

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 463

Alexandria, VA

1 May 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 May 2004 unless otherwise indicated.

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This change includes all material written in CAP items 62-03; 68-03(E); 03-04(E); 06-04(E); 07-04(E); 9-04(E) and 10-04(E); and civilian editorials C04009; C04010; C04012 through C04017 and C04019. Insert the attached pages and remove the corresponding pages. Remove C3A-5; C4D-3; C4D-5; C4D-7; C4L-6-1; C4L-12-1; C4L-16-1; C14-4-1; A-16-1 and R-3. This cover page replaces the Change 462 cover page.

BRIEF OF REVISION

These are the major changes made by Change 463:

C1410. Allows inoculations costs for PCS as well as TDY travel.

C2002; Appendix E. Changes the city-pair provisions in the regulations to list non-mandatory users, including DoD Recruits traveling from Military Processing Stations (MEPS), of the city-pair program. The list was obtained from the GSA city-pair contract.

C4107. Revises the computation example on spouse per diem for HHT from splitting the lodging amount between the employee's and spouses per diem to using the single rate for the employee and paying the spouse 75% of the employee's total per diem.

C4552-H; C4555-D3. Explains that while TDY, items rented with an "option to buy" are not reimbursable.

C4554-E. States that Meals provided 'free' by lodging establishments are complimentary as long as the room rate is the same with or without meals.

C5154-C3e. Indicates that Professional books, papers and equipment (PBP&E) may be returned to an employee's actual residence or any other location NTE the cost of moving the PBP&E to the actual residence incident to separation travel.

C5160-H. Inserts wording to clarify that the PCS travel authorization in par. C5160-H1 is for CONUS to CONUS.

Chapter 5, Part K. Proposes changes that move some permanent duty travel regulations into Chapter 5 thereby eventually creating a single JTR Chapter with all related permanent duty travel information in one place.

C6456. Clarifies the information on transportation procurement for an employee during a personal emergency/illness/injury while TDY.

C7003-D4. Indicates that return of an employee's former spouse and dependents is authorized at Government expense from an OCONUS PDS to an actual residence anywhere in the world.

C9001. Specifies that the miscellaneous expense allowance (MEA) is payable in connection with an authorized PCS whether an employee moves into a temporary or permanent residence at the new PDS.

U9004. Alerts the reader to the ruling in B-194061, dated 12 September 1979, that an employee is authorized to receive MEA at the without-dependents rate if the employee's dependents return early and do not relocate their household when the employee returns and is authorized PCS allowances.

C14002-A4a. Adds "environmental protection fee" as a refundable miscellaneous expense when an employee relocates.

Appendix R. Deletes the RITA and ITRA tax tables from Appendix R. The link for the FTR is shown in JTR, Chapter 16, par. C16000. That link is:
http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/508.FTR.book_R2QA53_0Z5RDZ-i34K-pR.pdf.

Various paragraphs. Directs authority levels with requirements for documentation and introduces stronger language for the use of premium-class travel.

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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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, 18 August 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 childcare, 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) 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. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/approved;*

6. Taxes on lodging (except when MALT PLUS per diem for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see Appendix A).

a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a member is authorized a maximum lodging rate of \$55 per night, and the member elects to stay at a hotel that costs \$110 per night, the member may only be reimbursed the taxes on \$55, which is the maximum authorized lodging amount); and

b. Taxes for lodging in foreign OCONUS areas are part of per diem/AEA and are not separately reimbursable;

7. Fees for:

a. Currency conversion. Members:

(1) *Are not authorized reimbursement for losses, nor are they liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984)).*

(2) Who pay with credit cards for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. They can then use the currency exchange rate at which the credit card bill was settled to determine OCONUS expenses.

(3) May have to submit travel vouchers prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, members should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.;

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

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

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

8. CTO service and processing fees;

9. Transportation-related tips for taxis, limousines, and courtesy transportation;

10. Public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

11. Any additional costs of paper tickets *when authorized/approved* by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***NOTE: Paying for paper tickets sought by a member for personal convenience is the member's financial responsibility.;***

12. Customary tips for handling any baggage at transportation terminals; and

*13. Costs for personal laundry, dry-cleaning and pressing of clothing incurred while on TDY or during PCS travel (*not after returning to/arriving at PDS*); only when CONUS TDY/PCS lodging is at least 4 consecutive nights; and

14. 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. Official phone calls (see par. C1405); (FTR §301-12.1);
 - g. Connections used for computers to perform official Government business (see par. C1405);
 - h. Excess baggage transportation costs (see par. C2302);
 - i. 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.***;
 - j. Dual lodging costs (see par. C4555-F);
 - k. 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.***;
 - l. Expedited charge card delivery;
 - m. 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

n. *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. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
6. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
7. *Transportation-related tips for handling Government property at terminals and hotel;*
8. Any per-day administrative fee called for in the SDCC rental car agreements (including GARS); and.
9. 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).

CHAPTER 2

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

PART A: CONDITIONS

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C2001	TRANSPORTATION MODES <ul style="list-style-type: none">A. GeneralB. Within CONUSC. OCONUS TravelD. Travel By Aircraft
C2002	CITY-PAIR PROGRAM <ul style="list-style-type: none">A. PolicyB. Scheduled Air Carriers (DoD 4500.9-R, Part L. Chap. 103, par. B2)C. Frequently Asked Questions About Using the Contract City Pair Program

PART B: TRAVEL BY GOVERNMENT CONVEYANCE

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C2051	GOVERNMENT AIRCRAFT <ul style="list-style-type: none">A. Air Mobility Command (AMC)B. Military Aircraft other than AMC
C2053	USE OF AERO CLUB AIRCRAFT

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

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C2101	USE OF TAXICABS <ul style="list-style-type: none">A. To/from Transportation TerminalsB. Between Residence and PDS on Day Travel Performed

- C2102** **SPECIAL CONVEYANCES USE**
A. General
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C. Reimbursement for Special Conveyance Use
D. Insurance on a Rented Automobile
E. Use Limited to Official Purposes
F. To and from Carrier Terminals
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I. Use of Special Conveyance in and around Permanent or TDY Station
- C2103** **USE OF BUSES, STREETCARS, OR SUBWAYS**
A. To and from Carrier Terminals
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- C2104** **USE OF AIRPORT LIMOUSINE SERVICE**
- C2105** **USE OF COURTESY TRANSPORTATION PROVIDED BY HOTELS AND MOTELS**

PART D: POC TRAVEL

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- C2153** **GOVERNMENT ADVANTAGE DETERMINATION**
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- C2156** **COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE**
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B. Constructed Cost Comparison by Airplane
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SECTION 2: **PERMANENT DUTY TRAVEL**

- C2159** **AUTOMOBILE**
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C. Using More than Two POCs (41 CFR §302-4.500 and §302-4.700d)
- C2162** **AIRCRAFT**
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- C2164** **PRIVATELY-OWNED MOTORCYCLE**
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- C2166** **OCEAN-GOING CAR FERRIES**

CHAPTER 2

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

PART A: TRAVEL POLICY

Effective 1 March 2004

***C2000 GENERAL**

A. Travel and Transportation Policy. The following applies to all travelers whose travel and transportation allowances are governed by these regulations:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. C2204 or C6552, (*See NOTE 1, par. C1060.*)

2. **PREMIUM (FIRST AND BUSINESS)-CLASS TRAVEL/ACCOMMODATIONS.** (*See Appendix A): See par. C2204-B2a and C2204-B2b to determine whose authority is required for Government-funded premium-class transportation to be provided.*

a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the traveler is responsible for the cost difference between premium-class transportation used and the transportation class for which the traveler was eligible. A travel authorization authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the circumstances of the situation (i.e., not simply state the JTR phrase, but provide the background to enable an audit of the rationale for the upgrade) and include the difference in cost between the premium-class and coach-class fares, authority and authorization source (memo/letter/message/etc., including date and position identity of the signatory for first-class). Appropriate Government transportation documents must be annotated with the same information.

b. Only a person senior to, or independent of, the traveler (e.g., a staff member may not authorize/approve premium-class accommodations for a more senior employee) may authorize/approve premium-class accommodations for the traveler. See par. C2204-B2.

c. Premium-class accommodations may be authorized/approved by the authorizing/approving official due to medical reasons only if competent medical authority certifies that sufficient justification/documentation that the physical impairment exists and that the impairment necessitates (for a specific time period) the accommodations upgrade. The premium-class authorizing/approving official must be able to determine that at the time of travel, premium-class travel is/was necessary because the traveler is so handicapped, or otherwise physically impaired, that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's requirements.

NOTE: *The attendant who is authorized transportation under par. C6552-1, may be authorized/approved for premium-class accommodations use to accompany the attended traveler, when the attended traveler is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See Appendix A for definition of "special needs".*

d. Use of premium-class accommodations does not apply during PCS, RAT leave, emergency leave, R&R, FEML, or personnel evacuation transportation unless for physical handicap or medical reasons in par. C2000-A2c. above.

3. Travel other than by a usually traveled route must be justified.

4. A traveler may not be provided contract city-pair airline fares provided under GSA contract (see par. C2206-D) or any other fares intended for official Government business for any portion of a circuitous route traveled for personal convenience.
5. The traveler is personally financially responsible for any additional expense accrued by not complying with par. C2000-A.
6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.
7. Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.
8. 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. C2204-C.
9. Each dependent is allowed a seat.

B. Service Responsibility. Each DoD component must:

1. Authorize only travel necessary to accomplish the Government's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the Government's needs are authorized.

C. 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.

D. 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 AO 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/fttr/newfttr/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.

5. Required as Part of Conditions of Employee's Assignment. Travel shall be required by aircraft for any distance when such mode of travel is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require employees to be aboard aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. These employees shall be required to be aboard any type of Government aircraft on scheduled or nonscheduled flights.

6. Necessary for Accomplishment of Mission or when Air is Only Mode Available. Travel for any distance shall be required by aircraft with or without the employee's consent when such mode of travel is necessary for the accomplishment of the activity's mission or is the only mode of transportation available. These employees shall be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. Acceptance by the employee of a travel order authorizing travel by aircraft will constitute agreement to the provisions of the particular travel order

7. Evacuation by Air Required for Medical Reasons. Travel by appropriate aircraft shall be required when competent medical authority determines the use of this transportation mode is necessary for medical evacuation of an employee. For authority to provide transportation by commercial air at Government expense for medical evacuation of an employee assigned at a PDS outside the U.S. and dependents see par. C6600 (for civilian

employees assigned to Defense Attaché Offices and DIA Liaison Offices see also DIA Manual 100-1, Vol. 1, Part 4, Section K).

8. Medical Reasons Precluding Air Travel. Neither civilian employees nor their dependents shall be required to travel by air if such mode of transportation is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. Appropriate medical authority at a military installation shall be responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel shall each be furnished a copy of the written medical determination. When one of the members of a family cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family.

C2002 CITY PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>. Following is an edited extract from that regulation.

A. Policy (DoD 4500.9-R, Part L, Chap. 103, par. B2)

1. GSA Airline City Pairs Program. Each year, under the Airline City Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City Pairs" on the GSA website: <http://www.gsa.gov>.

2. Some GSA routes may offer "dual fares"; one fare is an unrestricted fare (fare basis code "YCA") and the other a capacity-controlled unrestricted fare (fare basis code "_CA"). The capacity-controlled unrestricted _CA fare differs from the unrestricted YCA fare only in that the airline can limit the number of seats offered under the capacity-controlled, or "_CA" fare basis. The unrestricted fare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The capacity-controlled unrestricted fare is, in many cases, significantly less expensive than the unrestricted fare. Travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a capacity-controlled unrestricted GSA Airline City-Pairs fare on the routes on which the dual fare structure exists. Local commercial ticket offices can provide information on what routes offer dual fares.

3. *Government contractors are not authorized use of GSA Airline City Pairs fares.*

4. Non-Mandatory Users: A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

1. All members and employees of the U.S. Congress; employees of the Judicial Branch of the Government; employees of the U.S. Postal Service; U.S. Foreign Service Officers; and employees of any agencies who are not subject to the provisions of 5 USC §5701-5709.

2. DoD recruits traveling from Military Entrance Processing Stations (MEPS).

3. Groups of 21 or more passengers.

5. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (see **NOTE**)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

NOTE: *When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing. (See DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.)*

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006/JTR, par. C1059)

c. A non-contract (DoD-approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE:** *This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored Contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares).*

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. Scheduled Air Carriers (DoD 4500.9-R, Part L. Chap. 103, par. B2)

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***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 AO retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

2. ***Government contractor personnel are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

NOTE: *See par. C2001-A2c for policy regarding use of Rail or Bus service.*

C. Frequently Asked Questions About Using the Contract City Pair Program

1. **How does the program work?**

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting,
- 70% average savings over regular walk-up fares, and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program or the \$2 billion savings it generates for taxpayers. *GSA cautions agencies that the purchase of contract fare tickets on behalf of Government contractors is a misuse of the city pair program and could jeopardize its future success.*

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Non-contract fares that are offered only to government travelers (sometimes called "DG" fares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower fare, you still must use them, but at the lower fare. Travelers that use this exception would have to abide by the many restrictions that typically go along with lower commercial fares. Restrictions on discounted commercial fares usually include; non-refundability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

- a. Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip (See par. C2002-A4a regarding space for pets); or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or
- c. Rail service is available, and such service is cost effective and is consistent with mission requirements.
- d. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, the City Pair Program contracts are mandatory for coach and business-class service. If business class service has been authorized in accordance with the JTR, then use of contract business class fares is mandatory.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler. The non-stop carrier has offered an unreasonably high price.

The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

***12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?**

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal (i.e., to or from the personal travel point(s)). **NOTE: Gov't funded travel to and from RAT leave locations and when ordered TDY while on leave is official travel and therefore contract fares may be used to and from this leave location (see pars. C5536 and C4440).**

Example	
Travel authorization states the official travel itinerary as:	
From:	Atlanta, GA
To:	San Francisco, CA and return to Atlanta, GA
City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502. For personal reasons, employee wants to go to Chicago for several days resulting in the following:	
From:	Atlanta, GA
To:	Chicago, IL
From:	Chicago, IL
To:	San Francisco, CA and return to Atlanta, GA
Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city-pair contract fares for these trip portions. Commercial fares are applicable to this trip portion with the maximum cost to the Government of \$251. The city-pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, with United Airlines at \$251.	
NOTE: The traveler is responsible for any additional costs when, for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route (e.g., by taking an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled direct route on an uninterrupted basis (e.g., \$502).	

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport which best suits their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. The topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://www.fss.gsa.gov/citypairs/>, or contact one of the following PoCs below. *Only those without internet access should call.*

Ms. Linda L. Smith
Contract Specialist
(703) 305-7640

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Gene Lee
Contract Specialist
(703) 308-1618

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 AO 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.

Effective 1 March 2004

***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. **COMMANDS MUST NOT PERMIT CTO'S TO ISSUE TRAVELERS PREMIUM-CLASS TICKETS WITHOUT PRIOR PROPER AUTHORIZATION.**
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 *is not 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) which are functionally equivalent to CTOs.
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-C 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/approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

Effective 1 March 2004

***C2204 COMMERCIAL AIR TRANSPORTATION**

A. General. Travelers must be provided coach-class (economy) airline accommodations for all official business travel unless proper documentation/justification is provided (before travel) and substantiated to justify premium-class transportation. ***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 be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. C2000-A2a) and substantiated to justify premium-class transportation.
 - b. Commands and travelers should determine travel requirements in sufficient time to reserve and use coach-class accommodations.
 - c. First-class airline accommodations may be used at Government expense only as permitted in par. C2204-B3.

d. Business-class accommodations may be used at Government expense only as permitted in par. C2204-B4.

e. See par. C2000-A2a regarding authorizing premium-class transportation before or after travel.

f. *IAW the Federal Travel Regulation (FTR), when an airline flight that has only two classes of service (i.e., two cabins), the higher class of service (e.g., the 'front cabin'), regardless of the term used in its identification, is "first class." A traveler must use the 'least expensive unrestricted coach-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. 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. (See par. C2204-B3a for first-class qualification.)*

NOTE 1: COMMANDS MUST NOT PERMIT CTO'S TO ISSUE TRAVELERS PREMIUM-CLASS TICKETS WITHOUT PRIOR PROPER AUTHORIZATION.

NOTE 2: A specific justification or paragraph reference number detailed to the "specific" reason for travel must be placed on the travel authorization (see par. C2000-A2a) for premium-class travel (e.g., par. C2204-B4d), (representative of business-class); par. C2204-B3b (representative of first-class). (See par. C3052 and APPENDIX A, BLANKET TRAVEL AUTHORIZATION for an exception concerning Blanket Travel Authorizations that requires individual amendments for each trip requiring premium-class transportation to be provided.)

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use.

a. **First-class.** *The officials listed below may authorize/approve first-class air accommodations use by travelers if any of the criteria in par. C2204-A3 are met. (DoD 4500.9-R, par. 3.4.3.1 USD memo of 17 November 2003 for DoD travelers.)*

1. *Office of the Secretary of Defense and Defense Agencies: Executive Secretary, with no further delegation.*

2. *Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.*

3. *Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. Re-delegation may be no lower than to the three-star major commanders.*

b. **Business-class.** *In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. C2204-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated, may authorize/approve business-class transportation. Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited. Premium class approval authorities must obtain approval for their own business-class travel from the next higher approval authority. See par. C2000-A2b.*

c. **Premium Class Approval Authorities.**

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

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, April 19, 1993) The appropriate authority in par. C2204-B2a may authorize/approve first-class air accommodations when:

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

b. See par. C2000-A2c for medical reasons. *First-class may be used when and if business-class transportation is not available.*

c. Exceptional Security Circumstances Require Such Travel. Examples are:

- (1) A traveler whose use of other than first-class accommodations would entail danger to the traveler’s life or Government property.
- (2) Agents of protective details accompanying individuals authorized to use first-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

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

e. When Regularly Scheduled Flights between the Authorized Origin and Destination (Including Connection Points) Provide Only First-Class Accommodations. The transportation officer/agent must make an appropriate entry on the travel authorization or other travel-related document as appropriate when this is the case.

f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. See the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm> or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html. The travel authorization must state that transportation services have been paid in advance by a non-federal source.

4. Business-class Accommodations Use. *(Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.) Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Authorizing/ approving officials (see par. C2004-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. C1059 about scheduled travel and NOTE 1 in par. C1060 on rest periods. See par. C2000-A2. Business-class accommodations may be authorized/approved when:*

a. Space is not Available in Coach-Class Accommodations on Any Scheduled Flight in Time to Accomplish the Official (TDY) Travel Purpose/Mission, a Purpose/Mission that is So Urgent It Cannot Be Postponed. When “space is not available in coach-class” is used to justify premium-class accommodations, the business-class authorizing/approving official must require that the travel order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business-class. (Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEMLE, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. Each TDY travel authorization on which return transportation in premium-class accommodations is not required must require economy-class accommodations use for the return flight. *See par. C2000-A2d.*

b. *See par. C2000-A2c for Medical Reasons.*

c. Exceptional Security Circumstances Require Such Travel. Examples are:

(1) A traveler whose use of other than business-class accommodations would entail danger to the traveler’s life or Government property.

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

(3) Couriers and control officers accompanying controlled pouches or packages.

d. Mission Required. This criterion is exclusively for use in connection with Presidential, Congressional or Secretarial designated Boards, Commissions, Task Forces and special high-level invited guests. For DoD, the only approval authority is the Executive Secretary, Office of the Secretary of Defense.

e. When Regularly Scheduled Flights Between the Authorized Origin and Destination (Including Connection Points) Provide Only Business-Class Accommodations. The transportation officer/agent must make an appropriate entry on the travel authorization or other travel-related document as appropriate when this is the case.

f. When a Non-Federal Source Makes Full Payment for the Transportation Services in Advance of Travel. See the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm> or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html. The travel authorization must state that transportation services have been paid in advance by a non-federal source.

g. 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.

h. Use of the Business-Class Accommodations Would Result in an Overall Savings to the Government Based on Economic Considerations (e.g., the Avoidance of Additional Subsistence Costs, Overtime, or Lost Productive Time) that would be Incurred While Awaiting Coach-Class Accommodations. An actual cost-comparison must be made and the details made part of the travel order.

i. TDY Travel is between Authorized Origin and Destination Points (at Least One of which is OCONUS), The Scheduled Flight Time (Including Non-Overnight Airport Stopovers and Plane Changes) is in Excess of 14 Hours, and the TDY Purpose/Mission is so Urgent it Cannot be Delayed or Postponed, and a Rest Period Cannot be Scheduled En Route or at the TDY Site before Starting Work. See **NOTE 2** below.

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

NOTE 2: *The AO must certify that the options contained in **NOTE 1** in par. C1060 have been read and considered if par. C2204-B4d is placed on the travel authorization in accordance with par. C3150-B16(c). The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class airline accommodations for PCS, COT Leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.*

NOTE 3:

(1) *The traveler is not eligible for business-class airline accommodations at Government expense if:*

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

(b) *a rest stop en route is authorized, or*

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

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

(3) *On TDY travel, the 14-hour rule (in par. C2204-B4d above) only applies en route to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.*

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

5. Documentation Requirements.

a. Travel Authorizations. *See par. C2000-A2a.*

b. Travel Certification. A traveler must certify on the travel authorization, or by attachment to the travel authorization the reason(s) for the use of premium-class airline accommodations. (*Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. C2204-B3 and C2204-B4.*) Specific authorization/approval, including which of the specific conditions were met, and the cost difference between first-class and coach-class, must be attached to, or stated on, the travel authorization 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 attachment to the travel authorization. In the absence of specific authorization/approval from an authority designated in par. C2204-B2, the traveler is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the traveler was eligible.

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

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 USC §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 non-certificated air carrier costs less,

(2) non-certificated air carrier service is preferred by the service/traveler,

(3) non-certificated 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 non-certificated 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 non-certificated carrier is available which does not require travel at those hours (the traveler may travel by non-certificated 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.

3. Non-availability Documentation. When the order-issuing official determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a non-certificated 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 en route 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, non-certificated 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 non-certificated 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*):

<u>Schedule I</u>				<u>Schedule II</u>			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Foreign	Leave:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Leave:	Frankfurt	1325	Foreign	Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
<u>Schedule III</u>				<u>Schedule IV</u>			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.	Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.	Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign	Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200		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 or 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.

Effective 1 March 2004

***C2205 COMMERCIAL SHIP TRANSPORTATION**

A. General. Commercial transoceanic ship transportation may be directed only as prescribed in par. C2205-B. A traveler travels by car ferry IAW par. C2166. See par. C2000-A2b. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. Commercial Ship Use Authorization. Commercial ship 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.
3. *See par. C2000-A2c for medical reasons.*

C. Ship Accommodations. Travelers who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations at Government expense must be authorized/approved IAW par. C2205-D.

D. Authorization/Approval for more Costly First-class Ship Accommodations Use at Government Expense.

NOTE: See par. C2000-A2b.

1. Authorization/Approval. Use of more costly first-class accommodations under the circumstances in par. C2205-E may be authorized/approved in accordance with par. C2204-B2.
2. Requirements. *See par. C2000-A2a.*

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

1. Least costly first-class accommodations are not available.
2. *See par. C2000-A2c for medical reasons.*
3. There are exceptional security requirements. Examples are:
 - a. A traveler whose use of least costly first-class accommodations would entail danger to the traveler's life or Government property.
 - b. Agents of protective details accompanying individuals authorized to use more costly first-class accommodations.
 - 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 USC §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

Effective 1 March 2004

***C2208 TRAIN ACCOMMODATIONS**

A. Policy. The Government purchases and furnishes to official travelers, *who travel by train, reserved coach-class accommodations except as noted in this paragraph.* When adequate reserved coach-class accommodations are available, AO 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. *See par. C2000-A2b.*

2. Requirements. *See par. C2000-A2a.*

C. Circumstances. (OMB Bulletin 93-11, April 19, 1993) First-class train accommodations may be authorized/approved only when:

1. 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 are 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. *See par. C2000-A2c for medical reasons.*

3. There are exceptional security requirements. Examples are:

a. A traveler 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.

c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

4. Coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or do not meet 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.

CHAPTER 3 -TRAVEL AUTHORIZATIONS

PART A: DELEGATION OF AUTHORITY

***ONLY THE OFFICIALS LISTED IN PAR. C2204-B MAY AUTHORIZE/APPROVE PREMIUM-CLASS AIR ACCOMMODATIONS.**

C3000 WHO MAY ISSUE TRAVEL AUTHORIZATIONS (FTR §301-71.104)

Authority to issue travel authorizations within the Departments of the Army, Navy and Air Force is delegated, and may be re-delegated, as shown in the following tables. Authority to issue travel authorizations within DoD components other than Departments of the Army, Navy and Air Force is as delegated by the head of each component. One authorizing/order-issuing official may ask another to issue an authorization. The requesting official must provide the required information and accounting data. Specific travel authorization-issuing conditions are indicated in the following tables. Permitted delegations and re-delegations of travel authorization-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating travel authorizations. See Chapter 4, Part M and Appendix L for AEA information.

DEPARTMENT OF THE ARMY

(“X” indicates delegation of authority for the issuance of travel authorizations)

Authorizing and Approving Officials	TDY Travel 1/	Permanent Duty Travel 5/	Invitational Travel 1/, 6/
Secretary of the Army	X	X	X
Administrative Assistant to the Secretary of the Army	X 3/	X 3/	X 3/
Chief of Staff	X 2/	X	X
Commander of Major Army Commands (includes components of Combatant Commands), Heads of Army Staff Agencies, Commanders of Major Subordinate Commands and Regional Commanders	X 2/, 4/	X	X
Commanders or Heads of Installations, Activities, and Field Operating Agencies	X 4/	X	X
National Guard Adjutants General of the Respective States	X 4/	X	X 4/

1/ Issuance is subject to the provisions of AR 1-40, “Official Temporary Duty Travel Outside Continental United States.”

2/ These officials may re-delegate authority to commanders of subordinate installations, activities and field operating agencies for issuance of TDY travel authorizations for travel to, from, and between OCONUS areas when AR 1-40 does not require issuance of travel authorizations by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

3/ For the Office of the Secretary of the Army and elements reporting directly thereto.

4/ For the National Guard Bureau, prior approval of the Chief, National Guard Bureau is required to issue blanket TDY travel authorizations. ***NOTE: Blanket travel authorizations are not used in DTS.***

5/ For PCS between CONUS locations: applies to Commanders to whom authority has been delegated to fill positions. These officials may re-delegate authority to issue permanent duty travel authorizations. For PCS to, from or between OCONUS locations: applies to Commanders who are responsible for filling requisitions and processing appointments to OCONUS areas, or for assigning employees to OCONUS permanent duty. These officials may re-delegate authority to issue permanent duty travel authorizations. The gaining activity is responsible for travel authorization issuance but may request the losing activity to issue the travel authorization.

DEPARTMENT OF THE NAVY

("X" indicates delegation of authority for the issuance of travel authorizations)

Authorizing and Approving Officials	TDY Travel	Permanent Duty		Invitational Travel 1/, 2/
	5/ Trip And Blanket 1/, 2/, 4/	Travel 3/ Other Including First Duty Station Travel Within CONUS		
		OCONUS Involving Employment Agreements		
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, Marine Corps Staff	X	X	X	X
Chief, Deputy Chiefs, Vice Chiefs, and Assistant Chiefs of Bureaus and Offices and Heads of Offices of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Directors, Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commanders and Vice Commanders of Naval Systems Command Headquarters	X	X	X	X
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Directors, Naval Training Aids Centers	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officers/Executive Officers and Heads of Activities of the Department of the Navy	X	X	X	X
Director, Assistant Director, and Recruiting Representatives of OCONUS and Return Placement Staff		X		
Directors of Civilian Personnel and Industrial Relations Officers		X	X	
Industrial Relations Officers and Directors of Industrial Relations Divisions in all MSC Commands and Recruiting Representatives, Military Sealift Command	X	X	X	X
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Svcs, Naval Investigative Service Headquarters		X	X	

1/ Issuance is subject to OPNAVINST 4650.11(series) concerning official visits to military installations and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Chapter 16 for duty involving access to classified material.

2/ Officials authorized to issue TDY travel authorizations and ITOs may delegate in writing to a subordinate official the authority to sign such authorizations “by direction.” Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

3/ Officials authorized to issue agreements or permanent duty travel authorizations may not re-delegate this authority. In the absence of the designated official, an official “acting” is authorized to sign the agreement or travel authorizations as “acting.”

4/ Prior approval of the Echelon I Command is required for all TDY assignments in excess of 12 months.

5/ The heads of Navy commands/activities have authority to authorize long-term TDY for up to 12 months.

***DEPARTMENT OF THE AIR FORCE**

(“x” INDICATES TRAVEL AUTHORIZATION ISSUANCE DELEGATION)

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

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

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

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

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

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

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

7/ When delegated by the responsible major air command.

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

PART B: GENERAL CONDITIONS

C3050 AUTHORIZATION IN WRITING (FTR §301-71.107)

A. Policy. A travel authorization must be a written or electronic authorization (see par. C3056) and establish the conditions under which official travel and transportation is authorized at Government expense. It should be issued before travel begins unless an urgent or unusual situation prevents prior issuance.

B. Purposes. (FTR §301-71.100) The purposes of travel authorizations are to:

1. Provide the traveler information regarding what expenses are to be paid;
2. Provide CTOs and travel service vendors with necessary documentation for travel programs use;
3. Provide necessary financial information for budgetary planning; and
4. Identify the travel purpose.

C. Prohibition. *Travel authorizations shall not be issued for reporting to the first PDS for duty except as provided in Chapter 4, or for pre-employment interviews or examination except as provided in Chapter 6.*

D. Exceptions. When travel is performed within the limits or immediate vicinity of a PDS, authorization by a travel-approving/directing official may be oral, by letter or message, or by travel authorization if deemed appropriate for fund approval purposes. Ordinarily, travel authorizations are not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement. If a travel authorization is not issued, approval on a claim voucher should suffice for reimbursement purposes.

E. Sea Trial Travel Authorizations. Instead of individual travel authorizations, a travel authorization may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Government ship. The written travel authorization must show the per diem authorization, the per diem rate, duty dates, accounting data, and the names of the employees assigned to the particular sea trial trip. A copy of the travel authorization must be given to each employee concerned.

C3051 CONFIRMATORY TRAVEL AUTHORIZATION

If official travel begins or is performed before a written travel authorization is issued, the travel must be pursuant to proper oral, letter, or message authority. A confirmatory travel authorization must be issued as promptly as possible. A confirmatory travel authorization must include appropriate statements regarding the prior authorization and justification for any unusual issuance delay. The official who directed the travel is responsible for initiating a confirmatory travel authorization.

*C3052 BLANKET TRAVEL AUTHORIZATION

Blanket TDY travel authorizations may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel authorization,

1. is limited to use within a stated geographical area,
2. is limited to a time period within a fiscal year,
3. must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and
4. can only authorize economy-class travel. *If travel in premium-class accommodations becomes necessary for a specific trip, an amendment to the travel authorization for each such trip must be issued.*

Expense items requiring specific approval under these regulations also require specific approval. ***NOTE: Blanket travel authorizations are not used in DTS.***

C3053 TRAVEL AUTHORIZATION AMENDMENT

A. Policy. An issued travel authorization may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:

1. recognize an essential aspect of travel not known in advance,
2. change the period or place of TDY assignment,
3. include omitted pertinent information,
4. change allowances for unperformed travel or duty, and/or
5. correct erroneous information or clerical errors that do not affect reimbursement retroactively.

B. Authorization, Approval and Retroactive Modification. Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See Appendix A for definitions of “authorize” and “approve”. Approval after the fact, when permitted, does ***NOT*** constitute 'retroactive modification' of a travel authorization to create, change, or deny an entitlement. Except to correct or to complete a travel authorization to show the original intent, a travel authorization shall not be revoked or modified retroactively to create or deny an entitlement (24 Comp. Gen. 439 (1944)). (***Ex: It would be improper to amend a travel authorization to 'un-authorize' POC travel after travel had been completed that the travel authorization had clearly permitted POC use.***) See pars. C4554-A and C4554-B regarding the effect of deductible meals on per diem rates.

C. Effective Date of Amendment. The effective date of an amendment is the date of issuance unless a later date is specified. However, the amendment may indicate retroactive effect under the conditions in par. C3053-A. An amendment authorizing a change in per diem or mileage rates and reimbursement basis applies only to unperformed travel on and after the effective date. When practicable, an amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

D. How to Amend a Travel Authorization

1. General. A travel authorization is amended by issuing an appropriate document citing the original travel authorization by number, and stating the pertinent changes, additions or deletions, and effective date(s).
2. Responsible Officials. The AO directing an employee's travel is responsible for amending a travel authorization. Before issuing a travel authorization amendment involving the expenditure of additional funds, authorization is required from the official whose funds are affected. Any official with delegated authority to issue travel authorizations (see par. C3000) may issue an approved amendment.

C3054 RESCINDING A TRAVEL AUTHORIZATION

If an employee has traveled (or incurred expenses that must be reimbursed) under an issued travel authorization, it may not be rescinded. However, a travel authorization may be rescinded insofar as it applies to unperformed authorized travel.

C3055 NUMBERING TRAVEL AUTHORIZATIONS

Strict administrative control must be maintained over the issuance of travel authorizations. Each authorized issuing office must assign an identifying number or symbol to each travel authorization and cite it as reference in related documents and records when necessary. Authorization identification must be as prescribed in Service regulations.

C3056 AUTHORIZATION (AUTHENTICATION) OF TRAVEL AUTHORIZATIONS (FTR §301-71.3)

A travel authorization is “authorized” or “authenticated” by affixing the seal or signature of the authorizing/order-issuing official. Authorization (authentication) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

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 AO 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.

8. authorizing excess baggage, if necessary; and
9. of other conditions, limitations, and instructions, as appropriate.

***NOTE 1:** *Blanket travel authorizations are not used in DTS.*

***NOTE 2:** *A blanket travel authorization must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for specific trips, an amendment to the authorization for each such trip must be issued.*

C3103 TDY TRAVEL OF CONSULTANTS AND EXPERTS

An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 days or less in any continuous 365 day period) by the Government (under 5 U.S.C. §5703) and paid on a daily-when-actually-employed basis or serving without pay or at \$1 a year (see par. C4975 and Appendix E, Parts I and II). A consultant or expert employed for more than 130 days is a temporary employee. The rules and order forms prescribed in this regulation for regular employees apply to temporary employees. **NOTE:** *This use of ITAs does not apply to contractors.*

C3104 PCS TRAVEL

A. General. Travel authorizations must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A travel authorization for PCS must contain the same basic information prescribed in par. C3151, plus a statement:

1. in all cases:
 - a. naming the old and new PDSs and their locations;
 - b. of the reporting date at the new PDS; and
2. if applicable:
 - a. names and relationships of eligible dependents and children's birth dates who are authorized travel;
 - b. that dependents will accompany employee or travel separately, and if so when, and by what transportation mode, if known and of dependents' travel origin or destination points (when different from the employee's);
 - c. that excess baggage transportation costs may be approved only after PCS travel (see par. C2302). A statement should be added to advise travelers that they should be financially prepared to pay for excess baggage charges (see par. C4720-A11);
 - d. of the maximum HHG weight the employee may transport including:
 - (1) temporary storage authority;
 - (2) HHG shipment origin and/or destination points (when different from the employee's);
 - (3) the shipment method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
 - (4) (for Government-arranged moves) how the employee intends to fulfill personal financial responsibility for charges not allowed at Government expense (e.g., borne by, or collected from, the employee);

- e. that mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;
- f. transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

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

B. CONUS PCS Travel. A travel authorization for a CONUS-to-CONUS PCS must contain the same information as in par. C3104-A above, plus a statement:

1. that the travel type is "PCS travel," and
 2. if applicable:
 - a. that a transportation agreement has been signed (see par. C4001);
 - b. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;
 - c. authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE and the number of days authorized;
 - d. authorizing NTS of HHG incident to a transfer or appointment to an isolated CONUS PDS;
 - e. authorizing real estate and unexpired lease expenses;
 - f. authorizing special conveyance use for PCS travel;
 - g. that transportation of POV(s) within CONUS is authorized (after the mandatory cost comparison showing a financial savings to the Government has been completed) as more advantageous;
 - h. authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);
- Effective 1 September 2002*
- i. that a home marketing incentive payment is authorized if earned in accordance with Chapter 15, Part C;
 - j. that a reduction in force or function transfer is due to base closure if such is the case; and

Effective 19 June 2003

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

Effective 19 June 2003

C. First Duty Station for Appointees. A travel authorization to the first PDS for an appointee must contain the same basic information prescribed in par. C3104-A, plus a statement:

1. that the travel type is "travel to first duty station (5 USC §5723)";
2. of the date the required transportation agreement is signed;
3. of the actual residence;
4. of the position title and grade to which appointed;

PART D: TRAVEL AUTHORIZATION PREPARATION**C3150 TDY TRAVEL**

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel, FEMR R&R travel, and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel authorizations from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilian employees) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

NOTE: DD Form 1610 must not be used for invitational travel or contractors' travel.

B. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See par. C3101 for specific information required on all travel authorizations.

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Authorization--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel authorization amendment.

(b) Proceed Date (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Item 13, Per Diem--When per diem under the Lodgings-plus method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed, check block 13b, "Other Rate of Per Diem (*Specify*)" and enter the appropriate rate information. For example:

(a) reduced per diem rates - check block 13b "Other Rate of Per Diem (*Specify*) \$60 Total (Lodging \$40; M&IE \$20)" and indicate the authority (e.g., memo, letter, etc.) from the designated office (based on pars. C4550-C & C4550-D),

(b) conference lodging allowance rates - check block 13b "Other Rate of Per Diem (*Specify*) \$150 Total (Conference Lodging Allowance \$100; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and **NOT** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

Effective 1 March 2004

*Item 16, May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. The following statement must be in the Remarks section of each travel authorization involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher." The statement must be incorporated elsewhere in the travel authorization or attached to the travel authorization or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section. Other examples:

(a) Include the statement " _____ pieces or _____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302) if excess baggage is authorized.

(b) Include an appropriate statement indicating the number of annual leave days authorized if delay en route for personal reasons is authorized.

(c) When a travel authorization authorizes:

(1) first-class air accommodations, include the statement: "The use of first-class transportation is authorized by (insert the official's appropriate title (***Only officials listed in par. C2204-B2 have authorization/approval authority for first-class accommodations.***)) in (cite the memo/letter/message reference and date)." See Chapter 2, Part E. Also include a justification and the paragraph reference number detailed to the "specific" reason for the first-class travel (e.g., par. C2204-B3b followed by details), or

(2) business-class air accommodations, include the statement: "The use of business-class transportation is authorized by (insert the official's appropriate title (***Only officials listed in par. C2204-B2 have authorization/approval authority for business-class accommodations.***))" See Chapter 2, Part E. Also include a justification and the paragraph reference number detailed to the "specific" reason for the premium-class travel (e.g., par. C2204-B4d followed by details).

(d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.

- (e) Include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor) if the traveler accompanies or is accompanied by other persons in an official travel status in a POC.
- (f) See DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used.
- (g) Include a statement indicating whether (and if so, the number/dates) or not meals and/or lodgings are included in the registration fee (see par. C4955-E1) if a registration fee is authorized (see par. C4720-B4j).
- (h) Include any administrative restriction precluding or limiting other allowable POC costs (see par. C4654).
- (i) Cite JTR, par. C6150 or C6151 when traveling as escort for a Service member's dependents.
- (j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.
- (k) Include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the travel authorization, and actually used, instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- (l) Travel at No Expense to the Government -- This travel authorization is issued in the DoD's interest but voluntary (permissive) in nature. ***If used, it must result in no cost to the U.S. Government.*** The employee is financially responsible for all travel and transportation expenses. ***No accounting information should be placed on the travel authorization.*** There is no penalty if the traveler chooses not to use this travel authorization; however, the AO should be notified without delay that this travel authorization has not been used.
- (m) If a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (see pars. C4950-M & C4950-N)) is authorized, include the statement: "***Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination).***" Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.
- (n) Include the dollar amount/call for authorized calls home (see par. C4705).
- (o) Costs for Expenses not Fully Covered by Non-Federal Source - State on the travel authorization that the traveler is being reimbursed for the difference between the full Government allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) covers some but not all of the allowable travel and subsistence expenses. See Chapter 4, Part L to determine the applicable maximum allowances.
- (p) Include the following statement on authorizations for travel to foreign locations and back to the U.S.
- NOTICE:*** Travelers transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. For information, contact the FWS at: 1-800-358-2104. Travelers returning to the U.S. with exotic pets should call (703) 358-

2104 before transporting the pet(s). For a FWS fact sheet, go to: <http://international.fws.gov/pdf/pe.pdf>. For an application for travel with pet birds and other CITES-Listed species go to: <http://forms.fws.gov/3-200-46.pdf>.

Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when travelers are permitted to be travel requesting officials for their own travel authorizations.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17.

Item 19, Accounting Citation--Show the fiscal data in accordance with Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see Appendix A) certifying to funds availability signs in the lower right corner of this block.

Item 20, AO (Title and Signature). Other than the official signing in block 17, show the travel authorization-issuing organization and address in addition to the title and signature of the AO.

Item 22, Travel Authorization Number--Show the identifying number and/or symbol assigned by the issuing office.

NOTE: The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the AO (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the AO (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. (This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.)

C. Distribution. See par. C3057.

C3151 PERMANENT DUTY TRAVEL

A. General. The REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (DD FORM 1614) is used as a request and authorization for all official PCS/TCS travel by employees and their families. (See par. C3105-B.) DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

NOTE 1: DD Form 1614 must not be used for contractor's travel.

NOTE 2: An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. DoD components must carefully review the circumstances of the employee's TDY assignment before issuing notification of the PCS to avoid imposing per diem costs on the employee that should be borne by the Government (see par. C4113). An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent(s) and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the effective date of the PCS.

B. Preparation of DD Form 1614. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See par. C3101 for specific information required on all travel authorizations.

Item 6, Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. See OPM website <http://www.opm.gov/retire/> for more information on retirement.

Item 7, Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the transportation agreement as the actual residence, if first duty station travel.

Item 10, Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a, Round Trip Travel for House-hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized.

Item 16, Other Authorized Expenses--The travel advance is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card which should be addressed in Item 20, Remarks or Other Authorizations. The amount of any PCS allowances advance in Item 16 must be computed in accordance with Service finance policy.

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

Effective 1 August 2000

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

Item 24, AO--See Appendix A. Show the authorization-issuing organization and address in addition to the title and signature of the AO.

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

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

- (a) When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item.
- (b) If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions.
- (c) When the AO has determined that an employee and or dependents should not travel via a particular transportation mode (ex., travel by air (ocean ferry or Chunnel) is precluded for medical reasons), include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government to justify travel reimbursement based on the transportation mode authorized on the travel authorization and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

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

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

Effective 26 September 2002

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

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

(h) A statement should be added to advise travelers that they should be financially prepared to pay for excess baggage charges (see par. C4720-A11).

(i) Include the following statement on authorizations for travel to foreign locations and back to the U.S.

NOTICE: Travelers transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. For information contact the FWS at: 1-800-358-2104. Travelers returning to the U.S. with exotic pets should call (703) 358-2104 before transporting the pet(s). For a FWS fact sheet, go to: <http://international.fws.gov/pdf/pe.pdf>. For an application for travel with pet birds and other CITES-Listed species go to: <http://forms.fws.gov/3-200-46.pdf>.

C. Distribution. See par. C3057.

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

<http://web1.whs.osd.mil/icdhome/forms.htm>.

PART D: RESERVED (SEE CHAPTER 5, PART K)

PART E: RESERVED

PART F: RESERVED

PART G: RESERVED

PART H: AGREEMENT VIOLATIONS

<u>Paragraph</u>	<u>Contents</u>
C4350	RESPONSIBILITIES <ul style="list-style-type: none">A. EmployeeB. Various OfficialsC. Civilian Personnel OfficerD. Finance, Fiscal, or Disbursing Officer
C4351	AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS <ul style="list-style-type: none">A. GeneralB. To CONUSC. Within or from the CONUSD. Appointees to First PDS
C4352	AGREEMENT VIOLATIONS FOR OVERSEAS EMPLOYEES <ul style="list-style-type: none">A. Failure to Satisfy Service RequirementB. Violation during the First Year of Service under an Initial AgreementC. Violation after 1 Year of Service under an Initial AgreementD. Employees Serving under Renewal AgreementsE. Teachers in the DoDDS
C4353	COMPUTATIONS <ul style="list-style-type: none">A. GeneralB. Military Sealift Command (MSC) and Air Mobility Command (AMC) CostsC. Commercial Carrier Transportation CostsD. Travel Time CompensationE. Per Diem AllowanceF. Extent of Employee Financial Responsibility to the GovernmentG. Return Travel Costs: Government's ObligationH. Return Travel Costs: Employee's Obligation

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

(3) A former employee of the same/another Federal department/agency who was separated by reduction in force during the previous 6 months, is on a reemployment priority list, and has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(4) An individual who accompanied/followed a spouse to the OCONUS area and, at the time of hiring, had entitlement to return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Government employee serving under an agreement providing for return travel, if one of the following circumstances occurs:

- (a) the spouse dies,
- (b) the sponsoring spouse becomes physically or mentally incapable of continued Government employment,
- (c) divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or
- (d) the spouse permanently departs the post/area.

In situations C4002-B2a(4)(c) and C4002-B2a(4)(d), above, the agreement is cancelled should the couple remarry, a reconciliation occurs, or the sponsoring spouse returns to the post regardless whether or not the sponsoring spouse has return transportation eligibility.

b. Requirements. The following requirements must be met as indicated in par. C4002-B2a:

(1) the commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from the U.S. or from a different OCONUS geographical locality to fill the position involved unless an agreement is offered to a locally hired candidate; ***NOTE: A locally-hired candidate is not eligible for an agreement if the position is one for which out-of-country recruitment normally is not undertaken.***

(2) at the time of appointment or assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to establish to the satisfaction of the appointing official the existence of a bona fide actual residence in the U.S. The residence must be outside the geographical locality of the PDS.

C4003 WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED

*A. General. Renewal agreements are negotiated with employees who have an initial agreement when they satisfactorily complete the prescribed period of service at an OCONUS PDS and have an acceptable actual residence located outside the geographical locality of employment. For additional conditions concerning teachers in the DoD Education Activity, see par. C5542.

(Next page is C4A-5)

B. Married Employees. Except as provided in par. C4003-C, when a husband and wife are both employed in the same OCONUS locality by the same or different Government departments, a renewal agreement is negotiated either:

1. with each separately (if this option is elected, the other employee may not be treated as a spouse and other members of the household may not benefit twice); or
2. with one as head of the household and the other treated as a spouse.

The couple must elect either alternative 1 or 2 in a writing signed by both husband and wife. A copy is filed in each employee's personnel folder. An employee who elects travel benefits as a spouse under alternative 2 does not thereby forfeit travel benefits for return of self, dependents, or HHG upon separation accrued under an initial agreement. Where the spouses have independently earned travel benefits, have elected for one to be treated as a dependent, and the "head of household" spouse ceases to be employed in the Federal service, the still-employed spouse may revert to the agreement in force prior to the election. That spouse also may negotiate an agreement for renewal agreement travel, if otherwise eligible. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee's or the spouse's agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

*1. General. A renewal agreement must not be negotiated under the circumstances in par. C5515 or with locally-hired individuals in pars. C4003-C2 and C4003-C3.

2. Locally Hired Married Employee. A renewal agreement shall not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as:

- a. a member of the Uniformed Services,
- b. a member of the Foreign Service of the Department of State,
- c. a private individual,
- d. an employee of a private individual, or
- e. an employee of a non-Federal organization.

3. Locally Hired Employee Unmarried and Under 21 Years of Age. A renewal agreement shall not be negotiated with a locally hired employee who is unmarried and under 21 years of age whose parent is in the OCONUS geographical locality as:

- a. a member of the Uniformed Services,
- b. a member of the Foreign Service of the Department of State,
- c. a Federal Government civilian employee,
- d. a private individual,
- e. an employee of a private individual, or
- f. an employee of a non-Federal organization.

C4004 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees) Travel to First PDS. When transportation is authorized by a DoD component, transportation to the first PDS is limited to movement from the appointee's actual residence at the time

of selection/assignment. The actual residence is the location at which an individual lived for some time before selection for the appointment/assignment. If the appointee claims some other location as the actual residence at the time of selection, the burden of proof is on the appointee to show that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere. Whether the location of a college where a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

1. General. The actual residence must be determined at the time an individual is initially appointed or transferred to an OCONUS PDS. The Government's obligation for travel benefits for travel to an OCONUS PDS upon assignment, round trip travel under a renewal agreement, or return travel for separation is limited to movement to or from an employee's actual residence at the time of assignment to OCONUS duty. If, at the time of appointment, the employee is in the OCONUS area as a tourist or for other reasons which are of a temporary or intermittent nature, the employee subsequently may become eligible for return travel and transportation entitlements or tour renewal agreement travel. Eligibility for these benefits generally is determined by the designation of the actual residence, which should be based on all factual circumstances of each case. Before an agreement is negotiated, the employment office must make every effort to ascertain and state in the agreement the correct actual residence. The same actual residence shown in an employee's initial agreement shall be stated in a renewal agreement unless it is determined that an error was made in the employee's actual residence when the initial agreement was executed. In that event, the correct actual residence must be determined and stated in the renewal agreement and an explanation made a matter of record with the renewal agreement.

2. Factors for Consideration. The actual residence is the fixed or residence, ordinarily, where dependents and HHG are maintained at the time of an individual's appointment or transfer to an OCONUS position. Generally, the actual residence is the place from which transferred or appointed. This, however, is not always so. The desire of an appointee or employee to specify a location as actual residence that is not justified under the circumstances, an intention to establish residence at a certain location, or a desire to visit some place, shall not be a basis for designating that place as the actual residence for travel benefit purposes. All available facts concerning the employee's residence before assignment to OCONUS duty must be considered carefully, including:

- a. home ownership;
- b. previous residence;
- c. temporary employment in city from which recruited;
- d. employment requiring residence apart from the family;
- e. the employee's voting residence; and
- f. the jurisdiction(s) to which the employee pays taxes.

Additional factors in the case of a local hire are:

- a. the length of absence from the claimed place of residence;
- b. the reasons for such absence; and
- c. whether a residence has in fact been maintained to which the person expects to return.

The fact that a person has actually established residence locally OCONUS, participated in local elections, or obtained waiver of U.S. tax liability based on foreign residence might negate a claim of actual residence in the U.S. (35 Comp. Gen. 244 (1955); 37 id. 846 (1958)). Additionally, the conditions in par. C4002-B are used in determining actual residence in the U.S.

the specified tour of duty, the employee is eligible for return travel benefits for separation or for the negotiation of a renewal agreement, irrespective of the length of time the employee has served the activity to which reassigned or transferred. (See par. C4011, situation 7.)

b. PCS Costs are Incurred. When an employee incurs PCS costs incident to a reassignment within a DoD component or transfer to another DoD component in the same OCONUS geographical locality prior to completion of the tour of duty, and at the time of reassignment or transfer, less than 12 months remain to be served under the existing transportation agreement after reporting for duty at the new duty station, a new agreement for a minimum period of 12 months' service is required for entitlement to PCS allowances to the new PDS. The tour of duty specified in the transportation agreement under which the employee was serving at the time of reassignment or transfer remains in effect with regard to the employee's eligibility for return travel benefits for separation or for the negotiation of a renewal agreement.

5. Reassignment to Different OCONUS Geographical Locality

a. From PDS at Which the Employee Has No Transportation Agreement. An employee, serving at an OCONUS PDS without a transportation agreement, who is reassigned within a DoD component, or transferred to another DoD component, to a different OCONUS geographical locality is required to negotiate a transportation agreement obligating the employee to serve the full tour of duty prescribed for the new PDS.

b. From PDS at Which the Employee is Serving Under a Transportation Agreement. When an employee, serving under a transportation agreement at an OCONUS PDS, is reassigned within a DoD component, or transferred to another DoD component, to a different OCONUS geographical locality prior to completion of a tour of duty, credit is given for service completed at the old PDS. A new agreement is required with a new tour of duty of 12 months or the difference between the tour of duty at the new PDS and the period of service completed at the old PDS, whichever is greater. (Also see par. C5075). The new agreement concerns PCS allowances to, and any additional separation travel benefits from, the new PDS. The tour of duty specified in the agreement under which the employee was serving at the time of reassignment or transfer remains in effect with regard to the employee's eligibility for return travel benefits for separation from the old PDS or for the negotiation of a renewal agreement. Before performing renewal agreement travel the employee must sign a renewal agreement to serve a tour of duty applicable for the new PDS area.

6. Employee's Services Not Needed for Entire Period of Tour of Duty. When it is known in advance that an employee's services are not needed OCONUS for the full period of the prescribed tour of duty, the employee may be employed for a lesser period without affecting entitlement for travel benefits to the OCONUS PDS and return for the purpose of separation (26 Comp. Gen. 488 (1947)). The agreement, however, must prescribe a tour of duty of 12 months in accordance with 5 U.S.C. §5722. Employment may be terminated at any time during the agreed tour of duty when it is determined that the employee's services are no longer needed.

7. Effect of Increased or Decreased Tour of Duty. When an OCONUS area's tour length is increased, the tour length specified in currently assigned employees' agreements governs. The lengthened tour of duty only affects employees who execute agreements after the date the increased tour length is approved. If a tour length is decreased, the shorter tour length applies to currently assigned employees whose agreements provide for a longer tour.

C4006 DATE TOURS OF DUTY BEGIN

A. Transfer to and within CONUS. A tour of duty in connection with transfers to or between PDSs within CONUS begins on the date the employee reports for duty at the new PDS.

B. Appointment to First PDS. A tour of duty under an agreement for travel benefits in connection with appointment to a first PDS in the 50 states and the District of Columbia begins on the date the appointee reports for duty at the PDS.

C. Employment OCONUS

1. **Initial Agreement.** Under an initial agreement a tour of duty begins on the date the individual:
 - a. reports at the OCONUS activity, for those recruited outside the geographical locality of the OCONUS employing activity;
 - b. begins duty for those recruited locally under an agreement; or
 - c. executes an agreement, for a locally hired married individuals in the circumstances described in par. C4002-B2a(4).
- *2. **Renewal Agreement.** A tour of duty under a renewal agreement begins on the date the employee reports for duty at the OCONUS PDS following completion of RAT unless that travel is delayed and authorized/approved to be performed within a tour of duty (see par. C5515-B).

C4007 VIOLATION OF AGREEMENT

An individual violates an agreement by failing to meet or comply with any of the conditions specified in it. Individuals who violate an agreement are not eligible for the benefits thereunder and/or are indebted and subject to collection action (see Part H). Violations include:

1. failure, for reasons unacceptable to the employing activity, to meet or comply with the conditions specified in an agreement;
2. failure to report for duty;
3. failure to return to country or geographical locality in which actual residence is located in connection with a renewal agreement;
4. failure to use travel benefits within a reasonable time after separation.

C4008 LOSS OF ENTITLEMENT UNDER AN AGREEMENT

Individuals lose eligibility for benefits under an agreement and/or are indebted and subject to collection action (see Part H) for travel benefits furnished if there is a:

1. loss of dependency status under which there was a previous entitlement.(e.g., child reaches 21 years of age; or
2. duplication of travel benefits under separate statutes.

C4009 ACCEPTABLE REASONS FOR RELEASE FROM A PERIOD OF SERVICE REQUIREMENT

A. **General.** An employee serving under a transportation agreement at any PDS may be released from the period of service requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DoD component. Except as provided in par. C4009-C, the commanding officer, or designee, at the employee's assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Periods of Service Requirements

1. **General.** Examples of acceptable reasons for release from period of service requirements include:
 - a. illness not induced by misconduct;
 - b. enlistment or call to active duty in the Armed Forces;

<p>6. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD component) (par. C4005-C3).</p>	<p>6. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the period of service at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>7. Employee of a DoD component at an OCONUS PDS who is serving under an agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD component) (see par. C4005-C4).</p>	<p>7. The current agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain to be completed under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for entitlement to PCS allowances to the new PDS. A release from the period of service requirement for the convenience of the Government without penalty provisions (par. C4009) applies to any incomplete service under the 12 months agreement (y) when allowing entitlement upon completion of tour of duty under the agreement (x) in effect at the time of reassignment or transfer. Unless released from the period of service requirement failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.</p>
<p>8. Employee of a DoD component at an OCONUS PDS who completes a prescribed tour of duty, does not perform renewal agreement travel (par. C5075), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD component.</p>	<p>8. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances only. Entitlement under the completed tour of duty agreement remains unchanged.</p>

<p>9. A DoD component civilian employee at an OCONUS PDS who completes a prescribed tour of duty, <i>does not perform renewal agreement travel</i> (par. C5075), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD component.</p>	<p>9. Agreement required to serve the period of service in (a) or (b), whichever is greater:</p> <p>(a) 12 months from the date of reporting for duty at the new PDS or</p> <p>(b) the prescribed initial/renewal tour of duty, as applicable, at the new PDS less the period of service at the old PDS. (If the last tour completed at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the last tour completed at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.)</p> <p><u>Example # 1:</u> An employee completed an initial tour of 18 months at the old PDS. The initial tour at the new PDS is 36 months. An agreement is required to serve 18 months from the date of reporting for duty at the new PDS.</p> <p><u>Example # 2:</u> An employee completed a renewal tour of 18 month at the old PDS. The renewal tour at the new PDS is 24 months. An agreement is required to serve 12 months at the new PDS since the renewal tour at the new PDS (24 months) less the period of service at the old PDS (18 months) is only 6 months.</p> <p>If the period of service at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS.</p> <p>The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>*10. A DoD component civilian employee at an OCONUS PDS who completes the prescribed tour of duty, performs renewal agreement travel (Chapter 5, Part K), and returns to the same or a different OCONUS PDS (within the same or to a different DoD component).</p>	<p>10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. (par. C4005-C1).</p>

C4012 PREPARATION AND DISPOSITION OF TRANSPORTATION AGREEMENTS

A. General. To establish an employee's eligibility for certain travel benefits incident to permanent duty travel, applicable statutory authority requires that a transportation agreement be executed. This paragraph covers the various transportation agreements that are negotiated with DoD civilian employees.

B. Preparation and Disposition. The signed original transportation agreement or a faxed copy of the signed transportation agreement is placed in the employee's personnel folder, or as otherwise directed in appropriate personnel directives, and the employee is furnished a copy of the signed original. In determining the actual residence, the provisions of par. C4004 apply. Transportation agreement forms, DD Form 1617 (Transfer of

3. Arranging Permanent Quarters while in Temporary Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a longer period than might otherwise normally be required, subject to limitations, until the employee finds permanent quarters.

4. Avoiding Advance Trip. If payment for temporary quarters is to be authorized, a HHT may be avoided. It might be less costly to the Government, and more satisfactory to the employee, for the employee's dependents to remain at the residence in the old PDS locality while the employee occupies temporary quarters at the new PDS. During that time the employee can select permanent quarters after becoming familiar with the new PDS area.

5. On TDY at New PDS. When an employee is on TDY at a new PDS for a period before the permanent transfer is effective, a HHT should be unnecessary.

6. Housing Information Assistance. It might be possible for the DoD component to avoid or shorten the duration of a trip by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

J. Prohibitions. HHT are not authorized under the following circumstances:

1. when it is expected that an employee will be assigned to Government or other prearranged residence quarters at the new PDS location;
2. when the employee has not yet formally agreed to transfer to the new PDS;
3. when the old and/or new PDS are located outside the United States; or
4. when the distance between the old and new PDS is less than 75 miles (as measured by map distance) via a usually traveled surface route.

K. Trip Duration. House-hunting travel should be authorized for a reasonable period of time considering distance between the old and new PDS, transportation mode, and the housing situation at the new PDS location. A HHT, including travel time, shall not exceed 10 calendar days.

L. Transportation to and/or from New PDS Locality. When authorizing or allowing a particular transportation mode, the objective must be to minimize the time en route and maximize time at the new PDS locality. If POC use is authorized, then the POC use is advantageous to the Government and the applicable PCS mileage rates in par. C2505 are authorized. If the employee travels by other than the authorized mode, reimbursement shall be actual transportation expenses but no more than the cost of the authorized transportation.

Effective 1 January 2004

M. Local Transportation. Reasonable expense for local transportation at the new PDS location shall be allowed. Local transportation by common carrier, local transportation systems, SDCC negotiated agreement rental or other commercially rented automobiles, or POC at the applicable PCS mileage rate in par. C2505 may be authorized. However, the local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS. Expenses for the use of taxis shall be limited to transportation between depots, airports, or other carrier terminals and place of lodging.

N. Subsistence. Subsistence expense reimbursement for a HHT is normally paid under the lodging-plus system as indicated in par C4107-O1. However, a DoD component may offer to pay a fixed amount as reimbursement for subsistence expenses in accordance with par. C4107-O2. Factors for consideration in determining whether to offer the fixed amount reimbursement:

1. Ease of administration. Payment of a per diem allowance under par. C4107-O1 (lodging-plus method) requires a review of claims for the validity, accuracy, and reasonableness of lodging expense amount. A fixed amount paid under par. C4107-O2 is easier to administer because a review of expenses is not required.

2. Cost considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis.
3. Treatment of employees. Employee morale and productivity should be considered as well as costs.

The per diem reimbursement method authorized by the DoD component concerned must be indicated on the PCS order.

O. Subsistence Amounts. Employees' subsistence allowance may be calculated under either par. C4107-O1 or C4107-O2.

1. Lodgings-plus Method. An appropriate per diem, as prescribed in pars. C4553 and C7006, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: *AEA in JTR, Chapter 4, Part M may not be authorized/approved for a HHT.*

2. Fixed Amount. The amount calculated under par. C4107-O2a or C4107-O2b, as applicable:

Effective 19 February 2002

a. The employee and spouse both travel (either together or separately), the applicable locality rate (listed at <http://www.dtic.mil/perdiem/pdrates.html>) multiplied by 6.25, or

b. If only one (employee or spouse) travels, the applicable locality rate (listed at <http://www.dtic.mil/perdiem/pdrates.html>) multiplied by 5.

The fixed amount determined in par. C4107-O2a or C4107-O2b applies for the entire trip without regard to the number of days (1 to 10 calendar days) authorized for the house-hunting trip. ***Any balance from the determined fixed amount not used by the employee for expenses still belongs to the employee and may be taxable (41 CFR §302-5.18).***

*3. Examples: Subsistence Amount Calculations

*An employee and spouse are authorized a HHT to Arlington, VA, for 10 days. Per diem for Arlington at the time of travel is \$201 (\$150 for lodging and \$51 for M&IE). The double occupancy lodging cost is \$160. The single occupancy lodging cost is \$130.

***Case 1**

The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2). The employee elects per diem under (par. C4107-O1) the lodging-plus method.

Per Diem for the Employee:	
Day of travel to Arlington: 75% x \$51 = \$38.25 plus \$130 (single lodging cost) =	\$ 168.25
8 days in the Arlington Area: \$51 (M&IE) + \$130 (Lodging) = \$181 x 8 days =	\$1,448.00
Day of return to PDS: 75% x \$51 =	\$ 38.25
Total for employee:	\$1,654.50

Per Diem for the Spouse:	
Under par. C7006-2 the maximum amount allowable is $\frac{3}{4}$ of the per diem rate that the employee is authorized under par. C4553.	
Spouse due $\frac{3}{4}$ x \$1,654.50 (amount of employee's per diem) =	\$1,240.88
Total Per Diem for employee and spouse:	\$2,895.38
<i>The employee must provide lodging receipts.</i>	

CHAPTER 4

PART D

RESERVED

(SEE CHAPTER 5, PART K)

C4551 REQUESTING REVIEW OF PER DIEM RATES

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

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

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

C4552 GENERAL RULES REGARDING PER DIEM

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

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

C. No Per Diem at the PDS. A per diem allowance shall not be allowed within the limits of the PDS (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in pars. C1061 or C4552-D. Except as indicated below per diem is not payable at the old or new PDS for TDY en route that is part of PCS travel. Nonpayment of per diem applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY period. Exception: An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: An employee departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 - 31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

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

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

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

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

*H. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for employees traveling on TDY, the total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in this Part. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is authorized an appropriate amount under this Part for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the sponsor for the training course do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in this Part (60 Comp. Gen. 181 (1981)). For AEA information, see Part M. ***NOTE: There is no reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV (29 July 2003)).

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

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

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

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

C4553 'LODGINGS PLUS' PER DIEM SYSTEM PER DIEM COMPUTATION

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

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

9. a per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or
10. an AEA has been authorized for the TDY assignment under par. C4600.

Under the lodgings-plus system, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. The rules in pars. C4553-B; C4553-C; C4553-D; C4553-E and C4553-F apply in the specific situations described.

B. Maximum Per Diem Rates

1. CONUS Travel. Maximum per diem rates for CONUS travel are at <http://www.dtic.mil/perdiem/pdrates.html>. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrates.html> for the current Standard CONUS per diem rate.
2. For OCONUS Travel. The maximum per diem rates prescribed in <http://www.dtic.mil/perdiem/pdrates.html> apply to OCONUS travel.
3. PDT
 - a. CONUS. The Standard CONUS per diem rate (see par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrates.html> for the current rate) is the applicable maximum per diem rate for CONUS travel in connection with:
 - (1) travel to a first duty station for a newly recruited employee or appointee;
 - (2) travel incident to a PCS;
 - (3) renewal agreement travel;
 - (4) separation travel; and
 - (5) while occupying temporary quarters (except when a fixed TQSE is authorized under Chapter 13, Part C).

The locality rates listed in <http://www.dtic.mil/perdiem/pdrates.html> apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

- b. OCONUS. The locality rates prescribed for OCONUS locations in <http://www.dtic.mil/perdiem/pdrates.html> apply for OCONUS:
 - (1) travel to a first duty station for a newly recruited employee or appointee;
 - (2) travel incident to a PCS;
 - (3) renewal agreement travel;
 - (4) separation travel;
 - (5) travel (for the entire trip) to seek permanent residence (house-hunting); and
 - (6) while occupying temporary quarters at an OCONUS location.
 4. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established

area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://www.dtic.mil/perdiem/pdrates>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs up to the applicable maximum amount. Receipts for lodging are required (see par. C1310).

NOTE: The maximum amount allowed for lodging in the United States and non-foreign areas (see <http://www.dtic.mil/perdiem/rateinfo.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign areas (see <http://www.dtic.mil/perdiem/rateinfo.html>) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. (See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation.) The PMR or GMR (par. C4554) shall not apply for the first and last day of travel.

NOTE: 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 separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for travel OCONUS. The PMR or GMR shall not apply for the first and last day of travel.

D. Per Diem Allowance Computations. The per diem allowance must be calculated using the rules in par. C4553-D1 and C4553-D2.

1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When a travel period (entire trip) for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in pars. C4553-D1a and C4553-D1b. No deduction is made for meals.

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations (see par. C4565, examples 4 and 8)

NOTE: Per diem payment under par. C4553-D1a may be taxable (ref. IRS Rev. Rul. 68-663 & 26 CFR §162-2(a)).

b. Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

2. Travel of More than 24 Hours. The applicable maximum per diem rate for each calendar day of travel is determined by the travel status and the employee's TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed for the TDY location, or a stopover point where lodging is obtained while en route to, from, or between TDY locations (see par. C4553-B3 for maximum per diem rates applicable to PCS travel and par. C4555-A for rules on lodging location). Only one maximum rate shall be applicable to a calendar day. The rules in pars. C4553-D2a; C4553-D2b; C4553-D2c; C4553-D2d; C4553-D2e, and par. C4555-C (lodging obtained after midnight), and par. C4558-F (travel by commercial vessel) shall be applied in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins (day of departure from the PDS, home, or other authorized point), the per diem allowance is the actual lodging cost incurred by the traveler, up to the maximum lodging rate prescribed for the stopover point or TDY location (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies.

(2) Lodging Not Required. When lodging is not required on the day travel begins (day of departure from the official station, home or other authorized point), the per diem allowance is the TDY destination M&IE rate as provided in par. C4553-D2e.

b. Full Calendar Days of Travel

(1) Lodging Required. For each full calendar day an employee is in a travel status and lodging is required (whether en route or at the destination), the per diem allowance is the actual lodging cost incurred by the traveler, up to the applicable maximum lodging rate prescribed for the stopover point or TDY location, plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem allowance is the destination M&IE rate.

c. Returning from Travel

(1) Lodging Required. For each full calendar day of travel when lodging is required at an en route location while the employee is returning to the PDS, home, or other authorized point, the per diem allowance is the actual lodging cost, up to the applicable maximum lodging rate for the stopover point or TDY location (as appropriate), plus the applicable M&IE rate.

(2) Lodging Not Required. For any full calendar day of travel when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem allowance is the M&IE rate applicable to the preceding calendar day.

(3) Day Travel Ends. For the day travel ends (day traveler returns to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the last TDY or authorized delay point (see par. C4553-D2e).

(4) Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the order-issuing official authorizes/approves the employee to obtain lodging, the lodging allowance shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

d. PDT

NOTE: The per diem rates prescribed for PDT in par. C4553-B3 apply when computing per diem in pars. C4553-D2d(1) House-Hunting Trip, C4553-D2d(2) En Route Travel to New PDS, C4553-D2d(3) Renewal Agreement Travel, and C4553-D2d(4) Separation Travel.

(1) House-Hunting Trip. The rules in pars. C4553-D2a; C4553-D2b and C4553-D2c apply when computing per diem allowances for house-hunting trips (see par. C4107), except for determining the applicable rates (see ***NOTE*** above).

(2) En Route Travel to New PDS. Except for determining the applicable rate (see ***NOTE*** above), the rules in pars. C4553-D2a and C4553-D2b apply when computing per diem allowances for en route travel to a new PDS. The M&IE rate (see <http://www.dtic.mil/perdiem/pdrates.html> for current rate), applicable to the new PDS on the day of arrival at that location, or the standard CONUS M&IE rate, as appropriate, applies as provided in par. C4553-D2e. When travel begins and ends on the same day, the rule in par. C4553-D2a(2) applies and the M&IE rate applicable to the new PDS, or the standard

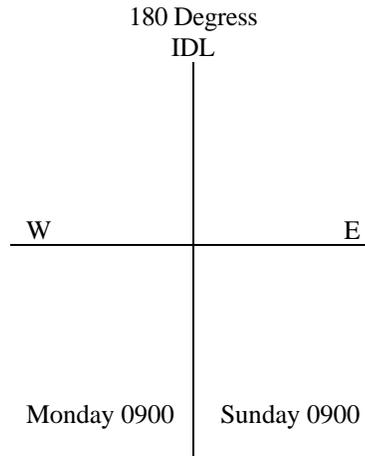
CONUS M&IE rate (See <http://www.dtic.mil/perdiem/pdrates.html> for current rate), as appropriate, also applies in par. C4553-D2e.

(3) Renewal Agreement Travel. Except for determining the applicable rate (see **NOTE** above), the rules in pars. C4553-D2a; C4553-D2b; and C4553-D2c apply when an employee performs renewal agreement travel to the actual place of residence and return to the old or new PDS. Employees are entitled to per diem for renewal agreement travel only while traveling to the actual place of residence and from the actual place of residence to the old or new PDS, but not while at the actual place of residence. When the provisions in par. C4553-D2c(1) do not apply and pars. C4553-D2c(2) and C4553-D2c(3) are used to compute per diem incident to return from renewal agreement travel, the M&IE rate applicable to the employee's actual place of residence (see par. C4553-B3 for applicable rates) applies in lieu of the rate applicable to the preceding calendar day.

(4) Separation Travel. Except for determining the applicable rate (see **NOTE** above), the rules in pars. C4553-D2a and C4553-D2b apply when computing per diem allowances for all en route travel to the actual residence incident to separation. The M&IE rate applicable to the actual residence on the day of arrival at that location, or the standard CONUS M&IE rate (see <http://www.dtic.mil/perdiem/pdrates.html> for current rate), as appropriate, applies as provided in par. C4553-D2e. When travel begins and ends on the same day, the rule in par. C4553-D2a(2) applies and the M&IE rate applicable to the actual residence, or the standard CONUS M&IE rate (see <http://www.dtic.mil/perdiem/pdrates.html> for current rate), as appropriate, also applies as provided in par. C4553-D2e.

e. Day of Departure and Day of Return to PDS. The applicable M&IE rate prescribed in <http://www.dtic.mil/perdiem/opdrform.html> and, <http://www.dtic.mil/perdiem/pdrform.html> is authorized at a flat 75% on the day of departure from, and the day of return to, the PDS in connection with TDY, and in connection with PCS travel.

E. Computing Per Diem when Crossing International Dateline (IDL). Actual elapsed time is used rather than calendar days in computing per diem when crossing the IDL (180th meridian). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960).)



See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to payment of per diem under the Lodgings-plus system and an AEA under the actual expense system. Reimbursement is computed under only one system for each calendar day except when par. C4710 or C4622-C, applies. When actual subsistence expense reimbursement for certain travel days is intermittent with the per diem method for others, par. C4624-D governs.

Effective 1 October 2003

C4554 PER DIEM RULES CONCERNING MEALS

A. Determination of M&IE Rate

1. Full Day

a. CONUS

- (1) applicable locality rate (see <http://www.dtic.mil/perdiem/pdrform.html>),
- (2) the standard GMR, plus \$3 for incidental expenses on any day all three meals are consumed in a Government mess, or
- (3) the PMR on any day when at least one, but not all three, meals are consumed in a Government mess. The PMR plus \$3 for incidental expenses.

b. CONUS

- (1) applicable locality rate (see <http://www.dtic.mil/perdiem/opdrform.html>), (use \$3.50 for the incidental rate, when quartered on a U.S. installation and a Government mess is not used, instead of the incidental expense rate for the locality concerned see note below on incidental expense)), or
- (2) the standard GMR for meals in a Government mess plus the incidental expense rate (see note below) on any day all three meals are consumed in a Government mess, or;
- (3) the PMR plus the incidental expense rate (see **NOTE** below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

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 AO 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 authority can authorize the PMR for that day. For employees assigned to the JTF who perform TDY.

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 Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals.

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. 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 buy any of the rented items (62 Comp. Gen. 635 (1983) and GSBGA 15890-TRAV (29 July 2003));
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 AO 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

(Effective 1 October 2003)

- *1. General. A traveler is paid an incidental expense allowance of \$3/day while aboard a Government ship

when furnished quarters without charge and meals with or without charge. The traveler is paid \$5/day (\$3 incidental expense plus \$2 for quarters) 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 \$3 or \$5 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, not to exceed the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of quarters on the ship and ashore may not exceed the maximum lodging amount prescribed in the per diem rates at <http://www.dtic.mil/perdiem/pdrates.html> for the TDY locality concerned.*** When a traveler 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 TDY 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, or 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-D2, C4555-D3, C4555-D4, C4555-D5, C4555-D6, C4555-D7, C4555-D8, and C4555-D9, 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, non-availability 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 AO. 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

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| 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 x 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 x 10 days) the employee would have been paid had leave not been taken. |

Example 2

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|---|
| 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 x 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 x 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.

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)).

H. Cancellation of TDY Orders after Commencement of Travel and While on Authorized Leave. When an employee is on leave en route to a TDY station and the travel orders authorizing the TDY are canceled, the employee is entitled to travel and transportation allowances for travel performed, provided the orders are canceled on or after the date travel was required to begin. In such case, the allowances payable shall not exceed the constructive allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on annual leave.

Effective 1 October 2003

C4565 PER DIEM COMPUTATION EXAMPLES

Following are examples of computing per diem for specific circumstances.

NOTE 1: *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/opdrform.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.*

NOTE 2: *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 rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.*

EXAMPLE 1 (TDY Travel)
<i>NOTE:</i> <i>See par. C4550-E3 or http://www.dtic.mil/perdiem/pdrform.html for the current Standard CONUS per diem rate.</i>
An employee was in a travel status on TDY for 9 1/2 days. The employee departed from the place of abode and arrived at the TDY station on the same day. Lodgings were obtained for 9 nights, two of which were spent in Government quarters with charge, and one night at a friend's house at no cost. The employee departed the TDY station and arrived at the place of abode on the 10th day. While at the TDY station, the employee paid \$40 each night for 6 nights of lodging in a hotel, \$4 each night for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home. Per diem is computed as follows:

1 st Day (day of departure)	75% times \$31 (M&IE rate) plus \$40 (lodging) =	\$ 63.25
2nd through 6th Days	\$31 (M&IE rate) plus \$40 (lodging) x 5 days =	355.00
7th & 8th Days	\$31 (M&IE rate) plus \$4 (lodging) x 2 days =	70.00
9th Day	\$31 (M&IE rate) plus \$0 (lodging) =	31.00
10 th Day (day of return)	75% of \$31 (preceding calendar day M&IE rate) =	+ 23.25
Amount due employee		\$542.50

Per diem for each day is derived by adding the applicable M&IE rate to the daily lodging cost – reimbursement may not exceed the maximum amount prescribed in <http://www.dtic.mil/perdiem/pdrform.html> for the locality concerned. The per diem prescribed for the TDY location in this example is the Standard CONUS per diem rate of \$86, which consists of a \$31 M&IE rate and a maximum lodging amount of \$55. For the first day (day of departure), the applicable per diem rate is 75% of the M&IE rate (\$31) (\$23.25) plus the lodging cost (\$40) for that day, the resultant amount being \$63.25. For days 2 through 6, the applicable per diem is the M&IE rate (\$31) plus the lodging cost (\$40) times the number of days 5, the resultant amount being \$355. For days 7 and 8, the applicable per diem is the M&IE rate (\$31) plus the lodging cost (\$4) times the number of days 2, the resultant amount being \$69. For the 9th day, the applicable per diem is the M&IE rate (\$31) plus the lodging cost (\$0), the resultant amount being \$31. For the 10th day (day of return), the applicable per diem rate is 75% of the preceding calendar day's M&IE rate (\$31), the resultant amount being \$23.25. The per diem entitlement began with the day of departure, and continued through the day of return to the PDS, place of abode, or other authorized point. The different lodging amounts could have applied to any of the days without change to the total.

EXAMPLE 2
(TDY Travel)

DEP	Residence	1st Day	
ARR	Goteborg, Sweden	2nd Day	
TDY	Goteborg, Sweden	3rd - 7th day	
DEP	Goteborg, Sweden	8th Day	
ARR	Residence	8th Day	

Government quarters were occupied (not on a Government installation) for 6 nights at Goteborg, Sweden at \$4 per night. The per diem rate prescribed in <http://www.dtic.mil/perdiem/opdrform.html> for Goteborg, Sweden at the time the employee traveled was \$256 maximum, lodging amount \$143, local meals rate \$90, PMR \$49, and incidentals rate \$23). The employee's per diem entitlement is computed as follows:

1 st Day	Travel day with no lodging expense	75% times \$113 (M&IE for Goteborg \$90 + \$23) =	\$ 84.75
2 nd Day	Day of arrival	\$113 (M&IE for Goteborg \$90 + \$23) (two deductible meals were furnished without charge but adjustment for meals is not made on a travel day) + \$4 (charge for Government quarters)=	117.00
3 rd -7 th Day	TDY at Goteborg \$23 (incidental rate for Goteborg)	- 3 deductible meals furnished each day without charge (see par. C4554-B) + \$4 (charge for Government quarters) = \$27 x 5 days =	135.00
8 th Day	Travel day with no lodging expense	\$113 (M&IE for Goteborg \$90 + \$23) (breakfast was furnished without charge but adjustment for meals is not made on a travel day) x 75% =	\$ 84.75
Amount due			\$421.50

EXAMPLE 3
(TDY Travel Involving IDL)

8/15 Sunday	Depart residence en route to Hong Kong, cross IDL
8/16 Monday	Arrive Hong Kong
8/17-8/20 (Tues-Fri)	TDY Hong Kong
8/21 Saturday	Depart Hong Kong, arrive residence

Lodging cost incurred in Hong Kong \$70 per night. Maximum rates at time of travel: Hong Kong \$34 (max lodging amount \$221, local meals rate \$98, PMR \$53 and local incidentals rate \$25).

REIMBURSEMENT		
8/15 Sunday (day travel begins)	75% times \$123 (Hong Kong M&IE \$98 + \$25) = \$92.25 + \$70 (lodging cost) =	\$ 162.25
8/16 Monday	IDL (15th and 16th are treated as one day for per diem) =	0.00
8/17 - 8/20 (Tuesday - Friday)	\$123 (Hong Kong M&IE) + \$70 (lodging cost) = \$193 x 4 days =	772.00
8/21 Saturday (day of return travel, no lodging cost)	\$123 (Hong Kong M&IE) x 1 day =	123.00
8/21 Saturday (day travel ends)	75% times \$123 (Hong Kong M&IE \$98 & \$25 =	\$ 92.25
Total Reimbursement		\$1149.50
When crossing the IDL in a westward direction (Los Angeles to Hong Kong), the dates 8/15 - 8/16 (Sunday and Monday) are treated as one day for per diem computation purposes. Upon return (west to east) when employee crosses the IDL, the remaining hours on Saturday become Friday east of the IDL and the traveler arrived home on the second Saturday. For per diem purposes each Saturday is treated as a separate day.		

EXAMPLE 4 (TDY Travel - More Than 12 Hours But Not Exceeding 24 Hours)			
DEP	Residence	1 May	
ARR	1st TDY location	1 May	
DEP	1st TDY location	1 May	
ARR	2nd TDY location	1 May	
DEP	2nd TDY location	1 May	
ARR	Residence	2 May	
Actual travel time is 18 hours.			
M&IE rate applicable to 1st TDY location			\$36.00
M&IE rate applicable to 2 nd TDY location			\$28.00
REIMBURSEMENT			
75% x \$36.00 (Highest M&IE for TDY locations)=			\$27.00
Total reimbursement =			\$27.00

EXAMPLE 5 (PCS Travel)		
<i>NOTE: See par. C4550-E3 or http://www.dtic.mil/perdiem/pdrform.html for the current Standard CONUS per diem rate.</i>		
An employee performed PCS travel from San Francisco, CA, to Washington, DC, in 10 days. The employee elected to travel by automobile, accompanied by spouse and 2-year old child. They departed their residence at 1130 on the first day (departure day) and arrived at the new PDS at 1930 on the 10th day (arrival day). The official distance traveled was 2,826 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 8 days @ \$86 (Standard CONUS per diem rate)=		\$ 688.00
1 st day (departure day)	75% of \$31 (Standard CONUS M&IE rate) plus \$55 (lodging) =	\$ 78.25
2 nd day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
3 rd through 8 th days	\$31 (M&IE rate) plus \$55 (lodging) X 6 days =	\$ 516.00
9 th day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
10 th day (arrival day)	75% of \$31 Standard CONUS M&IE rate) =	\$ 23.25
Employee's per diem entitlement =		\$ 679.50

Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$679.50) =	\$ 509.62
Per diem for accompanying child (under 12 years) at $\frac{1}{2}$ the amt due the employee (\$679.50) =	\$ 39.75
Total amount payable to employee =	\$1,528.87
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 \div 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.	
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$86 prescribed in par. C4550-E3 or http://www.dtic.mil/perdiem/pdrform.html (\$31 M&IE rate plus lodging not to exceed \$55). In this case, the lodging cost for each of the 7 nights exceeded the \$55 maximum allowable lodging amount and nightly lodging reimbursement was therefore limited to \$55. For the 1 st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$31) plus lodging cost not to exceed \$55 for a total of \$78.25. For the 2 nd day, the applicable per diem rate is the M&IE (\$31) rate plus the lodging cost (\$0) for a total of \$31. For days 3 through 8, the applicable per diem rate is the M&IE (\$31) rate plus lodging cost not to exceed \$55, times the number of days (6) at that rate for a total of \$516.00. For the 9th day the applicable per diem rate is the M&IE (\$31) rate plus lodging cost (\$0) for a total of \$31. For the 10th day (arrival day at the new PDS) the applicable per diem rate is 75% of the Standard CONUS M&IE (\$31) rate for a total of \$23.25. Per diem for actual travel by the employee is \$679.50. Since per diem for actual travel does not exceed the maximum allowable (\$688.00) for 8 days travel time, the employee is authorized the full amount (\$679.50) for the actual travel time and authorization for dependents is $\frac{3}{4}$ and $\frac{1}{2}$ respectively of the \$679.50 due the employee.	

EXAMPLE 6
(PCS Travel)

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

An employee performed PCS travel from Washington, DC, to Phoenix, AZ, in 6 days. The employee elected to travel by privately owned-automobile accompanied by the spouse and 7-year-old child. They departed their place of abode at 0800 on the first day and arrived at his new PDS at 2100 on the 6th day. The official distance traveled was 1,443 miles. The employee may be paid per diem for up to 4 days (See par. C5060) based on an average distance of 350 miles per calendar day. Lodgings were occupied for 5 nights, 3 of which were spent at the homes of friends at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$56, and 3 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System

Maximum allowable per diem for 4 days @ \$86 (Standard CONUS per diem rate)=		\$344.00
1 st day (departure day)	75% of \$31 (Standard CONUS M&IE rate) plus \$0 (lodging) =	\$ 23.25
2 nd day	\$31 (M&IE rate) plus \$55 (lodging) =	\$ 86.00
3 rd day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
4 th day	\$31 (M&IE rate) plus \$55 (lodging) =	\$ 86.00
5 th day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
6 th day (arrival day)	75% of \$31 (Standard CONUS M&IE rate) =	\$ 23.25
Employee's per diem entitlement =		\$280.50
Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$280.50) =		\$210.38
Per diem for accompanying child (under 12 years) at $\frac{1}{2}$ the amt due the employee (\$280.50) =		\$140.25
Total amount payable to employee =		\$631.13
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (1,443 \div 350 = 4 days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$86 prescribed in par. C4550-E3 or http://www.dtic.mil/perdiem/pdrform.html (\$31 M&IE rate plus lodging not to exceed \$55). In this case, the lodging costs for 2 nights exceeded the maximum allowable amount of \$55 and lodging reimbursement was therefore limited to \$55. For the 1 st day (departure day) the applicable per diem rate is 75% of the M&IE rate (\$31) for a total of \$23.25. For days 2 and 4, the applicable per diem rate is the M&IE rate (\$31) plus lodging cost not to exceed \$55 for a total of \$86 for each day. For days 3 and 5, the applicable per diem		

rate is the M&IE (\$31) rate for each day plus lodging cost (\$0) for a total of \$62. For the 6th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$23.25) of the Standard CONUS M&IE rate (\$31). In this case, since per diem for the actual travel time (\$280.50) did not exceed the maximum allowable (\$344.00), the employee is authorized the lesser amount and the authorization for dependents is $\frac{3}{4}$ and $\frac{1}{2}$ respectively of the \$280.50 due the employee.

EXAMPLE 7**(PCS Travel)**

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

An employee performed PCS travel from Los Angeles, CA, to Washington, DC, in 15 days. The employee and spouse elected to travel by privately-owned automobile. They departed their place of abode at 0700 on the first day and arrived at the new PDS at 1300 on the 15th day. The official distance traveled was 2,615 miles. The employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 14 nights, 4 of which were spent at the homes of friends at no cost. The employee certified that the single rate applicable to the rooms occupied with the spouse were 10 nights at \$55 a night, and 4 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System

Maximum allowable per diem for 8 days @ \$86 (Standard CONUS per diem rate)=		\$ 688.00
1 st day	75% of \$31 (Standard CONUS M&IE rate) plus \$55 (lodging)	\$ 78.25
2 nd through 10 th day	\$31 (M&IE rate) plus \$55 (lodging) x 9 =	\$ 774.00
11 th through 14 th day	\$31 (M&IE rate) plus \$0 (lodging) x 4 =	\$ 124.00
15 th day	75% of \$31 (Standard CONUS M&IE rate) =	+ \$ 23.25
Total		\$ 999.50
Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$688.00) =		+ \$ 615.00
Total amount payable to employee (\$688.00 + \$615.00) =		\$1,303.00

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$86 prescribed in par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> (\$31 M&IE rate plus lodging not to exceed \$55). In this case, the lodging cost for each of the first 10 nights exceeded the maximum allowable amount of \$55. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$31) plus lodging cost not to exceed \$55 for a total of \$78.25. For days 2 through 10, the applicable per diem rate is the M&IE rate (\$31) plus lodging cost not to exceed \$55, times the number of days (9) at that rate for a total of \$774. For days 11 through 14, the applicable per diem rate is the M&IE rate (\$31) plus lodging cost (\$0) times the number of days (4) at that rate for a total of \$124. For the 15th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$23.25) of the M&IE rate (\$31). Since per diem for the actual travel time (\$999.50) exceeded the maximum allowable (\$688.00), the employee is authorized \$688.00. Authorization for the dependent is $\frac{3}{4}$ of the \$688.00 due the employee.

EXAMPLE 8**PCS/Separation Travel**

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

1. PCS/separation travel from Stuttgart, GE, to Atlanta, GA.
2. 9/1: Depart residence in Stuttgart, GE at 0830. Arrive at residence in Atlanta at 2000.
3. The employee is entitled to per diem since actual travel time exceeds 12 hours (see par. C4552-F).
4. Since travel begins and ends on same day, the rule in par. C4553-D1 applies (see also par. C4553-D2d(4)).
5. Maximum per diem rate at time of travel \$86 (M&IE rate \$31, maximum lodging amount \$55). (The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.)
6. Reimbursement for 9/1 is \$23.25 (75% of \$31).

- | |
|---|
| 7. Per diem payable for the spouse is $\frac{3}{4}$ of the \$23.25 due to the employee if, in the above example, the employee is accompanied by a spouse on PCS travel. |
| 8. Per diem is not payable for dependents on separation travel. |

EXAMPLE 9	
(PCS Travel - More than 12 Hours But Not Exceeding 24 Hours)	
DEP	Old PDS (Washington, DC) 1 May
ARR	New PDS (Paris, France) 2 May
Actual travel time 16 hours M&IE rate applicable to the new PDS location \$78.00 at the time of travel.	
REIMBURSEMENT	
75% x \$78.00 (M&IE) rate for new PDS locations) =	<u>\$58.50</u>
Total reimbursement =	\$58.50
Per diem for an accompanying spouse if $\frac{3}{4}$ of the amount due the employee (\$58.50) =	\$43.88
Per diem for an accompanying child 12 years or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =	\$43.88
Per diem for accompanying child under 12 years of age is $\frac{1}{2}$ of the amount due the employee (\$58.50) =	\$29.25

EXAMPLE 10													
Renewal Agreement Travel													
<i>NOTE: See par. C4550-E3 or http://www.dtic.mil/perdiem/pdrform.html for the current Standard CONUS per diem rate.</i>													
1. Employee and spouse performed renewal agreement travel from Frankfurt, GE, to Chicago, IL, and return to Frankfurt.													
2. Itinerary:	<table border="1"> <tr> <td>9/1</td> <td>Depart residence in Frankfurt GE at 0730 Arrive residence in Chicago at 2230</td> </tr> <tr> <td>9/2 - 9/30</td> <td>Leave</td> </tr> <tr> <td>10/1</td> <td>Depart residence in Chicago at 1400</td> </tr> <tr> <td>10/2</td> <td>Arrive residence in Frankfurt, GE at 1015</td> </tr> </table>	9/1	Depart residence in Frankfurt GE at 0730 Arrive residence in Chicago at 2230	9/2 - 9/30	Leave	10/1	Depart residence in Chicago at 1400	10/2	Arrive residence in Frankfurt, GE at 1015				
9/1	Depart residence in Frankfurt GE at 0730 Arrive residence in Chicago at 2230												
9/2 - 9/30	Leave												
10/1	Depart residence in Chicago at 1400												
10/2	Arrive residence in Frankfurt, GE at 1015												
3. Employee is entitled to per diem since actual travel time exceeds 12 hours (see par. C4552-F).													
4. Maximum per diem rate at time of travel \$86 (M&IE rate \$31, maximum lodging amount \$55). (The destination per diem rate applicable for renewal agreement travel to CONUS is the Standard CONUS per diem rate.)													
5. Reimbursement:	<table border="1"> <tr> <td>9/1</td> <td>75% of \$31 (M&IE)</td> <td style="text-align: right;">\$23.25</td> </tr> <tr> <td>9/2 - 9/30</td> <td>No per diem</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>10/1 - 10/2</td> <td>75% of \$31 (M&IE)</td> <td style="text-align: right;"><u>+ \$23.25</u></td> </tr> <tr> <td>Total Reimbursement</td> <td></td> <td style="text-align: right;">\$46.50</td> </tr> </table>	9/1	75% of \$31 (M&IE)	\$23.25	9/2 - 9/30	No per diem	0.00	10/1 - 10/2	75% of \$31 (M&IE)	<u>+ \$23.25</u>	Total Reimbursement		\$46.50
9/1	75% of \$31 (M&IE)	\$23.25											
9/2 - 9/30	No per diem	0.00											
10/1 - 10/2	75% of \$31 (M&IE)	<u>+ \$23.25</u>											
Total Reimbursement		\$46.50											
6. The rule in par. C4553-D2a(2) applies and the destination M&IE rate (\$31) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.													
7. On the return trip, the M&IE rate applicable to the actual residence for renewal agreement travel is used for computing per diem (par. C4553-D2d(3)).													
8. <i>Dependents are not entitled to per diem for renewal agreement travel.</i>													

PART K: RENEWAL AGREEMENT TRAVEL (RAT)

<u>Paragraph</u>	<u>Contents</u>
C5500	GENERAL
C5503	ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS
C5506	EMPLOYEES STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982
C5509	EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982
C5512	ALLOWABLE TRAVEL AND TRANSPORTATION
C5515	RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY A. Renewal Agreement Travel (RAT) Denial B. Renewal Agreement Travel (RAT) Delay
C5518	TRAVEL IN FAMILY UNITS NOT REQUIRED
C5521	RENEWAL AGREEMENT TRAVEL (RAT) NONCUMULATIVE
C5524	BAGGAGE TRANSPORTATION
C5527	TEMPORARY STORAGE OF HOUSEHOLD GOODS (HHG)
C5530	PER DIEM ENTITLEMENT
C5533	LEAVE STATUS DURING ABSENCE FROM DUTY
C5536	ALTERNATE DESTINATION A. Entitlement B. Examples C. Time and Location Requirement D. Alternate Destination Not Authorized E. Administration F. Reimbursement
C5539	LIMITATIONS A. Household Goods (HHG) B. Unaccompanied Dependents C. Destination Point Relocation D. Duplicate Eligibility

C5542

TEACHERS IN THE DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM

- A. Completion of Period of Service RAT
- B. Exceptions
- C. Reassignment at Management's Request

PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)

Paragraph

Contents

C5700

GENERAL (FTR §302-3.404, 302-3.500, 302-3.502)

C5705

ELIGIBILITY (FTR §302-3.402)

- A. Assignment
- B. Employees (FTR §302-3.403)
- C. Service Agreement (FTR §302-3.410)

C5710

CONDITIONS

- A. Component Cost Considerations (FTR §302-3.401)
- B. Employee Tax Considerations (FTR §302-3.421)
- C. Employee Concerns
- D. Equity Concerns
- E. Assignment Length
- F. Distance Requirement (FTR §302-3.409)

C5715

TCS ALLOWANCES (FTR §302-3.412, §302-3.413)

- A. Entitlements
- B. Discretionary Allowances
- C. Allowances Upon Assignment Completion
- D. TCS Allowances vs. Per Diem (FTR §302-3.422)

C5720

THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §302-3.426, §302-3.427, §302-3.428, §302-3.429)

- A. Entitlement
- B. Payable Allowances
- C. Expenses Not Payable

C5725

SEPARATION FROM GOVERNMENT SERVICE (FTR §302-3.423, §302-3.424, §302-3.425)

- A. After Long-term Assignment
- B. Before Long-term Assignment Completion

TABLE 1 - ELIGIBILITY TABLE

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

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

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

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

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

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

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

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

Footnote 7 -- *NTS is arranged by the Government.*

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

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

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

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

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

Column 1—Relocation allowances that a DoD component must pay or reimburse <i>when the DoD component elects to pay movement costs to the employee's first PDS.</i> ¹	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, par. C5080-B) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C7006-B) (FTR, Part 302-4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 4. Non-temporary (extended) storage of household goods when an eligible employee is moved to an isolated CONUS PDS (JTR, Chap. 5 Part D) (FTR, Part 302-8). 5. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302-10) ² .	1. Shipment of privately owned vehicle (POV) (JTR, Chap. 5. Part E) (FTR, Part 302-9, subpart B) ³ .

¹ **Note to Column 1 heading:** A DoD component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in this volume. JTR, Chap. 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

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

³ **Note to Column 2, Item 1:** Transportation of a POV may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS (see JTR, par. C5212).

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

Column 1—Relocation allowances that a DoD component must pay or reimburse <i>when the DoD component elects to pay movement costs to the employee’s first PDS.</i> ¹	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or reimburse <i>when the DoD component elects to pay movement costs to the employee’s first PDS.</i>
<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) (JTR, Chap. 5 Part A) (FTR, Part 302–4). 2. Per diem employee only (JTR, par. C7006-B) (FTR, Part 302–4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8). 5. The miscellaneous expense portion of the FTA is authorized for new appointees assigned to first foreign PDS (DSSR, Sec. 241.2). DSSR available at: http://www.state.gov/m/a/als/. 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9). 2. Temporary quarters subsistence allowance (TQSA) may be authorized for temporary quarters occupied at the foreign PDS under the Department of State Standard Regulations (DSSR) (Government Civilians - Foreign Areas, Sec. 120). 3. Foreign Transfer Allowance (FTA) (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for quarters occupied temporarily before departure from the 50 states, the District of Columbia, its territories or possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands for a PDS in a foreign area. 4. Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are not authorized for new appointees assigned to first PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12).

¹ **Note to Column 1 heading:**

(a) Temporary quarters subsistence expense (TQSE) in JTR, Chap. 13 is *not* authorized for new appointee movement to first PDS.

*(b) The Miscellaneous Expense Allowance (MEA) in JTR, Chap. 5, Part G is not authorized for new appointees to first PDS.

(c) Use of Relocation Service Companies, Property Management Services and Home Marketing Incentive Payments are not authorized for new appointees assigned to first PDS (JTR, Chap. 15) (FTR, Part 302–12).

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

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances.	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the Component authorizes PCS allowance.
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous Expense Allowance (MEA) when moving household (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Sell or buy residence transactions or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11). 4. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 5. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8).¹ 6. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302–10). 7. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. Househunting per diem & transportation, employee & spouse only (JTR, Chap. 5, Part M) (FTR, Part 302–5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6). 3. Shipment of privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302–9, subpart B). 4. Use of relocation service companies (JTR, Chap. 15, Part A) (FTR, Part 302–12). 5. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302–15). 6. Home marketing incentives (JTR, Chap. 15, Part C) (FTR, Part 302–14).

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

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

Column 1—Relocation allowances that a DoD Component must pay or reimburse when the Component authorizes PCS allowances.	Column 2—Relocation allowances that a DoD Component has discretionary authority to pay or not pay when the Component authorizes PCS allowances.
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous expense allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 4. Non-temporary (extended) storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17)¹. 	<ol style="list-style-type: none"> 1. Temporary quarters subsistence expense (TQSE) under JTR, Chap. 13 may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area. 2. The Foreign Transfer Allowance (FTA), Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for quarters occupied temporarily before departure from the 50 states, the District of Columbia, its territories or possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands for a PDS in a foreign area. 3. Temporary Quarters Subsistence Allowance (TQSA) (DSSR, Sec. 120) may be authorized for temporary quarters occupied at the foreign PDS upon arrival. 4. Shipment of a privately owned vehicle (JTR, Chap. 5, Part E) (FTR, Part 302–9). 5. Property management services may be authorized for an employee who qualifies under JTR, Chap. 15, Part B (FTR, Part 302–15). 6. Use of relocation service companies may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Chap. 15, Part A) (FTR, Part 302–12). 7. Home marketing incentives may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Chap. 15, Part C) (FTR, Part 301–14).

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

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

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302–4). 2. Miscellaneous expense allowance (JTR, Chap. 5, Part G) (FTR, Part 302–16). 3. Sell & buy residence transaction expenses or lease termination expenses (JTR, Chap. 14) (FTR, Part 302–11)¹. 4. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302–7). 5. Non-temporary (extended) storage of household goods only when assigned to a designated isolated official station in CONUS (JTR, par. C5195-A) (FTR, Part 302–8). 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302–17). 	<ol style="list-style-type: none"> 1. Shipment of a privately owned vehicle (JTR, Chap. 5, Part E) (FTR, Part 302–9). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302–6) may be authorized for temporary quarters occupied at the old PDS and new PDS. However, a Temporary Quarters Subsistence Allowance (TQSA) under DSSR Sec. 120 may be authorized for temporary quarters occupied at a foreign PDS before departure from that PDS while TQSE may be authorized for temporary quarters occupied in CONUS.¹

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

***TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS**

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 3. Miscellaneous expense allowance (JTR, Chap. 5, Part G) (FTR, Part 302-16). 4. Non-temporary (extended) storage of household goods (JTR, par. C5195-A) (FTR, Part 302-8). 5. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302-17).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9). 2. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302-15). 3. Temporary quarters subsistence expense (TQSE) if new PDS is in the U.S. (JTR, Chap. 13) (FTR, Part 302-6) ¹ .

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

***TABLE 8. TOUR RENEWAL AGREEMENT TRAVEL (JTR, Chap. 5, Part K) (FTR, §302-3.209)**

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302-4).	1. HHG shipment to PDS (JTR, par. C5539). 2. Dependent Transportation to PDS (JTR, par. C5518).

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

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Chap. 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5530) (FTR, Part 302-4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9).

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

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, par. C5090) (FTR, Part 302-4). 2. Per diem for the employee only (JTR, par. C4803) (FTR, Part 302-4). 3. Transportation & temporary storage of household goods (JTR, Chap. 5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302-10).	1. Shipment of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9, subpart B).

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

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & dependent(s) (JTR, Chap. 5, Part O) (FTR, Part 302-4). 2. Miscellaneous Expense Allowance (MEA) (JTR, Chap. 5, Part G) (FTR, Part 302-16). 3. Transportation & temporary storage of household goods (JTR, Chap.5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (JTR, Chap. 10) (FTR, Part 302-10). 5. Transportation of a privately owned vehicle (POV) (JTR, Chap. 5, Part E) (FTR, Part 302-9, subpart B). 6. Relocation income tax allowance (RITA) (JTR, Chap. 16) (FTR, Part 302-17). 7. Property management services (JTR, Chap. 15, Part B) (FTR, Part 302-15). 	<ol style="list-style-type: none"> 1. Househunting trip expenses (JTR, Chap. 5, Part M) (FTR, Part 302-5). 2. Temporary quarters subsistence expense (TQSE) (JTR, Chap. 13) (FTR, Part 302-6).

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

<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) (JTR, par. Chap. 4, Part K) (FTR, Part 302-4). 2. Per Diem for employee (JTR, Chap. 4, Part K) (FTR, Part 302-4). 3. Movement of household goods & temporary storage (JTR, Chap. 5, Part D) (FTR, Part 302-7).
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¹ **Note to Table 12:** The allowances listed in Table 12 may be authorized in lieu of per diem or actual expense allowances. This is not a PCS.

CHAPTER 5 PERMANENT DUTY TRAVEL

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)

C5150 GENERAL

This Part prescribes PCS HHG transportation and NTS entitlements including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

C5152 ELIGIBILITY

The following are eligible for HHG transportation and storage in transit (SIT) at Government expense when a relocation is in the interest of the Government:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official duty station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of services;
4. An SES employee authorized last move home benefits (FTR §302-3.304);
5. An employee authorized a temporary change of station (TCS).

C5154 BASIC ENTITLEMENT

A. General

1. An employee/appointee, who is authorized a move at Government expense is authorized HHG transportation.
2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: (FTR §302-8.1)
 - (a) CONUS isolated PDS;
 - (b) OCONUS PDS where HHG transportation to that location is limited;
 - (c) OCONUS PDS and NTS is in the Government's best interest or cost effective to do so; or
 - (d) Temporary change of station (TCS) (see par. C5715-B3).
3. HHG transportation may be authorized for a PCS before the PCS travel authorization is issued; however, the PCS travel authorization subsequently must contain HHG transportation authority or the costs become the employee's responsibility.
4. NTS of HHG is not permitted for a career SES employee.

B. Prescribed Weight Allowances (FTR §302-7.2). The worldwide maximum weight of HHG that may be transported (and/or stored in connection with transportation) is 18,000 pounds net weight for each employee. For baggage allowances, see par. C2304).

NOTE: Under no circumstances shall the Government pay any expenses associated with excess weight.

C. Professional Books, Papers, and Equipment (PBP&E)

1. Policy. PBP&E are HHG. If the PBP&E may cause an excess weight condition as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C5154-C3 (FTR §302-7.4). See Appendix A for the definition of PBP&E.

2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

a. Before shipment occurs, the employee must furnish an itemized inventory of PBP&E for review by an official designated by the authorizing/order-issuing command.

b. The employee must furnish appropriate evidence (as determined by the authorizing/order-issuing command) that transporting the itemized materials as part of the HHG results in a weight in an excess weight situation.

c. An appropriate official designated by the authorizing/order-issuing command at the new PDS, must review and certify that the itemized PBP&E, are necessary for the proper performance of the employee's duties at the new PDS, and that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at Government expense) for the employee's use at the new PDS.

*3. Administrative Expense. When the employee's PBP&E are authorized for shipment as an administrative expense:

a. The transportation cost is not chargeable to travel and transportation expenses appropriations.

b. Transportation must be by the actual expense method (i.e., the commuted rate method must not be used) (FTR §302-7.13).

c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).

d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific weight of the PBP&E (see par. C5170-D).

*e. The PBP&E may be returned as an administrative expense to an employee's actual residence or any other location, at a cost not to exceed the constructed cost to the actual residence, for an employee separating from Government service provided the PBP&E were transported to the OCONUS location as an administrative expense (FTR §302-7.17). See also par. C5180-C4.

4. Administratively Restricted HHG Weight

a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C5154-C3.

b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds of HHG.)

c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, shall not exceed the maximum weight allowance unless the PBP&E is shipped under par. C5154-C2 and C5154-C3.

- b. The employee violates the agreement under which the HHG originally were transported,
 - c. The employee has no entitlement to transportation at Government expense, or
 - d. Authorized transportation does not begin within the prescribed time limits.
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

H. Cost Comparison

- *1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS to CONUS PCS travel authorization.
- 2. If the estimated costs are more than \$100 different, the more economical method must be authorized on the PCS travel authorization.
- 3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
- 4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
- 5. If the cost comparison is not made, and/or if the PCS travel authorization does not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, December 20, 2001).
- 6. The chart below details considerations when determining a shipping method to authorize on a PCS travel authorization.

CONSIDERATIONS (FTR §302-7.14)		
<u>Method</u>	<u>Advantages</u>	<u>Disadvantages</u>
Commuted Rate	1. The Government is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	1. The Government cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy.
Actual Expense	1. The Government may take advantage of special discounts offered.	1. The Government is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims, and other incidentals. 2. The Government's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See Defense Travel Regulation (DTR), DoD 4500.9-R, Part IV.

C5165 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances when Husband and Wife Are Both Employees. See par. C5000-B.

B. **NOT USED**

C. **NOT USED**

D. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Government expense.

E. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the Government, and may not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased. The net weight of such shipments shall be charged against the employee's weight allowance.

F. HHG and Mobile Home Allowances. See par. C10001.

- (3) Inform the transportation officer if the employee's NTS entitlement stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and
 - (4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.
5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.
6. Removing HHG from NTS
- a. Partial or Full Removal. An employee, whose HHG are in NTS at Government expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.
 - b. Government-paid Expenses. The Government is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:
 - (1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and
 - (2) Employee is entitled to return transportation.
 - c. Employee-paid Expenses
 - (1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C7003-D1.
 - (2) When the employee earns return transportation at Government expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Government expense.
- EXAMPLE:** After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent.
- d. Documentation. Paid expense receipts of \$75 or more are required.
 - e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Government expense prior to receiving a new PCS travel authorization.

C. NTS of HHG for DoDDS Employees (FTR §302-8.300-301)

1. Storage between School Years

- a. NTS of HHG is not allowed for DoDDS employees who are separated from the rolls during the summer recess.
- b. NTS between school years may be authorized for DoDDS employees on a school-year basis if the:
 - (1) DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

(2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

(3) DoDDS employee meets the eligibility conditions for NTS; and

(4) Storage is in lieu of:

(a) Government quarters occupancy,

(b) A quarters allowance ***NOTE: A quarters allowance shall not be paid for the actual period the HHG are in storage, or***

(c) Any other HHG storage to which that DoDDS employee is entitled through employment in another position during any recess period between school years.

c. If the DoDDS employee does not report for duty at the beginning of the next school year, the employee is financially responsible for:

(1) Commercial storage costs (including related services), or

(2) The value of the storage furnished (including related services) if the HHG were stored in a Government facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

2. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

a. May be authorized/approved by the AO if it is in the Government's best interest;

*b. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C5542-B4;

*c. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C5542-B4a;

d. Shall not exceed the applicable weight allowance for which there is entitlement;

e. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:

(1) Report for duty at the OCONUS PDS when leave without pay ends, or

(2) Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

CHAPTER 5***PART K: RENEWAL AGREEMENT TRAVEL (RAT)****C5500 GENERAL**

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to employees serving OCONUS tours of duty. *See pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.*

C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for the allowances in par. C5500, prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty.
2. Entered into a new written agreement for another tour of duty at an OCONUS PDS; (the new agreement covers costs incident to travel to the employee's actual residence or alternate location (*See pars. C5536-A, C5536-B, and C5536-C*) and return and any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
3. (For Hawai'i or Alaska) Be eligible under pars. C5506 and C5509.

C5506 EMPLOYEES STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a post of duty in Alaska or Hawai'i continues to be eligible to receive allowances for travel and transportation expenses for RAT provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or
2. En route to a post of duty in Alaska or Hawai'i under a written agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written agreement to serve another tour of duty in Alaska or Hawai'i.

C5509 EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a post of duty in Alaska or Hawai'i after 8 September 1982, unless the DoD component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in Alaska or Hawai'i.
2. This authority may be used only when required to fulfill DoD component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of well-qualified employees or

those employees with special skills and knowledge who are not otherwise available in the local area, and to fill remote area positions.

3. DoD component regulations must prescribe criteria and guidelines to determine the need for RAT.
4. The DoD component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in Alaska or Hawai'i must be reviewed and re-confirmed in writing periodically, but not less than every five years.
5. Travel and transportation allowances for RAT for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either Alaska or Hawai'i. An employee must be advised in writing of this limitation.
6. These provisions do not affect the provisions governing OCONUS assignments and return for an employee transferred/new appointee assigned to a post of duty in Alaska or Hawai'i.

NOTE: *The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.*

C5512 ALLOWABLE TRAVEL AND TRANSPORTATION

An eligible employee and dependents are authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT (see par. C5506). ***See par. C2207 regarding the mandatory use of CTOs for transportation arrangements.*** See par. C5530 for per diem entitlement.

C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY

A. Renewal Agreement Travel (RAT) Denial. Except for teachers as in par. C5542, RAT may be denied only under the circumstances below. The employee:

1. Is being processed for separation.
2. Is going to be involved in a RIF.
3. Has a removal action pending.
4. Has been reassigned to a U.S. position, or
5. Is to be reassigned to a CONUS position in connection with rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. Renewal Agreement Travel (RAT) Delay

NOTE: *Delay may not be imposed on DODEA teachers.*

1. General

- a. RAT at Government expense may not be denied to an employee who has earned it except under the circumstances in par. C5515-A.
 - b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel regulations.
 - c. RAT ordinarily is performed between OCONUS tours of duty (see par. C4006-C2). Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel regulations.
2. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) not to exceed 90 days if:
- a. The employee is engaged on a project that is scheduled for completion within a reasonable time.
 - b. There is a temporary personnel shortage. or
 - c. For other good reasons.

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

3. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned (see par. C4005-C1). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:
- a. The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or
 - b. 12 months.
4. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel regulations, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation (see par. C4005-C1e).

5. Computing the Tour of Duty when Delayed RAT is Involved and the Employee Is Not Affected by a OCONUS Service Limitation

EXAMPLE

An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. 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).

C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED

An employee may travel alone or with dependents. Dependents may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee does not perform (or has already performed) authorized RAT. Unaccompanied dependents must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers (see par. C5542).

C5521 RENEWAL AGREEMENT TRAVEL (RAT) NONCUMULATIVE

RAT is to be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one agreement and prior to serving another tour of duty pursuant to a written agreement (35 Comp. Gen. 101 (1955)). *RAT authorization is not cumulative from one period of service to another if not used.*

C5524 BAGGAGE TRANSPORTATION

See par. C2305 for allowed baggage transportation.

C5527 TEMPORARY STORAGE OF HOUSEHOLD GOODS (HHG)

See par. C5190 for up to 90 days of HHG storage.

C5530 PER DIEM ENTITLEMENT

An employee is authorized per diem during the allowable RAT travel periods between the OCONUS PDSs and the authorized RAT destination. *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 the usual transportation mode and route *directly* between old and new OCONUS duty stations. See par. C5512 for allowable travel and transportation.

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

C5533 LEAVE STATUS DURING ABSENCE FROM DUTY

The leave regulations of the separate departments and DoD component apply regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DoD Education Activity (see par. C5542).

C5536 ALTERNATE DESTINATION

A. Entitlement

1. An employee/dependents is/are authorized to perform RAT to a destination (other than the employee's actual residence) in:
 - a. A CONUS/non-foreign OCONUS location, or

- b. The country of the employee's actual residence.
- 2. Either destination listed above is an official travel destination.
- 3. Contract city-pair fares may be available for use. *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.*
- 4. 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)).

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

EXAMPLE 1	
Employee's PDS is Germany. The actual residence is Ames, IA.	
No city-pair to Ames, IA. Least expensive unrestricted coach fare(s) (incorporating some city-pair fare connections) =	\$1,200.00
Employee desires to utilize RAT to Boston, MA.	
City-pair to Boston =	\$1,400.00
Least expensive non-city-pair coach fare to Boston, MA =	\$2,000.00
Since the city-pair fare cost to Boston, MA, is more expensive than the least expensive unrestricted coach fare(s) to Ames, IA, the city-pair fare may not be used to Boston. The employee is financially responsible for the additional cost (\$2,000 - \$1,200 = \$800).	
Employee's Financial Responsibility	\$ 800.00

EXAMPLE 2	
Employee's PDS is Germany. The actual residence is Washington, DC.	
City-pair to Washington, DC =	\$980.00
Employee desires to utilize RAT to St. Louis, MO.	
City-pair fare to St. Louis, MO =	\$840.00
Since the city-pair fare to St. Louis, MO, is less expensive than the city-pair fare 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.	
Employee's Financial Responsibility	\$ 0.00

C. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependents, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

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

1. Does not meet the conditions in this paragraph,
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").

E. Administration. An alternate destination:

1. Is determined in advance of travel and stated in the travel authorization,
2. Omitted from the travel authorization may be later added to the travel authorization as an amendment, or
3. May be specifically approved on the reimbursement voucher if permitted by finance regulations.

F. Reimbursement. RAT reimbursement for travel to an alternate destination must not exceed the amount allowed for transportation along a usually traveled route between the PDS and the actual residence .

C5539 LIMITATIONS

A. Household Goods (HHG). There is no authority (in connection with RAT) for HHG shipment except with regard to necessary baggage (see par. C2305). Signing the renewal agreement in connection with RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior authorization that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. See par. C5518 for unaccompanied dependents' travel and transportation authority.

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

D. Duplicate Eligibility. Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).

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.

C5542 TEACHERS IN THE DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM

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

B. Exceptions

1. General

- a. Teachers are authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.
- b. Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.
- c. Par. C5518 (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.
- d. The exceptions in par. C4164-A may be authorized/approved during a period of continuous service as provided in pars. C5542-B2 and C5542-B3.

2. Reassignment at Management's Request

- a. 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 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.
- b. The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.
- c. Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.
- d. 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

- a. When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:
 - (1) Under an agreement to attend an accredited college/university,
 - (2) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoD Education Activity, or
 - (3) Pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
 - (4) Attending courses that are required for continued certification in the teacher's home State.
- b. The renewal agreement is signed before leaving the OCONUS area.
- c. The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.
- d. When a teacher travels at Government expense to a CONUS/non-foreign OCONUS location to attend a course of study but cannot prove satisfactory:
 - (1) Course(s) completion, or

- (2) Reasons for not completing the course(s),

the teacher is financially responsible for travel costs paid for by the Government.

- e. Teachers who return to a CONUS/non-foreign OCONUS location under the exception in this par. C5542-A begin a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

- a. Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,
- b. Executes a renewal agreement - prior to departure in connection with the authorized leave of absence, and
- c. Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:
 - (1) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,
 - (2) Evidence that the course of study is not feasible through other means,
 - (3) Proof/acceptance of the course of study, and
 - (4) Information regarding successful course completion.

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 RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. (See personnel regulations regarding pay/leave status.) RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.

C. HHG Storage between School Years (See par. C5195-C)

1. Entitlement Conditions. See par. C5195-C for HHG storage between school years.
2. In Addition to Storage in Transit. Authority for storage between school years (see par. C5195-C) is in addition to authority for temporary storage in connection with HHG shipment. Storage under these two authorities may overlap in time.
3. Substitute and Part-Time Teachers. *Substitute and part-time teachers are not eligible for storage between school years.*

4. Administrative Arrangements

- a. The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.
- b. The transportation officer is responsible for storage arrangements.
- c. The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

5. Indebtedness Notification. Appropriate financial regulations address indebtedness and appropriate notification so that collection action can be taken.

6. Consecutive School Terms in Different Locations

- a. If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for shipment to the new PDS.
- b. The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.
- c. Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

- C6204** **Funds Sources**
A. Travel Expense Payment
B. Unallowable Sources

- C6205** **Reimbursement Claims**
A. Fraudulent Claims
B. Receipts and Records Maintenance
C. Travel Vouchers Preparation and Submission

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PART H: AUXILIARY CHAPLAINS

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- C6404** **Procedures for Evaluating Risk to Threatened Individuals**
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 A. Limits on Duration of Temporary Living Accommodations
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- C6406** **Allowable Subsistence Payments**
 A. Expenses Covered
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 D. Maximum Allowable Amount
 E. Itemization and Receipts
- C6407** **Transportation to and from a Location Away from the Employee's Designated Post of Duty**
- C6408** **Authorizations and Claims Payment**
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PART J: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION ANYWHERE IN THE WORLD (FTR §301-30)

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C6451	DOD Component Responsibility/Authority Delegation
C6452	Employee Responsibility and Documentation
C6453	Definitions A. Official Station/PDS B. Alternate Location C. Employees Incapacitating Illness or Injury D. Family E. Personal Emergency Situation F. Serious Illness or Injury of Family Member G. Fire, Flood, or Act of God
C6454	Employee's Incapacitating Illness or Injury A. Per Diem Continuation at the Interruption Point B. Return to Official Station or Home C. Travel to an Alternate Location and Return to the TDY Assignment
C6455	Personal Emergency Situation A. Return to PDS or Home B. Travel to an Alternate Location and Return to the TDY Assignment
C6456	Transportation Procurement A. Return to the PDS B. Travel to Alternate Location

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. Return to the PDS

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

3. If a contract city-pair fare is not available, the least expensive unrestricted coach 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.
4. The AO may authorize a lesser fare (with or without restrictions) and the traveler may seek a lesser fare (with or without restrictions).
5. When the traveler 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.
6. An unused portion of Government-funded transportation for the TDY assignment must be used if possible.
7. The DoD component and the traveler must ensure proper accountability for all unused tickets.

B. Travel to an Alternate Location. Contract city-pair fares may not be used to an alternate location since it is not Government-funded for the entire distance. The traveler is only reimbursed the cost to the alternate location that is above the cost from the PDS to the alternate location (see par. C6454-C). Transportation must be arranged through a CTO if one is available. See par. C2203.

PART L: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY (FTR §301-13)

C6550 POLICY, APPLICABILITY, AND GENERAL RULES

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

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

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

C6551 DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

C6552 ALLOWABLE EXPENSES

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

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

Effective 1 March 2004

*6. *See par. C2000-A2c for medical justification.*

C6553 EMPLOYMENT OF PERSONAL ASSISTANTS FOR HANDICAPPED EMPLOYEES

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

Effective for POV shipments on or after 1 November 2003

C6554 SEE PAR. C11006-C

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

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 (FTR § 302-3.227). Reimbursement is authorized for return travel and transportation allowances to their actual residence (see Appendix A) anywhere in the world for a former spouse and former dependents of an employee who have traveled to the employee's OCONUS PDS as dependents at Government expense. Reimbursement is authorized 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. In the case of an employee serving under a 1-year, 2-year or 3-year tour agreement, travel for the former dependents must begin before the end of the 1-year, 2-year or 3-year tour during which the divorce/annulment was finalized. If the employee is serving under an administrative extension of a tour, travel for the former dependents must begin before the end of the administrative extension in effect during which the divorce/annulment was finalized.

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

C7006 DEPENDENT PER DIEM RATES

A. Travel En Route Between Employee's Old and New Duty Station

1. General. Per diem is authorized for an employee's dependent travel between the old and new PDS when the employee is transferred. In computing the per diem, the prohibition on paying per diem for travel of 12 hours or less applies. If the travel origin and/or destination is other than the old/new PDS, the per diem shall not exceed the amount authorized between the old and new PDS. The provisions of par. C4555-B3 also apply when employee or dependents obtain lodgings from friends/relatives. The per diem rates for dependents are as indicated in pars. C7006-A2; C7006-A3; and C7006-A4.

2. Employee and Spouse Travel Together. When an employee and spouse travel together, the maximum per diem rate allowable for the spouse is three-fourths of the employee's rate under par. C4553. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the spouse receives the same rate as the employee.

3. Spouse Travels Independently. When an employee and spouse travel independently of each other, the maximum per diem rate allowable for the spouse is the same as the employee's had they traveled together. The employee's actual travel time and per diem rate are not factors in computing the amount of per diem for the spouse's travel. When more than one POC is used, the employee and spouse travel together when they travel on the same days along the same general route.

4. Dependents Other Than Spouse. For each dependent other than a spouse, who is 12 years of age or older, the maximum per diem rate allowable is three-fourths of the employees' per diem rate; and for each dependent under 12 years of age, one-half of the employee's per diem rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

5. Dependent Transportation Cost Limited to Cost of Government-Offered Air Transportation. When a dependent's transportation cost is limited to the cost of Government-offered air transportation, per diem is limited to the amount that would be payable had the dependent used the Government-offered air transportation.

B. Exclusions. Per diem is not authorized for:

1. dependents of a new appointee assigned to a first PDS;
2. dependents of an employee assigned OCONUS in connection with renewal agreement travel (when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS, see par. C7008);
3. dependents of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or
4. dependents authorized transportation to/from an employee's training location when that transportation is authorized in lieu of per diem or AEAs for the employee while at the training location under par. C4500.

C. Round-Trip Travel to Seek Permanent Residence. When the spouse of an employee travels independently pursuant to par. C4107, the per diem rate for the spouse is the same as the employee's would be under par. C4553. When the employee and spouse travel together under par. C4107, the per diem rate for the spouse is three-fourths of the employee's under par. C4553.

D. Evacuation Travel. When dependents are evacuated, per diem is payable in accordance with the provisions of Chapter 12.

E. Student Dependent Travel to Attend School. When student dependents in foreign areas travel to/from school under par. C7005, per diem is authorized for the time required to travel by the authorized transportation mode in accordance with par. C4553. The prohibition in par. C4552-F is applicable.

C7008 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RENEWAL AGREEMENT TRAVEL IS INVOLVED

In cases of renewal agreement travel when return travel is to a new OCONUS PDS in a different geographical locality from the old PDS, per diem for dependent travel (which relates to the PCS, not the renewal agreement travel) must be computed on the basis of the constructive travel time between the old and new PDS.

EXAMPLE 1

An employee on permanent duty in Frankfurt, Germany, is authorized renewal agreement travel to the actual residence in CONUS with onward travel to a new PDS in Hawaii. The employee is accompanied by dependents. Travel is by air. The per diem allowance for the dependents while en route is limited to the constructive travel time by air between the old and new PDS.

EXAMPLE 2

An employee at a PDS in Frankfurt, Germany, is authorized renewal agreement travel to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructive travel time from the old PDS to the new PDS. The son is eligible for per diem and mileage while en route.

C7009 HANDICAPPED STUDENT TRANSPORTATION FOR DIAGNOSTIC AND EVALUATION PURPOSES

Transportation and per diem or AEAs, as applicable, to the same extent as prescribed in this Volume for travel by TDY employees, are authorized for space-required and space-available tuition-free DoDEA students who have handicaps, or may be considered as having handicaps, under DoDI 1342.12 when competent medical/educational authorities request a diagnosis/evaluation under the provisions in DoDI 1342.12, and travel is necessary to get the diagnosis/evaluation. If the medical/educational authority(ies) request that one or both of the student's parents/guardian be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem or AEA are similarly authorized for the parents/guardian.

CHAPTER 9

MISCELLANEOUS EXPENSE ALLOWANCE (MEA)
DUE TO HOUSEHOLD RELOCATION

C9000 GENERAL

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

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

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

C9001 ELIGIBILITY

MEA is payable when:

1. A PCS/TCS is authorized/approved,
2. The employee moves out of the old residence,
- *3. The employee establishes a new temporary or permanent residence (GSBCA 16018-RELO, August 15, 2003), and
4. An appropriate transportation agreement is signed.

C9002 ELIGIBILITY EXCLUSIONS

Effective 1 April 1999

The following personnel are not eligible to receive an MEA:

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

NOTE 1: See par. C5080-B New Appointee and Student Trainee Appointments and Assignments to Positions in the 50 States and the District of Columbia.

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

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

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

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

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

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

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

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

***C9004 REIMBURSEMENT**

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

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

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

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

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

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

NOTE 1: An employee is authorized MEA at the with-dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, August 12, 1976).

****NOTE 2: An employee is authorized MEA at the "without-dependents rate" if the employee's dependents return early in accordance with par. C7003-D and do not relocate their household when the employee returns and is authorized PCS allowances (B-194061, September 12, 1979). For an employee to be authorized MEA at the "with-dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence in connection with the employee's PCS.***

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

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

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

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

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

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

CHAPTER 14

REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE
ALLOWANCES (FTR PART 302-11)

C14000 GENERAL

Effective 1 April 1999: For guidance on the lease penalty expense portion of the Foreign Transfer Allowance, refer to section 240 of the Department of State Standardized Regulations (DSSR) as stated in par. C1004.

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred in connection with the:

1. Sale of a residence (or the settlement of an unexpired lease involving the residence or a lot on which a mobile home used as a residence was located) at the old PDS; and/or
2. Purchase (including construction) of a residence at the new PDS,

after the employee has signed the required transportation agreement, and:

3. A PCS is authorized/approved and, except as provided in par. C14000-C, the old and new PDSs are located in CONUS or in non-foreign OCONUS areas;
4. The dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;
5. The settlement dates for the sale (or lease termination) and purchase are within the time limitation prescribed in par. C14000-B;

NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.

6. The residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work. ***NOTE:*** If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling where the employee's dependents reside or will reside, but only if such residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.

Effective 19 February 2002

B. Time Limit for Residence or Lease Termination Transactions. Except as provided herein, settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer (see Appendix A). For employees eligible under par. C14000-C, the new PDS is the PDS to which the employee reports for duty when reassigned or transferred from a foreign area. The 2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. (For example, if an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.) Upon an employee's written request, the 2-year period may be extended for up to an additional 2 years by the commanding officer (or designee) of the activity bearing the cost. The employee should submit a written request to the appropriate authority as soon as the employee becomes aware of the extension need, but within the initial 2-year period. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost. An extension may be granted only if a determination is made that extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the

PCS (as opposed to being unrelated to the actual PCS). (For an employee who reported on 20 October 1998 and is granted an extension to the 2-year period, settlement may be no later than 20 October 2002. Costs for transactions completed after the 4-year period may not be reimbursed (B-191018, December 26, 1978)). The 2-year extension provision in this paragraph is effective for employees whose effective date of transfer (see Appendix A) is on or after 19 February 2002. For those with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.

NOTE: There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in §302-2-8 and 302-2.11 in the Federal Travel Regulation (FTR), which has the force and effect of law (B-245281, February 20, 1992).

C. Transfer from a Foreign Area to a CONUS or Non-foreign OCONUS Area

1. Definitions. The following definitions apply for the purposes of this subparagraph:

a. Former CONUS or Non-foreign OCONUS Area PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. See definition in Appendix A.

2. Applicability. An employee who has completed an agreed upon tour of duty in a foreign area and, instead of being returned to the former CONUS or non-foreign OCONUS area PDS, is reassigned/transferred in the Government's interest to a CONUS or non-foreign OCONUS area PDS other than the one from which transferred when assigned to the foreign PDS is authorized reimbursement under this Chapter. The distance between the former and new CONUS or non-foreign OCONUS PDSs must meet the distance criteria specified in par. C5080-F for change of station within the same city or area.

NOTE: The following employees are not eligible for real estate allowances when transferred from a foreign area PDS to a PDS in CONUS or a non-foreign OCONUS area. This is because they were not initially civilian employees of an agency when transferred from a PDS in CONUS or a non-foreign OCONUS area to the foreign area PDS:

(a) a locally hired employee described in par. C4002-B2a(1) (former member of U.S. armed forces);

(b) a locally hired employee described in par. C4002-B2a(2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS or non-foreign OCONUS area to the foreign area PDS;

(c) a locally hired employee described in par. C4002-B2a(4) (employee who accompanied or followed the spouse to the OCONUS area); and

(d) an employee hired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

3. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C14000-C3a to be eligible for reimbursement for expenses in par. C14000-C3b above.

4. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of PCS orders) that instead of returning to the former CONUS or non-foreign OCONUS area PDS, reassignment/transfer is to be to a different CONUS or non-foreign OCONUS area PDS may not be reimbursed.

5. Service Agreement Required. A signed service agreement as prescribed in par. C5075 is required for reimbursement of residence transaction expenses authorized under this paragraph.

D. Sale of Residence in Anticipation of Transfer

1. Following Announcement of Base Closure. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee (58 Comp. Gen. 208 (1979)). The announcement of a base closure, accompanied by an offer to assist in finding new positions for affected employees, is a clearly evident intent to transfer those employees (B-249451, January 7, 1993). Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Chapter. ***Employees should be cautioned that they are eligible for real estate expenses reimbursement only if subsequently employed in a position that involves a PCS.*** If the PCS is to a foreign location, reimbursement for the expenses may be made only after the employee completes a tour of duty at the foreign PDS and subsequently is transferred to a different CONUS or non-foreign OCONUS area location as indicated in par. C14000-C.

2. Employee Officially Notified of Return to a Different CONUS or Non-foreign OCONUS Area PDS. An employee who, incident to a PCS to a foreign area from a PDS in CONUS or a non-foreign OCONUS area, is officially notified that return is to a different CONUS or non-foreign OCONUS area PDS, may sell the residence at the former CONUS or non-foreign OCONUS area PDS and be reimbursed real estate expenses under this Chapter, if otherwise eligible, upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS or non-foreign OCONUS area PDS. Reimbursement shall not be allowed for any real estate transaction that occurs prior to official notification that the employee's return would be to a PDS other than the one from which transferred to the foreign PDS. Reimbursement may not be made until the employee is transferred back to a PDS in CONUS or a non-foreign OCONUS area. Reimbursement may not be made incident to the transfer to the foreign PDS, even though the employee officially is notified at that time that return will not be to the same PDS after the completion of the foreign assignment. A travel order ordinarily constitutes official notification (72 Comp. Gen. 130 (1993)).

E. General

1. Title Requirements. The title to the residence or dwelling at the old or new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be in the name of the employee alone, jointly in the names of the employee and one or more dependent(s), or solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Notification of Transfer. At the old PDS, the employee's property interest must have been acquired prior to the date the employee first was notified officially of transfer to the new PDS. In the case of an employee covered by par. C14000-C, the employee's interest must have been acquired prior to the date the employee was first notified officially of transfer to the foreign area.

a. Legal Title Interest. Except as provided in par. C14000-E2b, title to the residence is

determined by the name of the party (or parties) on the title document (e.g., the deed).

b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held In Trust. The property is held in trust and the:

- (a) Property is the employee's residence as described in par. C14000-A4;
- (b) Employee and/or dependent(s) are the only beneficiary(ies) of the trust;
- (c) Employee and/or dependent(s) retain the right to distribute the property for life;
- (d) Employee and/or dependent(s) retain the right to manage the property;
- (e) Employee and/or dependent(s) are the only grantor/settler of the trust, or retain the right to direct distribution of the property upon dissolution of the trust or death; and
- (f) Employee provides the DoD component concerned with a copy of the trust document.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and the;

- (a) Property is the employee's residence as described in par. C14000-A4;
- (b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
- (c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a condition of the financing agreement; and
- (d) Employee provides the DoD component concerned with a copy of the financing document.

The DoD component concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party or Parties. (An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents, and an individual (accommodation party) who is not a dependent and the:

- (a) Property is the employee's residence as described in par. C14000-A4;
- (b) Employee and/or a dependent(s) has the right to use the property and to direct conveyance of the property;
- (c) Lender requires signature of the accommodation party on the finance document;
- (d) Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);

- (e) Accommodation party's name is on the title;
- (f) The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and
- (g) Employee provides the DoD component concerned with acceptable documentation of the accommodation. The documentation may include a copy of the financing document and/or a written statement from the employee certifying that the condition in par. C14000-E2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation required by the DoD component concerned.

(4) Title Held by Property Seller. The title is held in the name of the property seller and the:

- (a) Property is the employee's residence as described in par. C14000-A4;
- (b) Employee and/or dependent(s) have the right to use the property and to direct conveyance of the property;
- (c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and transfer of title to the employee and/or dependent(s) upon completion of the payment schedule; and
- (d) Employee provides the DoD component concerned with a copy of the financing agreement.

(5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:

- (a) The property is the employee's residence as described in par. C14000-A4;
- (b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;
- (c) Only the employee and/or dependent(s) has made payments on the property;
- (d) The employee and/or dependent(s) receives all proceeds from the sale of the property; and
- (e) The employee provides documentation acceptable to the DoD component concerned that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the sale of the property, and any other documentation required by the DoD component concerned.

F. Reimbursement of Expenses

1. Employee Must Actually Incur the Expenses. An employee shall be reimbursed only for expenses actually incurred and paid by the employee or dependent(s). If any expenses were shared by persons other than the employee or dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).
2. Pro Rata Reimbursement. If an employee and/or dependents share title to the residence with others,

or if an employee is deemed to have title interest under par. C14000-E2b, the employee shall be reimbursed on a pro rata basis to the extent of the employee's actual or deemed title interest in the residence. Additionally, an employee shall be reimbursed on a pro rata basis in the following situations:

- a. Multiple Occupancy Dwelling. If the residence is a duplex or another type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses shall be reimbursed on a pro rata basis.
- b. Excess Land. The employee shall be limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought or sold.

C14001 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of this Chapter, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for employees eligible for reimbursement of residence transaction expenses under par. C14000-C;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4500;
4. Employee, assigned to an OCONUS post of duty, returning for separation;
5. Employee performing renewal agreement travel and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is entitlement when return is to a different PDS that is at least 50 miles from the old PDS (see par. C4108) and the old and new PDSs are located in a non-foreign OCONUS area; and
6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

C14002 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee or real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the locality of the old PDS. No such fee or commission is reimbursable in connection with the purchase of a home at the new PDS.
2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for sale of a residence at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.
3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:

- a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
- b. Preparing conveyances, other instruments, and contracts;
- c. Related notary fees and recording fees;
- d. Making surveys, preparing drawings or plats when required for legal financing purposes; and
- e. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). Litigation costs are not reimbursable.

4. Miscellaneous Expenses

- a. Reimbursable Items. The expenses listed below are reimbursable in connection with residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality:
 - (1) FHA or VA fee for a loan application;
 - (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);
 - (3) Cost of preparing credit reports;
 - (4) Mortgage and transfer taxes;
 - (5) State revenue stamps;
 - (6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C14002-A4b below;
 - (7) Charge for prepayment of a mortgage or other security instrument in connection with the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement may not exceed 3 months' interest on the loan balance.);
 - (8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;

- (9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the cost of the owner's title insurance policy is inseparable from the cost of other insurance, which is a prerequisite to financing or the transfer of property;
- *(10) Expenses in connection with construction of a residence, which are comparable to expenses that are reimbursable in connection with the purchase of an existing residence;
- *(11) Expenses in connection with environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and
- *(12) Environmental protection fee if required as a condition of the mortgage. (GSBCA 16053-RELO (10 June 03)).
- b. Nonreimbursable Items. Except as otherwise provided in par. C14002-A4a, the following expenses are not reimbursable:
- (1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee in connection with the purchase of a residence for the protection of the employee;
 - (2) Interest on loans, points, and mortgage discounts;
 - (3) Property taxes;
 - (4) Operating or maintenance costs;
 - (5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued in accordance with PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C14002-A4a above;
 - (6) Expenses that result from residence construction; and
 - (7) VA funding fee (64 Comp. Gen. 674 (1985)).

5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:

- a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;
- b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or
- c. Any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the locality of the residence.

7. Procedure and Claim Requirements. See par. C14003.

Effective for employees whose effective date of transfer is on or after 22 March 1997

B. Reimbursement Limit. Total reimbursements shall not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and
2. 5 percent of the purchase price of a residence at the new PDS.

C14003 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C14003-A2 and C14003-A3, showing that the expense was, in fact, incurred and paid by the employee.
2. Residence Sale. The following supporting documents are required:
 - a. Sales agreement;
 - b. Property settlement document;
 - c. Mortgage document (if prepayment fee is claimed, the document must include terms of payment);
 - d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;
 - e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and
 - f. Property settlement document and approved claim application if there has been a prior claim settlement in connection with a residence purchase.
3. Residence Purchase. The following supporting documents are required:
 - a. Purchase agreement;
 - b. Property settlement document;
 - c. Loan closing statement;
 - d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;
 - e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;
 - f. Property agreement document and approved claim application if there has been a prior claim settlement in connection with a residence sale; and
 - g. Finance charge disclosure statement when provided by a lending institution in compliance with P. L. 90-321 "The Truth in Lending Act."

B. Claim Submission

1. Claim Voucher. The employee must submit the claim application (Reimbursement for Real Estate

Sale and/or Purchase Closing Cost Expenses, DD Form 1705) along with supporting documentation. The DD Form 1705 and supporting documents must be included as attachments to a Travel Voucher, or Subvoucher, DD Form 1351-2. Expenses claimed for a residence sale and a residence purchase may be included in the same application.

2. Claim Initiation. When initiating a claim, the employee should retain a copy of the application and all originals of the supporting documents. The employee must submit to the official designated in par. C14003-C1 at the new duty station a/an:

- a. Original and one copy of the Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705, which includes one set of all supporting documents (copies should be submitted as the documentation is not returned), and
- b. Completed Travel Voucher or Subvoucher, DD Form 1351-2.

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

- a. Reasonable in amount, and
- b. Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (P. L. 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 in accordance with Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. The total claimed is within prescribed limitations,

2. All the conditions and requirements under which claims may be paid have been met, and
3. The expenses claimed are reimbursable.

E. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 USC §552a) by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>.

C14004 REIMBURSEMENT FOR UNEXPIRED LEASE SETTLEMENT COSTS

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim in accordance with directions in the DoDFMR, Volume 9 (<http://www.dtic.mil/comptroller/fmr/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost shall not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee which represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total amount of the expenses must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

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

C14005 RETURN FROM MILITARY DUTY

See par. C5080-D for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

**C14006 GSA BOARD OF CONTRACT APPEALS AND COMPTROLLER GENERAL
DECISIONS APPLICABLE TO ALLOWANCES IN THIS CHAPTER**

A. Reimbursable and Non-reimbursable Expenses

GSBCA 15706-RELO (07/17/02)	GSBCA 15591-RELO (08/29/01)	GSBCA 15506-RELO (08/15/01)	B-251716 (02/10/93)
B-247860 (07/23/92)	71 Comp. Gen. 316 (1992)	B-241483 (02/28/91)	69 Comp. Gen. 573 (1990)
B-227567 (08/26/88)	B-222899 (03/16/87)	B-222121 (09/19/86)	61 Comp. Gen. 352 (1982)
B-203413 (04/13/82)	B-204939 (04/05/82)	B-202297 (07/24/81)	60 Comp. Gen. 451 (1981)
B-191235 (10/25/78)	B-190677 (07/06/78)	B-189295 (08/16/77)	

B. Broker's Fees and Real Estate Commissions

GSBCA 15867-RELO (07/11/02)	GSBCA 15669-RELO (07/02/02)	GSBCA 15720-RELO (03/28/02)	GSBCA 15542-RELO (01/24/02)
B-247315 (05/18/92)	B-241986 (08/15/91)	B-232313 (01/09/89)	B-224628 (01/12/88)
B-222277 (08/18/86)	B-219925 (06/10/86)	B-221062 (04/15/86)	B-219501 (01/13/86)
B-217514 (11/25/85)	B-217784 (09/03/85)	64 Comp. Gen. 557 (1985)	B-214555 (08/28/84)
B-214362 (08/07/84)	63 Comp. Gen. 474 (1984)	B-205584 (08/02/82)	B-205849 (06/02/82)
B-200167 (07/07/81)	B-201666 (03/06/81)	B-197908 (04/21/80)	B-196517 (02/19/80)
58 Comp. Gen. 211 (1979)	B-190902 (02/14/78)	B-190107 (02/08/78)	B-184063 (06/15/76)
B-182431 (07/14/75)	B-181129 (08/19/74)	B-179634 (04/08/74)	

C. Advertising, Selling, and Appraisal Expenses

68 Comp. Gen. 373 (1989)	67 Comp. Gen. 453 (1988)	B-221062 (04/15/86)	61 Comp. Gen. 352 (1982)
B-187437 (02/07/77)	B-186009 (10/12/76)	B-183694 (11/24/75)	

D. Legal and Related Expenses

GSBCA 15718-RELO (02/28/02)	GSBCA 15377-RELO (01/11/02)	GSBCA 15456-RELO (10/03/01)	
B-249311.2 (02/04/93)	B-248906 (11/18/92)	B-248506 (10/26/92)	B-248457 (09/29/92)
B-247860 (07/23/92)	B-217666.2 (04/07/92)	B-229322 (12/08/88)	67 Comp. Gen. 503 (1988)
B-223907 (03/09/87)	66 Comp. Gen. 206 (1987)	B-218953 (06/26/86)	B-218955 (04/11/86)
65 Comp. Gen. 473 (1986)	B-219526 (01/15/86)	64 Comp. Gen. 296 (1985)	B-215552 (12/11/84)
64 Comp. Gen. 24 (1984)	62 Comp. Gen. 426 (1983)	B-206852 (03/09/83)	B-205579 (06/21/82)
B-205503 (06/02/82)	61 Comp. Gen. 352 (1982)	B-205510 (02/08/82)	61 Comp. Gen. 112 (1981)
B-200207 (09/29/81)	B-200691 (08/24/81)	B-199193 (04/22/81)	B-199900 (02/10/81)
B-197504 (05/05/80)	B-193945 (04/29/80)	B-195462 (04/22/80)	58 Comp. Gen. 786 (1979)
B-194668 (09/17/79)	B-194887 (08/17/79)	B-192472 (03/21/79)	B-192593 (01/16/79)
B-191920 (12/16/78)	B-191792 (09/25/78)	57 Comp. Gen. 669 (1978)	B-189569 (06/16/78)
B-189381 (12/15/77)	B-188213 (12/12/77)	B-190122 (11/23/77)	B-189140 (11/23/77)
B-188265 (11/08/77)	B-188970 (10/13/77)	B-188300 (08/29/77)	56 Comp. Gen. 862 (1977)
B-188716 (07/06/77)	56 Comp. Gen. 561 (1977)	B-186254 (03/16/77)	B-187125 (02/09/77)
B-187437 (02/07/77)	B-186290 (09/30/76)	B-183807 (08/30/76)	B-184720 (07/01/76)
B-184063 (06/15/76)	B-183102 (06/09/76)	B-185825 (04/22/76)	B-183161 (02/27/76)
B-183694 (11/24/75)	B-183160 (11/17/75)	B-183792 (08/04/75)	B-183443 (07/14/75)
B-183037 (03/21/75)	54 Comp. Gen. 597 (1975)		

E. Miscellaneous Expenses

GSBCA 15817-RELO (08/02/02)	GSBCA 15718-RELO (02/28/02)	B-245650 (03/05/92)	B-236362 (11/09/89)
		B-235927 (09/06/89)	B-232729 (03/01/89)
B-231485 (01/19/89)	B-230741 (09/19/88)	B-229230 (03/14/88)	B-224775 (04/07/87)
B-223907 (03/09/87)	B-221059 (08/18/86)	B-218955 (04/11/86)	B-220741 (04/03/86)
64 Comp. Gen. 568 (1985)	B-215552 (12/11/84)	63 Comp. Gen. 603 (1984)	63 Comp. Gen. 474 (1984)
B-210152 (06/23/83)	B-207304 (04/15/83)	B-206051 (09/29/82)	B-203345 (07/07/82)
61 Comp. Gen. 352 (1982)	61 Comp. Gen. 136 (1981)	60 Comp. Gen. 650 (1981)	B-202297 (07/24/81)
B-201009 (04/16/81)	B-201666 (03/06/81)	B-197504 (05/05/80)	B-194668 (09/17/79)
B-193578 (08/20/79)	B-192593 (01/16/79)	B-191402 (11/22/78)	B-163425 (11/07/78)
57 Comp. Gen. 770 (1978)	B-190715 (03/24/78)	B-189093 (10/13/77)	B-189662 (10/04/77)
B-188300 (08/29/77)	B-189295 (08/16/77)	B-188716 (07/06/77)	B-187890 (02/17/77)
B-186290 (09/30/76)	B-186734 (09/23/76)	B-185680 (08/04/76)	B-183251 (05/29/75)
B-182076 (02/05/75)			

F. Reimbursable Items

B-248906 (11/18/92)	71 Comp. Gen. 316 (1992)		
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G. FHA or VA Loan Application Fee

GSBCA 15672-RELO (01/18/02)	71 Comp. Gen. 316 (1992)	B-221162 (06/10/86)	B-199888 (03/25/81)
B-189639 (03/24/78)			

H. Loan Origination Fees and Similar Charges

GSBCA 15817-RELO (08/02/02)	GSBCA 15718-RELO (02/28/02)	GSBCA 15730-RELO (01/24/02)	GSBCA 15645-RELO (10/11/01)
GSBCA 15613-RELO (09/07/01)	GSBCA 15538-RELO (08/10/01)		
B-249500 (12/24/92)	B-248457 (09/29/92)	B-248538 (09/24/92)	B-246809 (03/31/92)
69 Comp. Gen. 340 (1990)	B-238038 (02/23/90)	B-238023 (02/22/90)	B-234288 (02/08/90)
B-233806 (11/16/89)	B-235616 (08/29/89)	B-232679.2 (08/29/89)	B-229443 (12/09/88)
B-229322 (12/08/88)	B-232679 (11/14/88)	B-228691 (09/21/88)	B-229352 (08/22/88)
B-226876 (08/22/88)	67 Comp. Gen. 503 (1988)	66 Comp. Gen. 627 (1987)	B-222899 (03/16/87)
B-221103 (09/19/86)	B-223240 (09/08/86)	B-221529 (07/01/86)	B-221162 (06/10/86)
B-221010 (05/06/86)	B-218955 (04/11/86)	65 Comp. Gen. 447 (1986)	B-220133 (03/13/86)
B-219309 (01/29/86)	B-219545 (01/15/86)	B-219026 (11/29/85)	B-219076 (11/25/85)
B-218946 (11/12/85)	B-218754 (09/17/85)	B-218476 (09/05/85)	B-217584 (09/04/85)
B-216425 (08/21/85)	B-216973 (04/22/85)	B-217081 (03/08/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	63 Comp. Gen. 603 (1984)	B-214757 (09/05/84)	63 Comp. Gen. 456 (1984)
63 Comp. Gen. 355 (1984)	B-213164 (02/22/84)	B-213740 (02/15/84)	B-211310 (10/04/83)
62 Comp. Gen. 534 (1983)	B-211107 (06/10/83)	B-205267 (06/15/82)	B-205873 (05/04/82)
B-203630 (03/09/82)	B-198060 (11/10/80)	B-189381 (12/15/77)	

I. Mortgage and Transfer Taxes

B-248301 (09/25/92)	B-189488 (08/18/77)	B-185487 (08/03/76)	B-183162 (01/27/76)
B-182082 (01/22/75)	B-181795 (11/11/74)	B-171878 (08/08/74)	

J. State Revenue Stamps

63 Comp. Gen. 474 (1984)	B-210351 (05/10/83)	B-196527 (12/29/80)	B-197567 (04/15/80)
B-195593 (01/22/80)	B-190484 (02/14/78)		

K. Other Similar Charges

71 Comp. Gen. 316 (1992)	B-232092 (07/14/89)	68 Comp. Gen. 373 (1989)	67 Comp. Gen. 503 (1988)
B-229230 (03/14/88)	B-226013 (10/28/87)	B-223102 (09/25/87)	66 Comp. Gen. 627 (1987)
64 Comp. Gen. 674 (1985)	B-217719 (07/01/85)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)

L. Charge for Prepayment of Mortgage

B-237972 (05/22/90)	B-216425 (08/21/85)	B-194892 (03/14/80)	B-194298 (08/10/79)
B-188716 (07/06/77)			

M. Mortgage Title Insurance Policy

B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	66 Comp. Gen. 206 (1987)	B-172742 (11/24/80)
B-197523 (04/25/80)	B-197098 (04/24/80)	B-192593 (01/16/79)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-185680 (08/04/76)	B-184720 (07/01/76)	B-183958 (04/14/76)

N. Owner's Title Insurance Policy

GSBCA 15801-RELO (07/05/02)	B-245457 (02/14/92)	B-241986 (08/15/91)	B-221059 (08/18/86)
64 Comp. Gen. 674 (1985)	B-215552 (12/11/84)		

O. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence

GSBCA 15629-RELO (10/17/01)	B-247860 (07/23/92)	69 Comp. Gen. 573 (1990)	B-235374 (01/11/90)
B-232720 (09/13/89)	B-233362 (04/07/89)	B-231537 (11/14/88)	B-226271 (11/05/87)
B-206051 (09/29/82)	B-184928 (09/15/76)		

P. Expenses that Result from Construction of a Residence

GSBCA 15629-RELO (10/17/01)	GSBCA 15415-RELO (06/06/01)		
69 Comp. Gen. 573 (1990)	B-226532 (12/09/87)	B-226271 (11/05/87)	65 Comp. Gen. 557 (1986)
B-214164 (07/09/84)	B-205510 (02/08/82)	B-192420 (08/27/79)	B-187125 (02/09/77)
B-184928 (09/15/76)	B-181795 (11/11/74)	B-171878 (08/08/74)	

Q. Non-reimbursable Items

GSBCA 15730-RELO (01/24/02)	GSBCA 15645-RELO (10/11/01)		
B-248906 (11/18/92)	B-247860 (07/23/92)	B-246296 (03/30/92)	

R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property

B-249621 (01/19/93)	B-241986 (08/15/91)	B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)
)		B-226010 (11/30/87)
B-227503 (08/20/87)	B-220287 (03/11/86)	B-217822 (06/20/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)	B-197098 (04/24/80)	B-193750 (08/28/79)
B-193578 (08/20/79)	B-190902 (02/14/78)	B-189488 (08/18/77)	B-188716 (07/06/77)
B-185706 (12/17/76)	B-184928 (09/15/76)	B-183958 (04/14/76)	

S. Interest on Loans, Points, and Mortgage Discounts

GSBCA 15672-RELO (01/18/02)	B-248538 (09/24/92)	66 Comp. Gen. 627 (1987)	B-221529 (07/01/86)
B-218955 (04/11/86)	64 Comp. Gen. 266 (1885)		

T. Property Taxes

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	
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U. Operating or Maintenance Costs

GSBCA 15669-RELO (07/02/02)	70 Comp. Gen. 362 (1991)	B-218955 (10/30/85)	B-217922 (09/06/85)
B-215410 (11/14/84)	B-204644 (06/08/82)	61 Comp. Gen. 136 (1982)	B-202297 (07/24/81)
B-200167 (07/07/81)	B-193578 (08/20/79)	B-190815 (03/27/78)	B-189295 (08/16/77)

V. Finance Charges

GSBCA 15799-RELO (05/02/02)	GSBCA 15718-RELO (02/28/02)	GSBCA 15730-RELO (01/24/02)	GSBCA 15672-RELO (01/18/02)
GSBCA 15645-RELO (10/11/01)	GSBCA 15506-RELO (08/15/01)		
B-248457 (09/29/92)	71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	69 Comp. Gen. 573 (1990)
B-233806 (11/16/89)	B-229322 (12/08/88)	B-229230 (03/14/88)	B-226010 (11/30/87)
B-223797 (04/20/87)	B-221162 (06/10/86)	B-218754 (08/17/85)	B-217474 (07/19/85)
B-217719 (07/01/85)	B-205149 (06/04/85)	B-217189 (05/06/85)	B-215699 (10/02/84)
B-212326 (11/29/83)	B-209691 (05/09/83)	B-208479 (03/16/83)	B-208837 (12/06/82)
B-203345 (07/07/82)	B-205267 (06/15/82)	B-205873 (05/04/82)	B-203630 (03/09/82)
B-204015 (09/18/81)	B-202103 (07/16/81)	60 Comp. Gen. 531 (1981)	B-200615 (06/15/81)
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)
B-198475 (10/17/80)	B-198901 (10/03/80)	58 Comp. Gen. 786 (1979)	B-192851 (05/11/79)
B-194203 (05/07/79)	B-191040 (11/29/78)	B-189639 (03/24/78)	B-190108 (02/13/78)
B-189381 (12/15/77)	B-189295 (08/16/77)	B-187223 (02/18/77)	B-187890 (02/17/77)
B-187125 (02/09/77)	B-187437 (02/07/77)	B-187363 (12/21/76)	B-186290 (09/30/76)
B-186734 (09/23/76)	B-184928 (09/15/76)	B-185680 (08/04/76)	B-184703 (04/30/76)
B-183611 (09/02/75)	B-183317 (05/14/75)	B-180981 (10/01/74)	

W. Losses Due to Prices or Market Conditions at the Old and New PDS

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	B-191203 (05/11/78)
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

X. Other Sale and Purchase of Residence Expenses

GSBCA 15882-RELO (08/15/02)	GSBCA 15735-RELO (07/17/02)	GSBCA 15866-RELO (06/28/02)	GSBCA 15720-RELO (03/28/02)
GSBCA 15377-RELO (01/11/02)	GSBCA 15686-RELO (11/07/01)	GSBCA 15645-RELO (10/11/01)	GSBCA 15639-RELO (10/03/01)
B-248906 (11/18/92)	B-247315 (05/18/92)	B-247042 (05/12/92)	B-246296 (03/30/92)
71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	B-241986 (08/15/91)	B-242946 (06/12/91)
70 Comp. Gen. 362 (1991)	B-238372 (08/01/90)	68 Comp. Gen. 373 (1989)	B-231485 (01/19/89)
67 Comp. Gen. 449 (1988)	B-230402 (03/23/88)	B-229230 (03/14/88)	B-224765 (08/17/87)
B-215410 (11/14/84)	B-202906 (09/15/82)	61 Comp. Gen. 352 (1982)	B-172742 (11/24/80)
B-194851 (04/08/80)	B-193578 (08/20/79)	B-194887 (08/17/79)	B-192851 (05/11/79)
B-190815 (03/27/78)	B-189093 (10/13/77)	B-189662 (10/04/77)	B-187493 (04/01/77)
B-186734 (09/23/76)	B-185783 (04/29/76)	B-184594 (02/12/76)	

Y. Overall Limitations

B-216542 (06/11/85)	B-211310 (10/04/83)	B-191485 (11/21/78)	
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Z. Settlement of an Unexpired lease

B-232394 (10/06/89)	68 Comp. Gen. 133 (1988)	67 Comp. Gen. 285 (1988)	B-227380 (11/13/87)
65 Comp. Gen. 396 (1986)	64 Comp. Gen. 24 (1984)	B-210918 (03/20/84)	B-201153 (01/18/82)
B-200841 (11/19/81)	B-200037 (03/02/81)	B-193452 (07/10/79)	B-192129 (03/08/79)
B-192135 (01/24/79)	B-189808 (04/28/78)	B-188604 (02/14/78)	B-186435 (10/13/77)
B-186507 (12/22/76)	B-186035 (11/02/76)	56 Comp. Gen. 20 (1976)	B-184901 (07/23/76)
B-184164 (12/08/75)	B-182276 (04/10/75)	B-181435 (02/12/75)	

AA. Exclusions

GSBCA 15615-RELO (08/14/01)	B-192486 (12/12/78)	54 Comp. Gen. 991 (1975)	
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AB. Employee Must Incur Costs

GSBCA 15867-RELO (07/11/02)	GSBCA 15695-RELO (06/10/02)	GSBCA 15761-RELO (05/09/02)	GSBCA 15377-RELO (01/11/02)
GSBCA 15613-RELO (09/07/01)	GSBCA 15560-RELO (06/22/01)	GSBCA 15485-RELO (05/04/01)	

AC. Employee Must Actually Sell/Purchase Real Estate

GSBCA 15580-RELO (01/31/02)	GSBCA 15629-RELO (10/17/01)	GSBCA 15524-RELO (08/09/01)	
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AD. Miscellaneous Expenses

GSBCA 15706-RELO (07/17/02)	GSBCA 15728-RELO (06/24/02)	GSBCA 15718-RELO (02/28/02)	GSBCA 15730-RELO (01/24/02)
GSBCA 15662-RELO (12/20/01)	GSBCA 15529-RELO (11/30/01)	GSBCA 15613-RELO (09/07/01)	GSBCA 15591-RELO (08/29/01)
GSBCA 15541-RELO (08/22/01)			

AE. Regularly Commutes

GSBCA 15445-RELO (08/02/01)	GSBCA 15514-RELO (11/30/01)	GSBCA 15480-RELO (06/12/01)	GSBCA 15521-RELO (05/17/01)
GSBCA 15403-RELO (05/17/01)			

AF. Relocation Services

GSBCA 157-RELO (03/28/02)	GSBCA 157-RELO (03/27/02)	GSBCA 156-RELO (02/14/02)	GSBCA 155-RELO (01/31/02)
GSBCA 156-RELO (08/14/01)			

AG. Title Issues

GSBCA 15499-RELO (06/13/01)	GSBCA 15503-RELO (05/03/01)	GSBCA 15379-RELO (04/19/01)	
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AH. Home Inspection Fee

GSBCA 15718-RELO (02/28/02)			
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AI. Home Marketing Incentive Program

GSBCA 15621-RELO (02/14/02)	GSBCA 15580-RELO (01/31/02)		
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AJ. Extensions for Sale of Residence

GSBCA 15866-RELO (06/28/02)	GSBCA 15639-RELO (10/03/01)		
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AK. Real Estate Entitlements -- New Employee

GSBCA 15577-RELO (01/15/02)	GSBCA 15686-RELO (11/07/01)		
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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 USC §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 USC §101(4)).

AUTHENTICATING OFFICIAL. See **AO.**

AUTHORIZED. The giving of permission before an act.

AO (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.*

Effective 1 March 2004

***BLANKET TRAVEL AUTHORIZATION.** (Also called Unlimited Open, Limited Open, or Repeat Travel Authorization.) An authorization issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. (Also see Travel Authorization.)

NOTE 1: *Blanket travel authorizations are not used in DTS.*

NOTE 2: *Blanket travel authorizations for TDY travel can only authorize economy-class travel. If premium-class travel becomes necessary for a specific trip, an amendment to the travel authorization for each such trip must be issued.*

***BUSINESS-CLASS.** Travel and accommodations/service that fall between first-class and coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and coach-class accommodations. (*See par. U3125-B2b for business-class transportation authority (restricted to the two-star flag level and civilian equivalents.)*)

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 USC §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;
- B. Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting completion of the school year by other children (50 Comp. Gen. 220 (1970); 66 id. 497 (1987)).;
- C. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and
- D. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 1: Generally, the individuals named in items C and D are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

NOTE 2: In connection with the Missing Persons Act, "dependent" is defined in par. C6101-A for purposes of transportation eligibility under that Act.

NOTE 3: With respect to emergency leave travel, see par. C6453-D.

NOTE 4: With respect to threatened law enforcement/investigative employees, see par. C6401.

DESIGNATED PLACE. A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES

- A. The several departments and agencies of the Executive branch of the Federal Government.
- B. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. **NOTE:** This distinction is necessary with regard to funding for travel and transportation from one department to another.

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

DISTANCE. As applicable for the Defense Table of Official Distance:

- A. **SHORTEST**—Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
- B. **PRACTICAL**—Route a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routings consider distance, road quality, terrain,

urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of entitlement to HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EFFECTIVE DATE OF PCS ORDERS. The date an employee is required to commence travel to comply with orders. (***NOTE: In determining the effective date, authorized leave or TDY en route required by the orders is excluded.***)

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT. The date an employee or new appointee reports for duty at a new or first PDS.

EMERGENCY TRAVEL. See *TRAVEL, EMERGENCY*.

EMPLOYEE. A civilian individual:

- A. Employed by an agency (as defined in this Appendix), regardless of status or grade;
- B. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
- C. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EMPLOYEE, DISABLED.

A. An employee who has a disability as defined in paragraph (B) of this definition and generally otherwise is covered under the Rehabilitation Act of 1973, as amended (29 USC §701-797b).

B. Disability, with respect to an employee:

- 1. Having a physical or mental impairment that substantially limits one or more major life activities;
- 2. Having a record of such an impairment;
- 3. Being regarded as having such an impairment; but
- 4. does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

C. Physical or mental impairment:

- 1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:
 - a. neurological,
 - b. musculoskeletal,
 - c. special sense organ,
 - d. respiratory (including speech organs),
 - e. cardiovascular,

- f. reproductive,
 - g. digestive,
 - h. genitourinary,
 - i. hemic and lymphatic,
 - j. skin,
 - k. endocrine; or
2. Any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).
3. "Physical or mental impairment" includes such diseases and conditions as:
- a. cerebral palsy,
 - b. epilepsy,
 - c. muscular dystrophy,
 - d. multiple sclerosis,
 - e. cancer,
 - f. heart disease,
 - g. diabetes,
 - h. mental retardation,
 - i. emotional illness,
 - j. orthopedic, visual, speech and hearing impairments, and
 - k. similar impairments.
- D. "Major life activities": Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- E. "Has a record of such an impairment": the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.
- F. "Is regarded as having such an impairment" means the employee has:
- 1. A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
 - 2. A physical or mental impairment that substantially limits major life activities as a result of the attitudes or others toward such an impairment; or
 - 3. None of the impairments defined under "physical or mental impairment", but is treated by the employing agency as having a substantially limiting impairment.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. See **NON-TEMPORARY STORAGE**.

FAMILY. See **DEPENDENT**.

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations during which:

A. The individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises, or

NOTE: *Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate).*

B. Students are participating in survival training, forage for subsistence, and improvise shelter.

NOTE: *Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.*

***FIRST-CLASS.** The highest travel and accommodations available -- See JFTR, par. U3125-B2a and/or JTR, par. C2204-B2a for first-class transportation authority.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN SERVICE OF THE UNITED STATES. The Foreign Service as constituted under the Foreign Service Act of 1980.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

FUND-APPROVING OFFICIAL. One who provides the accounting data for authorized/approved travel assignments or amendments.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: *Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Island, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession, are separate geographical localities.*

NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

GOVERNMENT-CONTROLLED QUARTERS. Quarters (other than Government or privatized quarters) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters that the Government controls occupancy).

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See Appendix O, par. T4040-A2b. for information on "Government mess available.") by an employee includes:

A. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp;
NOTE: A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.

B. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

C. Box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

A. Owned by an agency;

B. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

C. Leased by the Government for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE. The daily rate (discount or standard) charged for meals in a Government dining facility. Effective 1 January 2004.

A. Discount Government Meal Rate: \$7.10 per day

B. Standard Government Meal Rate: \$8.30 per day

NOTE: Also see **DISCOUNT GOVERNMENT MEAL RATE.**

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/GOVERNMENT MESS.**

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

A. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;

B. Lodgings or other quarters obtained by U.S. Government contract;

C. Quarters in a state-owned National Guard camp;

D. Sleeping facilities in a National Guard armory when these facilities actually are used or their use is directed by competent authority for annual or year-round annual training directs their use even though not used;

E. Temporary lodging facilities as defined in this Appendix;

F. Lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations;

G. Family-type housing owned or leased by the U.S. Government (does *not* include privatized housing).

NOTE 1: Government quarters include guest houses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant and a Navy Mine Defense Laboratory offshore platform. Also included are family-type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

NOTE 2: Adequacy standards are prescribed by the Office, Secretary of Defense in DoD 4165.63-M DoD Housing Management (See http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate DoD component regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (Also see **Government Conveyance.**)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. **NOTE:** *Members, traveling together under orders directing no/limited reimbursement, may be between any points en route, provided that the order specifically indicates the points between which the status applies.*

HOUSEHOLD GOODS (HHG) (FTR, § 300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in this Appendix) that legally may be accepted and transported by a commercial HHG carrier.

A. HHG include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C5154-C1) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
2. Spare parts for a POV (see the definition in this Appendix) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
4. Consumable goods for employees ordered to locations listed in Appendix F;
5. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis, and snowmobiles);

(Effective 13 September 2002)

6. Boats (and their associated trailer) that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and

(Effective 19 February 2002)

7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 11 for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
5. HHG for resale, disposal or commercial use;
6. Privately owned live ammunition (B-130583, May 8, 1957); and
7. Boats (other than those in A6 above); and
8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
 - (a) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,
 - (b) No storage is required, and
 - (c) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. See *TRANSPORTATION, HHG*.

Effective 13 September 2002

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IMMEDIATE FAMILY. See *DEPENDENT/IMMEDIATE FAMILY*.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL. A rate per mile for the authorized use of a privately-owned automobile during official PCS travel. The amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. C2505 for current rates.

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

- A. Missing;
- B. Missing in action;
- C. Interned in a foreign country;
- D. Captured, beleaguered, or besieged by a hostile force; or
- E. Involuntarily detained in a foreign country.

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. Outside CONUS.

NOTE: *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 **AO**.

OVERSEAS. See **OCONUS**.

PER DIEM ALLOWANCE. 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:

NOTE 1: *Per diem does not include transportation and other miscellaneous travel expenses.*

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:

A. For employees:

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

B. For invitational travelers:

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

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

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

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

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

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

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

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

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

PLACE OF STORAGE. Residence or authorized storage location.

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

PORT OF DEBARKATION.

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

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

PORT OF EMBARKATION.

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

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

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

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

***PREMIUM-CLASS.** Travel and accommodations that are:

A. First-class (highest class available – (See definition of **FIRST-CLASS**), or

B. Business-class (See definition of **BUSINESS-CLASS**)

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

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

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

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

- A. Is self-propelled;
- B. Is licensed to travel on the public highways;
- C. Is designed to carry passengers or HHG; and
- D. Has four or more wheels (*see NOTE 3 below*).

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

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

NOTE 3:

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

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

PRIVATIZED HOUSING. Housing units on or near military installations in the U.S. and its territories and possessions that are acquired or constructed by private persons, under 10 USC §§2871-2885. The Service Secretary determines which privatized housing is suitable for use as military family housing. *Privatized housing is not Government or Government-controlled quarters.*

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

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

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

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

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

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

***RENEWAL AGREEMENT TRAVEL.** See **PERMANENT DUTY TRAVEL.** Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. See Chapter 5, Part K, for eligibility and limitations.

RESERVE COMPONENT. The:

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

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

SECRETARIAL PROCESS. Action by the:

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

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

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

- A. The Army, with respect to matters concerning the Army;

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

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

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

SEPARATION TRAVEL. See *PERMANENT DUTY TRAVEL*.

SERVICES. See *UNIFORMED SERVICES*.

SHORT DISTANCE MOVE. A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS. See par. C4108-B for authorization/approval and exceptions to the 50-mile rule.

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

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

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

STANDARD CONUS PER DIEM RATE.

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

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

SUBSISTENCE EXPENSES. See *PER DIEM ALLOWANCE*.

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 USC §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, Anathathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: 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 USC §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.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

Effective 1 March 2004

***TRAVEL AUTHORIZATION.** *(Also referred to as a travel order.)* A written instrument issued or approved by person(s) to whom authority has been delegated authorizing a traveler or group of travelers to travel. There are four basic types travel authorizations:

A. Unlimited Open. This is a form of blanket travel authorization allowing an employee to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See **NOTE** below

for restrictions..

B. **Limited Open.** This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See **NOTE** below for restrictions.

C. **Repeat.** This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See **NOTE** below for restrictions..

D. **Trip-by-trip.** A travel authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

NOTE: Unlimited Open, Limited Open, and Repeat Travel Authorizations (also called Blanket Travel Authorizations) are not used in DTS. The blanket travel authorization type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel for each such trip must be issued.

TRAVEL CLAIM (VOUCHER). A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, EMERGENCY. Travel that results from:

- A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. The death or serious illness of a member of the traveler's family; or
- C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler's home.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed by the Government, or employed (under 5 USC §5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel solely in connection with business of the DoD or the Government.

NOTE 1: *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

NOTE 2: *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

TRAVEL REQUEST. A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel requesting officials for their own travel orders. However when travelers are permitted to be travel requesting officials for their own orders, under no circumstances may the travel requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE: A travel request is subject to approval/disapproval by a travel-approving/directing official.***

TRAVEL STATUS. The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

UNACCOMPANIED BAGGAGE. See **BAGGAGE, UNACCOMPANIED.**

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and all other territories and possessions of the United States.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a Government mess, and
- C. Where there are U.S. Government operations.

NOTE: This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

Effective 13 September 2002

WEIGHT ADDITIVE. See **HOUSEHOLD GOODS-WEIGHT ADDITIVE.**

APPENDIX A

DEFINITIONS

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	AO
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 (also referred to as PBP&E)
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

APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

PART III: CITY-PAIR PROGRAM

Regulations applicable to the Contract City-Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at <http://www.transcom.mil/j5/pt/dtr.html>. Following is an edited extract from that regulation.

*A. **POLICY** (DoD 4500.9, Part L. Chap. 103, par. B2)

1. **GSA Airline City Pairs Program.** Each year, under the Airline City Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City Pairs" on the GSA website: <http://www.gsa.gov>.

*2. Some GSA routes may offer "dual fares"; one fare is an unrestricted fare (fare basis code "YCA") and the other a capacity-controlled unrestricted fare (fare basis code "_CA"). The capacity-controlled unrestricted _CA fare differs from the unrestricted YCA fare only in that the airline can limit the number of seats offered under the capacity-controlled, or "_CA" fare basis. The unrestricted fare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The capacity-controlled unrestricted fare is, in many cases, significantly less expensive than the unrestricted fare. Travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a capacity-controlled unrestricted GSA Airline City-Pairs fare on the routes on which the dual fare structure exists. Local commercial ticket offices can provide information on what routes offer dual fares.

3. *Government contractors are not authorized use of GSA Airline City Pairs fares.*

*4. **Non-Mandatory Users:** A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. All members and employees of the U.S. Congress; employees of the Judicial Branch of the Government; employees of the U.S. Postal Service; U.S. Foreign Service Officers; and employees of any agencies who are not subject to the provisions of 5 U.S.C. §5701-5709.

b. DOD recruits traveling from Military Entrance Processing Stations (MEPS).

c. Groups of 21 or more passengers.

*5. **Exception to the Use of Contract Carriers:** One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (see *NOTE*)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing. (See DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this ***NOTE.***)

- b. The contractor carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006/JTR, par. C1059);
- c. A non-contract (DoD-approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE:*** This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares);
- d. Rail service is available and that service is cost effective and consistent with mission requirements;
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. SCHEDULED AIR CARRIERS (DoD 4500.9-R, Part L, Chap. 103, par. A2)

1. Contract air service between city-pairs shall be used for all domestic travel, and for international travel when AMC-procured channel airlift Category B/Patriot Express is not available or does not meet the mission requirement. ***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 AO retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

2. Government contractor personnel must never be in possession of invitational travel authorizations while in the performance of their contracts and are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.

NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

T4000 INTRODUCTION

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

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

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

T4010 REIMBURSEMENT RATE

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

T4020 TDY TRAVEL POLICY

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

*B. Traveler Rights and Responsibilities

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

commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.

*4. It is *mandatory* that travelers make their official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. Travelers:

a. who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,

*b. must use coach-class for all official travel, unless premium-class accommodations are authorized prior to travel by the appropriate level listed in par. U3125-B2a or U3125-B2b.

(1) *See JTR, par. C2000-A2c/JFTR, par. U2000-A2c for medical reasons.* or

(2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized because the mission timing is "so urgent it cannot be postponed," premium-class travel should only be authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and traveler can rest before reporting back to work. *See JFTR pars. U3125-B2a and U3125-B2b and JTR, pars. C2204-B2a and C2204-B2b.*

c. must **not** use foreign flag transportation even if U.S. flag carrier fares are higher,

d. who use premium-class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and

e. should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.

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

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

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

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

9. Retaining Promotional Items

a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as

points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.

c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

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

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel, including transportation and rental cars.

2. Service Regulations. See DoD component/Service regulations for CTO use information.

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when travelers and/or authorizing/order-issuing officials fail to follow the regulations concerning CTO use (see par. T4005).

b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must *not* be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. Reimbursement *shall not be allowed* when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

B. Requirements

1. When making travel arrangements, travelers should use the following:

a. services available under a TMS (see Appendix A), or

b. in-house travel offices.

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/approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

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.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

*B. Commercial Transportation. The Services must require that CTOs arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city-pair flights, or to arrange foreign flag carriers, or business- (but not first-) -class accommodations (see JTR, par. C1060, ***NOTE 1*** and JFTR, par. U4326, ***NOTE 1***) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, par. C2204-B2 and JFTR, par. U3125-B2 may authorize business or first-class accommodations use.

Effective 1 January 2004

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U1410 and JTR par. C1410). When possible, official business is not authorized.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. *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.* Rest stops shall not exceed 24 hours. ***NOTE: 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.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees -

- (1) *Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.* In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), 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.*
- (2) The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://www.dtic.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.
- d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* by PDTATAC or Secretary concerned for *only uniformed members* (see JFTR, par. U4250). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*
- NOTE 1:** *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*
- NOTE 2:** *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/opdrform.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.*
- e. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*
- f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point, as appropriate.

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

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

Effective 1 October 2003

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$3.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

Effective for TDY travel performed on or after 1 January 1999

NOTE 1: Applicable to civilian employees:

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

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

Effective for TDY travel performed on or after 1 January 2001

NOTE 2: Applicable to uniformed members:

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

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

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. *Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).*
2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.
3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

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

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. *Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.*
2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

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

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty.

Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. *Exception: A traveler receiving the GMR rate while TDY to a JTF Commander’s area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).* The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY Aboard Vessels

- a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.
- b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

- 1/ Full Meal Rate = Food costs plus operating expenses.
- 2/ Discount Meal Rate = Food costs only.
- 3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

- 1. **Transportation.** Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler’s normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler’s normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).
- 2. **Meals.** With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler’s PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

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 expenses.

E. Miscellaneous Expenses. 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. **ATM Fees**
 - a. **UNIFORMED MEMBERS.** Administrative fees for ATM use to obtain money with:
 - (1) The Government-sponsored Contractor-issued Travel Charge Card (Government charge card), or
 - (2) An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

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

b. **CIVILIAN EMPLOYEES**. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned. *Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.*;

3. Fees for passports, visas (including green cards), and photographs for OCONUS travel (see JFTR, par. U1415 & JTR, 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 order is to and/or from high threat areas or high risk airports (see http://travel.state.gov/warnings_list.html) by commercial air and 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 US 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 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;

9. Transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chapter 3, Part E; and JTR, Chapter 2, Part C);

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

12. Authorized 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. T4060-B5);

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

i. Excess baggage transportation costs;

j. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. C4955-E3 for civilian employees, and par. U2555-E3 for uniformed members;***

k. Dual lodging costs, ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.; and***

- l. Non-refundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled, ***NOTE: Reimbursement must not exceed the remaining amount of 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 7 May 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).***
 13. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
 14. Parking fees at the transportation terminal, NTE the cost of taxi fares (including allowable tips) for one round-trip to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
 15. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
 16. Tips for handling Government property at terminals and hotels;
 17. **UNIFORMED MEMBERS ONLY**: Customary tips for handling any baggage at transportation terminals; and
 18. **CIVILIAN EMPLOYEES ONLY**: The cost during TDY travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing
 - (a) ***Is*** a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights TDY lodging in CONUS.
 - (b) ***Is not a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the per diem/AEA authorized for OCONUS travel.***
 19. **UNIFORMED MEMBERS ONLY**: The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing:
 - (a) Up to an average of \$2 per day, ***is*** a separately reimbursable travel expense when TDY travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);
 - (b) ***Is not a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the per diem/AEA authorized for OCONUS travel;***
 20. Any per-day administrative fee called for by the SDCC rental car agreements (including GARS); and
 21. Similar travel related expenses.
- F. **Reimbursement for Travel Expenses at the TDY Location**
1. Reimbursement is authorized for necessary travel expenses at the TDY location.

2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

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

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

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

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.
3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

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

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. to active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

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

- (4) Rail service is available, cost effective, and consistent with mission requirements;
- (5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or
- (6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO ensures that the rationale for not using contract flights is recorded on the Trip Record.

NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City-pair Program.

*2. ***Authorizing Business-class Transportation Accommodations.*** Only the officials listed in JTR, par. C2204-B2b, and JFTR, par. U3125-B2b may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

NOTES:

- (1) 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.***
- (2) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.***
- (3) The 14-hour rule only (in par. T4060-B1c(6) above) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.***
- (4) When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.***
- (5) When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.***

3. Using American Flag Carriers. 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). See JFTR, par. U3125-C and JTR, par. C2204-B. U.S. flag carriers are not considered "available" if:

- a. Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
- d. The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S. flag carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
- g. Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. *However, contract fare travel must not be used for personal travel. (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.)* The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, JTR, par. C4563-C applies. A member is not entitled to per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

- a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.
- b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

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

7. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.
8. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).
9. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.
10. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.
11. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.
12. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.
13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).
14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:
- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
 - b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

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

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

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

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

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

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

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

19. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is authorized limited PCS allowances rather than TDY allowances (see JTR, Chapter 5, Part I).

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

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

APPENDIX R

RESERVED