary quarters are occupied.
- (3) When an employee retains temporary quarters while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary quarters (69 Comp. Gen. 72 (1989)).

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

**5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C4107-O2a) and 25 days TQSE(F) for employee and dependents (C13330).** Used 8 days for the HHT and occupied temporary quarters for 20 days.

Pay HHT as indicated in par. C4107-O2a and TQSE(F) for 25 days as indicated in par. C13320.

***NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT (Lodgings-Plus Method) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary quarters were occupied.***

**6. Initially Authorized a 10-day HHT (Lodgings-Plus Method) and 30 days for TQSE(AE) and then Authorized an additional 30 days TQSE(AE) under par. C13210-B.** Used 10 days for a HHT and occupied temporary quarters for 58 days.

Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first 30-day period of authorized TQSE(AE)).

**First 20 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

**Next 30 days TQSE(AE):** Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

***Effective 1 October 2003***

2. Per Diem Rates. The per diem rates used for computation are:

a. CONUS. \$86, Standard CONUS per diem rate.

\*b. OCONUS (non-foreign OCONUS and foreign area). The PDS locality (not the lodging location) per diem rate in effect on the days temporary quarters are occupied (<http://www.dtic.mil/perdiem/pdrates.html>).

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate shall not exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee).\*

(2) Spouse Accompanying the Employee. The daily rate shall not exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.\*

(3) Dependents Age 12 or Older. The daily rate shall not exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.

(4) Dependents under Age 12. The daily rate shall not exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.\*

***NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$86) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d. are \$86, \$64.50, \$64.50, and \$43, respectively, if the temporary quarters are occupied in CONUS..***

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1) Employee/Unaccompanied Spouse. The daily rate shall not exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee).\*\*

(2) Spouse Accompanying the Employee. The daily rate shall not exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.\*\*

(3) Dependents Age 12 or Older. The daily rate shall not exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.\*\*

(4) Dependents under Age 12. The daily rate shall not exceed 40% of the daily maximum per diem rate for each dependent under age 12.\*\*

**\*\*NOTE:** *If the temporary quarters are in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$86) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d are \$64.50, \$43, \$43, and \$34.40 respectively.*

e. 60-120 Days. When the AO authorizes a time extension for temporary quarters occupancy beyond the first 60 days (never to exceed an additional 60 days) the additional days shall be computed at the same rates allowed for the second 30-day period in par. C13225-A2d above. *The total period of time for which TQSE(AE) may be paid may never exceed 120 days.*

Effective 1 October 2003

#### B. Computation Examples

1. TQSE(AE) Calculation Chart. The \$86 per diem rate used in the following chart is the current Standard CONUS per diem rate which applies when temporary quarters are in CONUS. Use the applicable locality per diem rate in <http://www.dtic.mil/perdiem/pdrates.html> when temporary quarters are located OCONUS.

| CONUS Per Diem Rate:                    | <u>First 30 Days</u> |                              | <u>After 30 Days</u> |                              |
|-----------------------------------------|----------------------|------------------------------|----------------------|------------------------------|
|                                         | <u>Formula</u>       | <u>Maximum Reimbursement</u> | <u>Formula</u>       | <u>Maximum Reimbursement</u> |
| <b>\$86</b>                             |                      |                              |                      |                              |
| <b>Employee or Unaccompanied Spouse</b> | \$86                 | \$86                         | $\$86 \times .75$    | \$64.50                      |
| <b>Accompanied Spouse</b>               | $\$86 \times .75$    | \$64.50                      | $\$86 \times .50$    | \$43.00                      |
| <b>Dependent 12 and older</b>           | $\$86 \times .75$    | \$64.50                      | $\$86 \times .50$    | \$43.00                      |
| <b>Dependents Under 12</b>              | $\$86 \times .50$    | \$43.00                      | $\$86 \times .40$    | \$34.40                      |

2. TQSE(AE) Example 1. An employee resides in temporary quarters at a new PDS in Omaha, NE, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable per diem rate of \$86 times 5 days, totals \$430. Since the actual expenses are less than the maximum amount authorized, TQSE(AE) is \$223.30. If the actual subsistence expenses amount to more than the maximum authorized, (e.g., \$440) TQSE(AE) is limited to \$430. An amount per day is apportioned in a situation where an employee pays allowable subsistence expenses on a weekly, biweekly, or monthly basis.

3. TQSE(AE) Example 2. The order-issuing authority authorizes not to exceed 60 days of TQSE(AE). An employee's dependents delay occupancy of temporary quarters until 31 days after the employee starts occupancy of temporary quarters. The per diem amount limitation for the first 30 days applies to the employee's allowable expenses. The per diem amount limitations for the second 30-day period apply to the employee and dependents. This applies when the employee and dependents occupy temporary quarters at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary quarters. For determining the TQSE(AE) maximum amount, resumption of temporary quarters occupancy at the new PDS is counted as the 4th day. Travel time is excluded.

5. TQSE(AE) Example 4. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters. After 3 days, the employee begins travel to the new PDS. The dependents remain in temporary quarters. The employee is en route 5 days and upon arrival at the new PDS occupies temporary quarters. For determining the TQSE(AE) maximum amount, the employee's resumption of temporary quarters occupancy is the 9th day, since dependents continued their occupancy of temporary quarters, and the time must run concurrently for all.

**PART C: TQSE(F)****C13300 PURPOSE**

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

*Effective 19 February 2002*

**C13302 LIMITATIONS**

1. The AO, *not the employee*, determines if TQSE(F) is necessary.
2. If the *AO* chooses, TQSE(F) may be offered to the employee.
3. The employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE) if the AO authorizes/approves TQSE.
4. TQSE(F) is a lump-sum payment based on the locality per diem rate at the new PDS.
- \*5. TQSE(F) may be authorized for the number of days determined necessary, up to 30 days. ***NOTE: The AO is not required to authorize the full 30 days.***
6. The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.
7. If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses any balance belongs to the employee.
8. TQSE does not include local transportation expenses incurred during the occupancy of temporary quarters.

**C13305 TQSE(F) OPTION**

***NOTE: TQSE must be authorized before temporary quarters are occupied and may not be approved after the fact (FTR §302-5.7).***

When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(F) amount, computed as indicated in par. C13320, instead of TQSE(AE). TQSE(F) is a lump-sum payment based on the locality per diem rate *in effect at the new PDS when the TQSE(F) offer is accepted by the employee*. The amount of the lump-sum payment is not changed by any increase or decrease to the new PDS per diem rate after the employee accepts the offer. TQSE(F) may be authorized for the number of days determined necessary, *up to 30 days*. When deciding whether or not to offer TQSE(F) to an employee, AOs should consider:

1. Administration Ease

TQSE(AE) requires review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount. No review is required for TQSE(F) because receipts and supporting statements are not required.

2. Cost Considerations

- a. TQSE(AE) may continue for up to 120 consecutive days. ***TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances.***

b. TQSE(AE) in CONUS is based on the Standard CONUS per diem rate (see par. C4550-F3 or <http://www.dtic.mil/perdiem/pdrates.html> for the current rate). TQSE(AE) in OCONUS locations is based on the PDS location maximum per diem rate (see <http://www.dtic.mil/perdiem/pdrates.html>). **TQSE(F) always is based on the PDS location maximum per diem rate.**

### 3. Employee Choice

TQSE(F) is based on a lower percentage of the locality per diem rate. If the AO offers an employee the option of TQSE(F), the employee must choose between it and TQSE(AE). The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE). **Once the employee selects a TQSE method, the selection may not be changed.** ***NOTE: If the AO inadvertently fails to offer an employee TQSE(F) and the employee's PCS travel authorization reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may retroactively amend the employee's PCS travel authorization to permit the TQSE(F) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)***

## C13310 TIME LIMITATIONS

**Under no circumstances may TQSE(F) be paid for more than a total of 30 days.**

## C13315 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(F) payment.

## C13320 COMPUTATION

A. HHT. The number of days paid or reimbursed for a HHT are **never** deducted from TQSE(F). See par. C4107 for HHT.

B. Basis for Payment. Payment of TQSE(F) is based on the total number of individuals (employee and dependents) **actually moving** to the new PDS, **not** the number of individuals actually occupying temporary quarters.

***Example 1:*** An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(F) payment is based on the employee plus 3 dependents.

***Example 2:*** An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does **not** move to the new PDS. The TQSE(F) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(F) attributable to the dependent who did not move.

\*C. TQSE(F) Per Diem Rates/Percentages. **The per diem rates used in the following example(s) are for illustrative purposes only. Please check <http://www.dtic.mil/perdiem/pdrates.html>, for current per diem rates.**

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum locality per diem rate for the **new PDS** locality (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate.

**APPENDIX A****DEFINITIONS****PART I: TERMS**

*As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.*

**ACCOMMODATIONS.** Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

- A. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
- B. Coach or Chair Car (Rail). A type, not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
- C. Lowest First Class. The lowest cost offered by commercial carriers to the general public as first class.
- D. Security (Enclosed). Any private room space that can be locked for security purposes.

**ACCOMMODATIONS, APPROVED.** Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

**ACCOMMODATIONS, COMMON CARRIER.**

***NOTE:*** *On common carrier aircraft with two classes of service, the higher class is first class.*

- A. First/Premium Class. The highest class of accommodations offered by commercial airlines. All classes above the lowest class. Includes suites, offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
- B. Premium Class other than First Class. Any class of accommodations offered by commercial airlines that is between coach-class and first-class accommodations (e.g., business-class).
- C. Coach-class. The basic class of accommodations offered by commercial airlines and passenger rail carriers, that includes a level of service available to all passengers regardless of the fare paid. The term applies when an airline offers only one class of accommodations. The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
- D. Slumber Coach. The lowest level of sleeping accommodations available on a train.
- E. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).
- F. Lowest First Class. The least expensive first class of reserved accommodations available on a ship.

**ACCOMMODATIONS, PUBLIC.** Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding:

- A. An establishment owned by the Federal Government;
- B. An establishment treated as an apartment building by State or local law or regulation; or
- C. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

**ACTUAL EXPENSE.** Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent on entitlement to per diem, and is subject to the same definitions and rules governing per diem.

**ACTUAL (PLACE OF) RESIDENCE.** The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the “home of record”.

**AGENCY.**

A. Includes:

- 1. An Executive agency, as defined in 5 U.S.C. §101;
- 2. A military department;
- 3. An office, agency or other establishment in the legislative branch;
- 4. An office, agency or other establishment in the judicial branch; and
- 5. The Government of the District of Columbia.

B. Does NOT include:

- 1. A Government-controlled corporation;
- 2. A member of Congress; or
- 3. An office or committee of either House of Congress or of the two Houses.

**AGREEMENT.** A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to a transportation entitlement in connection with permanent duty travel.

**APPROVED.** The ratification or confirmation of an act already done.

**APPROVING OFFICIAL.** See **TRAVEL-APPROVING/DIRECTING OFFICIAL**.

**ARMED FORCES.** The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 U.S.C. §101(4)).

**AUTHENTICATING OFFICIAL.** See **AUTHORIZING/ORDER-ISSUING OFFICIAL**.

**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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CONTINGENCY OPERATION.** A military operation that:

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

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

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

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

**\*DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DoD standard source for worldwide distance information based on city to city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://dtod1.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 Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

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

A. employee's spouse;

**MIXED MODES.** Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

- \*A. Personally-procured commercial transportation (see par. C2203),
- B. Government-procured commercial transportation,
- C. Government transportation.

**MOBILE HOME.** A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

**NON-FOREIGN OCONUS AREA.** The States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

**OCONUS.**

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the actual residence is located.

**OFFICIAL STATION.** *See PERMANENT DUTY STATION.*

**OPEN MESS.** A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** *See AUTHORIZING/ORDER-ISSUING OFFICIAL.*

**OVERSEAS.** *See OCONUS.*

**PER DIEM ALLOWANCE.**

***NOTE 1:*** *Per diem does not include transportation and other miscellaneous travel expenses.*

*The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands - see NOTE 2 below) and service charges where applicable for:*

1. **Lodging.** Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, fires furnished in rooms when such charges are not included in the room rate, **and in foreign areas only lodging taxes (see NOTE 2 below).** ***NOTE:*** *The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and is not covered by per diem.*

**NOTE 2:** *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*

3. **Incidental Expenses.** Incidental expenses include:

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. C6552, item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.);*

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 opinion of the AO, 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 par. C2402.;*

c. **Laundry, dry-cleaning, and/or pressing of clothing** (except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see **NOTE 3** 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. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and

g. Taxes and service charges on any of the expenses in items 2 through 3f.

**NOTE 3:** *The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.*

**PER DIEM, REDUCED.** See **REDUCED PER DIEM.**

**PERMANENT CHANGE OF STATION (PCS).** In general, the assignment, detail, or transfer of an employee 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.

**PERMANENT DUTY STATION (PDS).** Also called **OFFICIAL STATION.** The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other quarters from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

**TEACHER.** A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 U.S.C. §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS).** The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

**TEMPORARY DUTY (TDY).** Duty at one or more locations, away from the PDS, under orders providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

**TEMPORARY DUTY (TDY) LOCATION.** See *TEMPORARY DUTY STATION*.

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

**\*TEMPORARY STORAGE**

Also referred to as "storage in transit" (SIT). See par. C5190.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

**TERRITORY OF THE UNITED STATES.** (Also see *TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*) An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States.

***NOTE:*** "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.

**TRANSOCEANIC TRAVEL.** Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES.** The costs related to transportation. (See Chapter 4, Part O.)

**TRANSPORTATION, HHG.** The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. ***NOTE:*** Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

**TRANSPORTATION-IN-KIND.** Transportation provided by the Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-procured transportation via commercial carriers.

**TRANSPORTATION, POV.** Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

***NOTE 1:*** The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 U.S.C. §5564 and is in accordance with Service regulations.

***NOTE 2:*** Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the employee's responsibility.

**TRANSPORTATION REQUEST.** A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. ***NOTE:*** GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRANSPORTATION, USUAL MODE OF.** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Government transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

## APPENDIX A

## DEFINITIONS

## PART II: ACRONYMS

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

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

|          |                                                                          |
|----------|--------------------------------------------------------------------------|
| SR&R     | Special Rest and Recuperative Absence                                    |
| SROTC    | Senior Reserve Officers' Training Corps                                  |
| SSN      | Social Security Number                                                   |
| STB      | Surface Transportation Board                                             |
| STS      | Specialized Treatment Services                                           |
| TCS      | Temporary Change of Station                                              |
| TDRL     | Temporary Disability Retired List                                        |
| TDY      | Temporary Duty                                                           |
| TGBL     | Through Government Bill of Lading                                        |
| TLA      | Temporary Lodging Allowance                                              |
| TLE      | Temporary Lodging Expense                                                |
| TMC      | Travel Management Centers                                                |
| TMS      | Travel Management System                                                 |
| TQSA     | Temporary Quarters Subsistence Allowance                                 |
| TQSE     | Temporary Quarters Subsistence Expenses                                  |
| TQSE(AE) | Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses |
| TQSE(F)  | Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses   |
| UN       | United Nations                                                           |
| U.S.     | United States                                                            |
| USC      | United States Code                                                       |
| USNOAA   | United States National Oceanic and Atmospheric Administration            |
| USPHS    | United States Public Health Service                                      |
| USSM     | Under Secretary of State for Management                                  |
| VA       | Department of Veterans Affairs                                           |
| VPC      | Vehicle Processing Center                                                |
| WAE      | When Actually Employed                                                   |
| WTA      | Withholding Tax Allowance                                                |

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

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

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

***Effective 1 January 2003***

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

***Effective 1 January 2003***

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

## **B. RESTRICTIONS**

Invitational travel shall not be authorized for:

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

## **C. ALLOWANCE EXPENSES**

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

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

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

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

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

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

\*7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 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 Q

## TOURS OF DUTY FOR DOD CIVILIAN EMPLOYEES

\*(See Chapter 5, Part A for applicable regulations)

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

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

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

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

Philippines  
Puerto Rico  
Qatar, for employees authorized and accompanied by dependents  
Russia, Moscow  
Saudi Arabia, for employees authorized and accompanied by dependents  
Serbia-Montenegro  
Taiwan  
Thailand, for employees authorized and accompanied by dependents  
Turkey, except as indicated in par. C  
Venezuela  
Yemen Arab Republic: Sanaa only, for employees on initial agreements authorized and accompanied by dependents  
Zaire

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

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

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

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

## \*APPENDIX U

## AUTHORIZED REST AND RECUPERATION (R&amp;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            | <b>31 March 2002</b>      |
| Bahrain 2/                                      | Central        | Airport closest to leave point | Airport closest to leave point | 30 September 2005         |
| Bosnia-Herzegovina                              | European       | Frankfurt, Germany             | Baltimore, Maryland            | <b>31 March 2002</b>      |
| Croatia                                         | European       | Frankfurt, Germany             | Baltimore, Maryland            | <b>31 March 2002</b>      |
| Djibouti 2/                                     | Central        | Airport closest to leave point | Airport closest to leave point | 30 September 2005         |
| Hungary                                         | European       | Frankfurt, Germany             | Baltimore, Maryland            | <b>31 March 2002</b>      |
| 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            | <b>31 December 2002</b>   |
| 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            | <b>31 March 2002</b>      |
| Montenegro                                      | European       | Frankfurt, Germany             | Baltimore, Maryland            | <b>31 March 2002</b>      |
| 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            | <b>31 March 2002</b>      |

|                         |          |                                |                                |                      |
|-------------------------|----------|--------------------------------|--------------------------------|----------------------|
| Slovenia                | European | Frankfurt, Germany             | Baltimore, Maryland            | <b>31 March 2002</b> |
| 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.