VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 464

Alexandria, VA 1 June 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 June 2004 unless otherwise indicated.

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This change includes all material written in CAP items 01-04(E); 08-04(E); 15-04(E) and 16-04(E); and civilian editorials C04018; C04020; and C04022. Insert the attached pages and remove the corresponding pages. Remove pages C4C-5, C4C-7, C4C-9, C9-1 and C9-3. This cover page replaces the Change 463 cover page.

BRIEF OF REVISION

These are the major changes made by Change 464:

C1410; C1415; T4040-E. Indicates that Visa and/or Passport reimbursement for dependents is allowed except when in connection with personal travel. Wording has also been added to clarify that medical fees are not considered transportation expenses when obtaining Visas and/or Passports and therefore not reimbursable.

C2000-A2c; C2004-B4. Clarifies when the Premium-class authorizing/approving official is to be used.

C4622. Revises an incorrect reference in par. C4622-D.

C5180-C2c. Makes clear that incident to separation travel to an alternate destination reimbursement for the cost of transporting HHG from:

a. an OCONUS PDS to the alternate destination is limited to the constructed cost of returning the employee's HHG from the OCONUS PDS to the employee's actual residence;

b. NTS to the alternate location is limited to the constructed cost of returning the HHG from NTS to the employee's actual residence; and

c. NTS to an OCONUS PDS where an employee retires is limited to the constructed cost of returning the HHG from NTS to the employee's actual residence.

Chapter 5, Part G and M. Moves all permanent duty travel regulations into Chapter 5 thereby creating a single JTR Chapter with all related permanent duty travel information in one place. These parts apply to HHT and MEA.

T4040-D2. Adds the JFTR reference to help the reader find more detailed information when occasional meals are allowed for uniformed personnel.

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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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CHAPTER 1

DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

A. Inclusion. Except as indicated in par. C1001-B, the provisions in this Volume apply to:

1. DoD personal services contract employees (see 27 Comp. Gen. 695 (1948));

2. DoD civilian officials/employees and their dependents, ***NOTE: This includes direct hire foreign citizens employed by DoD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreements with the local government.***;

3. Civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);

4. Civilian officials and employees of other Federal Government departments and agencies who perform official assignments for and at the expense of DoD;

5. Persons who perform TDY under DoD ITAs involving Government business (including foreign citizen indirect hires);

6. National Guard technicians employed pursuant to 32 USC §709;

7. Persons employed intermittently as consultants or experts and paid on a when actually-employed (WAE) basis or persons serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at place of employment or service for the Government; and

8. New appointees to the senior executive service and certain Presidential appointees.

B. DoD Test of Simplified Travel. Simplified travel rules in Appendix O govern TDY for DoD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

C. Restrictions. This Volume does not apply to:

1. NAF officials and employees traveling on NAF business (unless adopted by the NAF activities),

2. Contractors' representatives and contractors' employees under contracts with DoD, and

3. DoD employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.

D. Authorization Not Stated. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authorization that is not addressed in the JTR is not implemented within DoD.

C1002 IMPLEMENTATION

Under DoDD 5154.29, the provisions in this Volume, and subsequent amendments thereto, are effective on the basis of promulgation by the PDTATAC, without further allowances implementation by the separate departments. The

separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume. ***NOTE: DoDD 5154.29 requires that PDTATAC staff review all written material that implements JTR provisions***.

C1003 DEPARTMENT OF STATE (DOS) TEMPORARY QUARTERS EXPENSE ALLOWANCE (TQSA)

An employee is authorized Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA)

A. Policy, Payment and Procedural Guidance. For FTA policy, payment and procedural guidance see the Department of State Standardized Regulations (DSSR), Section 240 at ***http://www.state.gov/m/a/als/1737.htm***.

*B. Transfers. Employees transferring from a CONUS/non-foreign OCONUS PDS to a foreign PDS are authorized a MEA under JTR, Chapter 5, Part G but NOT the allowance in par. C1004-C1 below (DSSR, Section 242.6 at ***http://www.state.gov/m/a/als/1737.htm***).

C. Foreign Transfer Allowance (FTA). The FTA is a DoS allowance (5 USC §5924(2)(A)) that reimburses certain expenses when an employee is appointed/PCSing to a foreign PDS when an MEA is not payable. The FTA applies to employees as indicated below. This includes expenses incurred before leaving the CONUS/non-foreign OCONUS areas. The FTA is composed of four elements:

1. Miscellaneous Expense. This portion is allowable ***only*** for DoD new appointees being assigned to the first PDS.

2. Wardrobe Expense. ***This portion is not allowable for DoD civilian employees***.

3. Pre-departure Subsistence Expense. (***This portion is allowable for DoD employees PCSing from a PDS in CONUS/a non-foreign OCONUS area to a PDS in a foreign OCONUS area and for new appointees traveling from an actual residence in CONUS/a non-foreign OCONUS area to their first PDS in a foreign OCONUS area)***, and

4. Lease Penalty Expense. This portion is allowable for all DoD employees PCSing to a foreign OCONUS PDS.

NOTE: For other allowances relevant to first duty station travel, see Chapter 4, Part B.

C1005 GAIN-SHARING PROGRAM

A Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. Title 5 USC, Chapter 45, Subchapter 1 provides authority for this program. Since the Gain-Sharing Program exists as a 'Bonus' program and not a travel program, the discretionary participation in a Gain-Sharing Program is not covered by, nor addressed in, the JTR.

C1006 ADMINISTRATIVE PROCEDURES

Except as noted in Appendix O, the separate DoD components may issue administrative procedures for the judicious administration of the allowances in this Volume. Those procedures must not contravene or duplicate this Volume's provisions and must be reviewed IAW par. C1002.

PART C: TRAVEL ADVANCES

C1100 GENERAL

A. Minimizing Cash Requirements

1. Policy. Employees traveling on official business:

   a. Are responsible for their travel expenses, but

   b. Should not have to pay official travel expenses entirely from personal funds (unless the employee decides not to use Government resources such as the Government-sponsored contractor-issued travel charge cards or traveler's checks).

2. Responsibilities. DoD components:

   a. May issue travel advances for certain expenses, as authorized in this Part, and

   b. Should ensure travelers take all reasonable steps to minimize the cash burden on both the component and the traveler (such as using the Government-sponsored contractor-issued travel charge cards).

B. Use of Government-sponsored Contractor-issued Travel Charge Cards. "It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified", (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the 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 (DoDFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DoD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.***

C1101 ALLOWABLE ADVANCES

A. Authorization (FTR §302-2.21). Travel advances described in this paragraph may be paid when authorized on orders.

B. TDY Travel. DoD Components may pay travel advances (as opposed to authorizing Government-sponsored contractor-issued travel card use for ATM advances) when permitted in accordance with the DoDFMR, Volume 9. Advances may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.

C. PCS/TCS Travel (FTR §302-2.22/302-3.513/302-4.600). Travel advances may be paid when a per diem allowance or POC mileage allowance is authorized for PCS/TCS travel. ***A travel advance may not be paid for OCONUS Renewal Agreement Travel (RAT), return travel for separation, or advance return of dependents from OCONUS.***

D. HHG Transportation and Temporary Storage Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and temporary storage is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;

2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD component concerned; and

3. Anticipated temporary storage period (not to exceed 90 days) at Government expense.

E. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). ***An advance is not authorized for non-temporary (extended) storage of HHG.***

F. Movement of Mobile Home (FTR §302-10.300/301). An advance may be paid for the transportation of a mobile home when the employee is responsible for arranging and paying a commercial carrier to transport the mobile home. The advance may not exceed the estimated amount allowable. ***No advance is authorized when the Government pays the carrier directly.***

*G. House-hunting Trip (FTR §302-5.16). An advance may be paid for HHT expenses. The advance may not exceed the sum of the anticipated transportation costs, and the maximum per diem allowable under the Lodgings-Plus method in par. C5624-B1 for the location and duration of the HHT. If a fixed-amount HHT is offered and elected, the anticipated transportation costs may be advanced. The actual fixed-amount payment under par. C5624-B2 is not an advance but rather is a payment. See par. C5632.

H. Temporary Quarters Subsistence Expenses (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DoD Component may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(F)).

I. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). ***An advance is not paid for expenses incurred in connection with residence transactions.***

J. Attendants for Military Dependents. An advance may be paid for the travel and transportation allowances prescribed in par. C6151.

K. Transportation and Emergency Storage of POV (FTR §302–9.11). An advance for transportation and emergency storage of a POV may be paid not to exceed the estimated expenses amount authorized for that purpose.

L. Advance Lodging Deposits. Employees:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.

2. Are financially responsible for repayment of the advance deposit if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the agency.

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 child care, house care, pet care, hotel concierge, or workout room/gym fees, and similar items.**

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

1. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel;

2. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card) up to the amount authorized for an advance for the travel concerned. ***Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable***.;

3. Fees for passports, visas (including green cards), and photographs for OCONUS travel (see par. C1415);

   a. Expenses are not reimbursable for legal services for processing applications for passports, visas (including green cards), or changes in status even though local laws or custom may require the use of lawyers in processing such applications.;

   b. A traveler ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on official travel authorizations is to and/or from high threat areas or high risk airports (see ***http://travel.state.gov/warnings_list.html***) 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.;***

*d. Dependents' fee is reimbursable ***except*** in connection with personal travel.

*e. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the member is sent (either TDY or PCS), are not reimbursable, except as in par. C1410-A5 for inoculations.

*f. Legal service expenses in obtaining passports or visas (including green card), for TDY or PCS, are not reimbursable even though local laws or custom may require the use of lawyers.

*4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. C1410-A3e and C1410-A3f apply to this expense);

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;

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).

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

*A. General for All Travel

*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 (dependents' fee is reimbursable ***except*** in connection with personal travel.). Example: The United Kingdom Entry Clearance Fee

is a reimbursable fee.

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.***

*3. Medical expenses associated with obtaining passports and/or visas (including green card), are not reimbursable, except as in par. C1410-A5 for inoculations.

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: 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 appropriate premium-class 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 a TDY travel authorization is authorized travel/transportation allowances 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. constructed 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

c. Premium Class Approval Authorities.

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

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 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 authorization to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. "Not reasonably available" does not apply during official travel involving PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.

b. See par. 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 accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class 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 authorization 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, FEML, 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.

CHAPTER 4
EMPLOYEE TRAVEL

PART A: PERMANENT DUTY TRAVEL

Paragraph	Contents
C4000	**NOT USED (SEE CHAPTER 5, PART A)**
C4001	**AGREEMENTS FOR TRANSPORTATION ENTITLEMENT** A. General B. Negotiation of Agreements
C4002	**WITH WHOM INITIAL AGREEMENTS ARE NEGOTIATED** A. General B. OCONUS Local Hires
C4003	**WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED** A. General B. Married Employees C. Exception
C4004	**ACTUAL RESIDENCE DETERMINATION** A. Appointees (including Student Trainees) Travel to First PDS B. OCONUS Employment
C4005	**PERIOD OF SERVICE REQUIREMENT (TOUR OF DUTY)** A. Transfers to and within CONUS B. Appointment to First PDS C. OCONUS Employment
C4006	**DATE TOURS OF DUTY BEGIN** A. Transfer to and within CONUS B. Appointment to First PDS C. Employment OCONUS
C4007	**VIOLATION OF AGREEMENT**
C4008	**LOSS OF ENTITLEMENT UNDER AN AGREEMENT**
C4009	**ACCEPTABLE REASONS FOR RELEASE FROM A PERIOD OF SERVICE REQUIREMENTS** A. General B. Acceptable Reasons for Release from Periods of Service Requirements C. Transfer to other Departments or Agencies
C4010	**DOCUMENTATION OF ENTITLEMENT AND LIMITATIONS**
C4011	**TRANSPORTATION AGREEMENT REQUIREMENTS**
C4012	**PREPARATION AND DISPOSITION OF TRANSPORTATION AGREEMENTS** A. General B. Preparation and Disposition

C. Transportation Agreement for OCONUS Employees other than School Teachers
D. Department of Defense (DoD) Transportation Agreement – transfer of Professional School Personnel Outside CONUS (OCONUS)
E. Department of Defense (DoD) Transportation Agreement-Transfer of Civilian Employees to and within Continental United States (CONUS)

PART B: RESERVED

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL

Paragraph	Contents
C4100	**NOT USED (SEE CHAPTER 5, PART A)**
C4107	**NOT USED (SEE CHAPTER 5, PART M)**
C4109	**TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM**
C4113	**TDY STATION BECOMES PDS** A Per Diem Ends upon Notification of Transfer B. PCS Allowances C. Return to the Old PDS D. Per Diem at Old PDS E. Guidance in Comptroller General and GSBCA Decisions Applicable to Cases in which an Employee is Transferred to the Location at which the Employee is TDY

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL

C4100 NOT USED (SEE CHAPTER 5, PART A)

***C4107 NOT USED (SEE CHAPTER 5, PART M)**

C4109 TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

Title 5 USC §3371 through §3375 provides authority for the temporary assignment of employees between the Federal Government and state or local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The statutory authority provides for travel and transportation expenses similar to those provided to an employee incident to a transfer. Assignments solely for training are not contemplated under this authority. The assignments may be made for up to 2 years. They may, under certain circumstances, be extended for up to an additional 2 years. For travel purposes, these employees, whether in an appointed or detail status, are "employees" for determining eligibility for TDY orders and travel allowances under the FTR and JTR. OPM has authority to promulgate regulations governing the temporary assignment of these employees. Travel, transportation and related allowances for an employee under the IPA Mobility Program and dependents must be in accordance with OPM regulations in CFR, Part 5, Chapter 334. ***NOTE: See http://www.opm.gov/programs/ipa/index.htm for information and OPM regulations concerning the IPA Mobility Program.***

C4113 TDY STATION BECOMES PDS

A. Per Diem Ends upon Notification of Transfer. Generally, when an employee is transferred for permanent duty to a place at which the employee is already on TDY, the transfer is effective for per diem purposes on the date the employee receives definite notice, whether formal or informal, of the transfer. Per diem stops on the date the employee receives the notice. This, however, does not apply if the employee performs a TDY period or periods at the new PDS between the time the employee receives definite notice of the transfer (ex: 1 September 2003) and the effective date of the transfer (ex: 30 September 2003) if such period or periods are terminated by a return to the old PDS at which the employee performs substantial duty (B-214966, 27 December 1984).

NOTE 1: 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. 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. PCS Allowances. An employee on TDY at a location that becomes the employee's PDS is authorized PCS allowances if the transfer is in the Government's interest. Par. C4102 lists PCS allowances that are authorized in this case as well as the allowances (TQSE and house-hunting trip) that may be authorized.

C. Return to Old PDS. Return travel to the old PDS from the TDY location, or new PDS when an employee is transferred in the Governments interest to the TDY location, may be authorized/approved at Government expense (B-169392, 28 October 1976) as indicated in pars. C4113-C1 and C4113-C2.

1. Return to the Old PDS before the Date on which the TDY Location Becomes the Employee's New PDS. When return travel from the TDY location to the old PDS, ***before the date on which the TDY location becomes the employee's new PDS***, is authorized/approved, the employee is authorized:

a. return transportation to the old PDS under the TDY travel authorization, or reimbursement on a TDY mileage basis for POC use at the rate in par. C2500 if POC travel is determined to be advantageous to the Government plus per diem for the return trip payable in connection with return from TDY; and

b. transportation to the new PDS under the PCS travel authorization, or reimbursement on a PCS mileage basis for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable in connection with PCS travel.

2. Return to the Old PDS after the Date on which the TDY Location Becomes the Employee's New PDS. When return travel from the new PDS to the old PDS, ***after the date on which the TDY location becomes the employee's new PDS,*** is authorized/approved, the travel is PCS travel (B-169392, 28 October 1976) and the employee is authorized:

a. transportation under the PCS travel authorization to the old PDS, or reimbursement on a PCS mileage basis for POC use at the one person rate in par. C2505 (69 Comp. Gen. 424 (1990)) plus per diem for the return trip payable in connection with PCS travel; and

b. transportation to the new PDS under the PCS travel authorization, or reimbursement on a PCS mileage basis for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable in connection with PCS travel.

D. Per Diem at the Old PDS. Return to the old PDS before the date that the employee's TDY location becomes the employee's PDS is treated in the same manner as return from any TDY assignment and no per diem is payable at the old PDS. Return transportation to the old PDS after the date on which the TDY location becomes the employee's PDS is authorized as PCS travel and per diem at the old PDS is not authorized in connection with such travel.

E. Guidance in Comptroller General and GSBCA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

1. B-214966, 27 December 1984. Several different cases, dealing with transfers to TDY locations and cessation of per diem payments in those cases, are discussed as well as the exception to these situations when an employee performs a period or periods of TDY at the new official station between the time the employee receives the transfer authorization and the stated effective date of that authorization if such TDY period or periods are terminated by a return to the old station on official business.

2. GSBCA 13686-RELO, 28 February 1997. An employee was authorized a TDY assignment at the old PDS to act as a contracting officer's representative to make arrangements and supervise the packing and shipping of the employee's HHG.

3. GSBCA 15640-RELO, 13 June 2002. An employee was authorized reimbursement for second trip to the old PDS to supervise the shipment of HHG because, due to circumstances beyond the employee's control, the employee was unable to ship the HHG at the time of transfer.

4. B-169392, 28 October 1976. An employee was authorized reimbursement for expenses (transportation and per diem) for a round trip between the new and old PDSs several months after the TDY location became the employee's new PDS.

5. B-188093, 18 October 1977

a. One instance that notice of transfer to the location at which an employee is on TDY does not preclude payment of per diem while at that location is the case in which an employee returns to the old PDS to perform substantial duty before the scheduled PCS date. An employee who was notified of a transfer to the TDY location could continue to be paid per diem until the end of the TDY assignment because the employee was expected to return to the old PDS for two or three weeks before the date on which the employee was to report to the new PDS.

b. Return to the old PDS for a weekend primarily to make moving arrangements is not considered to be performance of substantial duty at the old PDS as that term is used in par. C4113-E5a, above.

c. Notification of a transfer to the TDY location is not necessarily based on the date the employee receives a formal or written notice of the PCS, it may be based on the date that the employee actually knew officially that the TDY location was to become his PDS. The notice to the employee not only must be communicated to the employee by proper authority but should also be definite as to the action being taken so that the employee has no doubt concerning the PCS.

d. To eliminate any misunderstanding, the employee should be advised at the time the employee is notified of the PCS to the TDY location that the notification also terminates per diem at the TDY location. At the same time, or soon after, a PCS travel authorization should be issued. Round-trip travel expenses should be authorized as soon as possible for the employee's return trip to the old PDS so that the employee can begin making necessary arrangements in preparation for the PCS.

6. B-190107, 8 February 1978. An employee performed intermittent TDY in Boston during June 1977. By PCS travel authorization dated 16 June 1977 the employee was transferred to Boston, effective 3 July 1977. While the general rule is that an employee, transferred to the place where the employee is performing TDY, may not be paid per diem after notice of such transfer, the rule is not applicable where TDY is intermittent and it is expected that the employee will return to headquarters for official duty prior to effective date of transfer.

7. B-205440, 25 May 1982. An employee stationed in Washington, D.C., who performed intermittent TDY in Hines, Illinois, after being notified of transfer to Hines effective 9 September 1978, nonetheless may be paid per diem when at Hines through December 30, 1978, since the employee was issued a TDY travel authorization to Hines during this period and until reporting to Hines on that date spent much time on assignment in Washington, D.C.

8. B-213742, 5 August 1985. Since employee was notified, while at a TDY station (Washington, D.C.), that Washington, D.C., had been changed to the employee's PDS, the employee may be reimbursed for round-trip travel and transportation expenses incurred between Washington, D.C., and Fort Collins to arrange for the movement of the employee's family and HHG and assisting in other matters incident to the relocation.

9. 64 COMP. GEN. 205 (1985). An employee received travel and per diem during an alleged 6-month detail in Washington, D.C., and then was permanently assigned to Washington. Whether a particular location should be considered a temporary or permanent duty station is a question of fact to be determined from the travel authorization directing the assignment, the duration of the assignment, and the nature of the duties to be performed. Under the facts and circumstances of this case, it was concluded that the employee's 6-month detail in Washington constituted a legitimate TDY assignment. Therefore, the employee was authorized TDY allowances in Washington until the day the employee received definite notice of transfer there.

10. 69 Comp. Gen. 424 (1990). An employee, permanently transferred to the place at which the employee was on a TDY assignment, returned to the old duty station by privately owned vehicle to retrieve stored household goods. The employee is authorized en route per diem and PCS mileage expenses for the round-trip since relocation travel by privately owned vehicle is deemed advantageous to the Government.

11. B-253033, 16 November 1993. An employee's official duty station was Salt Lake City, Utah. The employee was on a TDY assignment in San Bernardino, California, where the employee was selected for a permanent position. However, the employee's final TDY period in San Bernardino was terminated by a return to Salt Lake City for substantial official business. The effective date of transfer for per diem purposes is the date on which the employee returned to San Bernardino to stay at the new position, after completion of official business in Salt Lake City.

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins (departure day 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 (departure day 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 travel day 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 travel day 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 (return day 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 AO authorizes/approves the employee to obtain lodging, the lodging allowance is 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) RAT, and C4553-D2d(4) Separation Travel.**

*(1) House-hunting Trip. Pars. C4553-D2a, C4553-D2b, and C4553-D2c apply when computing per diem allowances for house-hunting trips (see Chapter 5, Part M), 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/perdiemrates.html*** for current rate), applicable to the new PDS on the arrival day 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

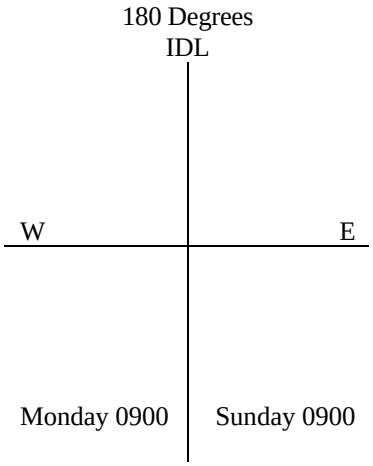
CONUS M&IE rate (See ***http://www.dtic.mil/perdiem/perdiemrates.html*** for current rate), as appropriate, also applies in par. C4553-D2e.

(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 RAT to the actual residence and return to the old or new PDS. Employees are authorized per diem for RAT only while traveling to the actual residence and from the actual residence to the old or new PDS, but not while at the actual 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 RAT, the M&IE rate applicable to the employee's actual 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 arrival day at that location, or the standard CONUS M&IE rate (see ***http://www.dtic.mil/perdiem/perdiemrates.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/perdiemrates.html*** for current rate), as appropriate, also applies as provided in par. C4553-D2e.

e. Departure and Return Days to PDS. The applicable M&IE rate prescribed in ***http://www.dtic.mil/perdiem/perdiemrates.html*** are authorized at a flat 75% on the departure day from, and the return day 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.

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

3. EXAMPLE:

a. A traveler is authorized/approved an AEA for lodging.

b. The traveler is paid M&IE on a per diem basis. Itemization of meals and incidental expenses is not required when M&IE is paid on a per diem basis.

c. The locality per diem rate is $60 (lodging) + $46 (M&IE) = $106 (Total).

d. The AEA must not exceed 150% of the total locality per diem rate.

e. The AEA for the maximum amount allowed for lodging is computed as follows:

(1) $106 (Total Per Diem) x 150% = $159

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

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

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

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

C4624 AEA COMPUTATION

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

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

C. Averaging Expenses

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

2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (not after returning to PDS) is:

a. A separately reimbursable expense in addition to per diem/AEA when CONUS travel requires at least 4 consecutive nights of CONUS TDY lodging, or

b. Not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

3. OCONUS EXAMPLE: A traveler on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a $32 dry-cleaning cost on Friday. The $32 cost is averaged over the 8-day TDY and the traveler may indicate that $4 was paid daily.

4. CONUS EXAMPLE: A traveler on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a $40 dry-cleaning bill. The $40 cost is averaged over the 10-day TDY and the traveler may indicated that $4 was paid daily.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. C4710.

2. Reimbursement for Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. C4605-D3 for reimbursement method.

Effective 1 October 2003

C4626 COMPUTATION EXAMPLES

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

NOTE:

1. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see http://www.dtic.mil/perdiem/perdiemrates.html) does not include an amount for lodging taxes. Lodging taxes in the U.S. and non-foreign OCONUS areas are separately reimbursable expenses in addition to AEA.

2. The maximum amount allowed for lodging in foreign OCONUS areas/countries (see http://www.dtic.mil/perdiem/perdiemrates.html) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.

CHAPTER 5
PERMANENT DUTY TRAVEL

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CHAPTER 5

PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

C5000 SCOPE

A. General (FTR §302-1.1). This Chapter covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.

2. Employee on PCS travel transferring in the Government's interest from one PDS to another without a break in Federal Government employment.

3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to the same/another OCONUS PDS).

4. Employee separating from an OCONUS PDS and returning to the actual residence.

5. Former employee (separated because of a reduction-in-force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.

6. Employees who qualifies for "last move home" travel and transportation allowances upon separation from Government service.

7. Career Senior Executive Service (SES) appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.

8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.

9. U.S. Postal Service employee transferred under 39 USC §1006 to a DoD component (FTR §302-1.2(a)(2) & 5 USC §5734). See par. C5080-C for a DoD employee transferring to the U.S. Postal Service.

B. Two or More Family Members Employed (FTR §302-3.2)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Government's interest, they may elect to receive the travel and transportation allowances authorized under this Chapter as one of the following:

a. Each as an employee separately. In this situation, each employee is eligible for travel and transportation allowances as an employee but is not treated as a dependent of the other employee.

b. Only one as an employee. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.

2. Non-employee Dependents. When employees elect separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of non-employee dependents.

3. Procedures. An election under par. C5000-B1 must be in writing and signed by all affected employees. When employees elect separate benefits under par. C5000-B1a, the election also must specify to which employee allowances are to be paid for non-employee family members.

*C. Employee Married to Military Member. An employee is authorized PCS allowances when transferred in the Government's interest, even if the employee's military member spouse is also transferred at the same time to the same place. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975))***. See pars. C5310-A3 and C13120 regarding duplicate payments.

D. Travel Authorization Issuance. See Chapter 3 for travel authorization issuance.

E. Funding Responsibility. See par. C1052-B.

C5005 PCS TRAVEL ELIGIBILITY

A. PCS Travel in the Government's Interest

1. General. Travel and transportation allowances are payable when it is in the Government's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between Government agencies. ***There must be no break in Government service when making the PCS unless the employee was separated from Government service because of RIF/transfer of function.***

2. DoD Component Responsibility. It is each DoD component's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility. When a PCS is authorized in accordance with par. C3000, PCS allowances must be paid (see par. C5050) to an employee transferred from one PDS to another for permanent duty if the transfer is in the Government's interest. Guidelines for making a determination of "Government's interest" are:

1. Management Directed. If a DoD component recruits/requests an employee to transfer (i.e., RIF, transfer of function, agency career development program, or agency directed placement); the transfer is in the Government's interest.

2. PCS Moves Not in the Government's Interest. If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit. The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the employee's interest, not in the Government's interest, and that the Government does not pay the PCS expenses.

3. PCS Allowances Payment/Nonpayment Notification

a. PCS Allowances Determination. When a DoD component recruits for a vacancy, the appropriate official should determine prior to advertising the vacancy whether or not it is in the Government's interest to pay PCS allowances. This information should be provided during the advertisement period. The determination regarding payment/nonpayment of PCS allowances also may be made after applicants have been referred to the selecting official.

b. Determination Factors. The PCS allowances determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

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 ***when the DoD component elects to pay movement costs to the employee's first PDS.*** [1]	Column 2—Relocation allowances that a DoD component has discretionary authority to pay or reimburse ***when the DoD component elects to pay movement costs to the employee's first PDS.***
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).	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 CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS 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 Chapter 13 is ***not*** authorized for new appointee movement to first PDS.

*(b) The Miscellaneous Expense Allowance (MEA) in Chapter 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, Chapter 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.
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).	*1. House-hunting, 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.
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].	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 CONUS or from a non-foreign OCONUS location 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 CONUS and/or a non-foreign OCONUS location.

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
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).	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 OCONUS 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 CONUS 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 OCONUS 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 OCONUS 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
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).	*1. House-hunting 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 USC §4109) [1] (JTR, par. C4500)

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).

[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.***

b. Includes:

(1) An individual who is employed with the Federal Government for the first time,

(2) Presidential Transition Team personnel (see par. C5080-A1c(3)), and

(3) An employee returning to the Government after a break in service (except an employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. C5080-C)); or

(4) A student trainee assigned to the Government upon completion of college work.

c. Is ***not*** an employee separated as a result of a RIF/transfer-of-function. Such employees are treated as a transferee under pars. C1052-B2 and C5080-C.

3. DoD Component Responsibility. ***Each DoD component must ensure that new appointees are informed of benefits availability and limitations.***

4. Procedural Requirements

a. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate agreement.

b. Travel before Appointment

(1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.

(2) Travel and transportation for Presidential Transition Team personnel (see par. C5080-A1a(3).), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.

(3) This paragraph does not limit the Chapter 6, Part E provisions allowing the payment of pre-employment interview travel.

c. Prior Payment. ***A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.***

5. Allowable Expenses. The following expenses are payable under the conditions of this Chapter governing the allowance in question. Not all of the listed items are applicable in each situation covered by this Part.

a. Travel and transportation, including per diem, for the appointee/student trainee (see par. C4553-B3).

NOTE: AEA in JTR, Chapter 4, Part M, may not be authorized/approved for first duty station travel.

b. Transportation for the appointee's/student trainee's dependents (see Chapter 7).

c. PCS mileage if a POC is used (see par. C5050).

d. Transportation and temporary storage of HHG (see Chapter 5, Part D).

e. NTS of HHG if appointed to an isolated location (see Chapter 5, Part D).

f. Mobile home transportation (see Chapter 10).

6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

a. Per diem for dependents;

b. A house-hunting trip (HHT);

c. Temporary Quarters Subsistence Expense Allowance (TQSE) (Chapter 13);

*d. Miscellaneous Expense Allowance (MEA) (Chapter 5, Part G);

e. Residence sale and purchase expenses (Chapter 14);

f. Lease-breaking expenses (except as in par. C1004-C4); and

g. Relocation services (Chapter 15).

7. Alternate Origin and/or Destination

a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

b. For Presidential Transition Team personnel (see par. C5080-A1a(3)), the actual residence, at the time of PCS following the most recent Presidential election, is used.

c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Chapter 1, Part C.

C. Movement of Employees or Reemployed Former Employees Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)

1. General. An involuntary transfer due to a RIF/transfer of function is in the Government's interest (FTR §302-3.205). PCS allowances are authorized.

2. Placement Prior to Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function prior to separation, travel and transportation allowances are from the old PDS to the new PDS.

3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

a. In the Federal Government,

b. Within 1 year of the separation date,

c. Under a non-temporary appointment, and

d. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfers.

4. Agreement Requirement. PCS allowances authorized under this paragraph, may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for allowances authorized under this paragraph become the personal financial responsibility of the individual. See par. C4001 for agreement requirements when a transfer is to an OCONUS position.

5. Employees Transferring to the U.S. Postal Service. The allowances under this paragraph, may also be authorized for an employee of the DoD (5 USC §5735) who:

a. Is scheduled for separation from DoD, other than for cause;

b. Is selected for appointment to a continuing position with the U.S. Postal Service; and

c. Accepts the appointment.

6. Travel Authorization Issuance. Travel authorization issuance is covered in Chapter 3.

7. Funding. For funding of allowances authorized under this paragraph, see par. C1052.

8. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a transportation agreement and was issued a PCS travel authorization that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, PCS mileage and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824 28 May 1971).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

a. Authorized mandatory restoration under FPM 353,

b. Returning from military duty, and

c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Government's interest from the restoration place to a place where a suitable DoD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expenses

a. Reimbursement is allowable in Chapter 14 for real estate expenses required to be paid by the employee in connection with residence:

(1) Sale (or unexpired lease settlement) at the former civilian PDS; and

(2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

(1) Sale,

(2) Settlement of an unexpired lease, or

(3) Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

4. Travel and Transportation Allowances

a. An employee returned from the point where released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned to enter the Armed Forces) has separate and distinct travel and transportation allowances.

b. Based on the employee's status the employee is authorized the below travel and transportation allowances:

(1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.

(2) Civilian Employee. The employee is authorized travel and transportation allowances for self/dependents, and HHG from the civilian PDS, at which the employee resigned to enter the Armed Forces, to the new civilian PDS.

c. The employee is authorized:

*(1) The Miscellaneous Expense Allowance (see Chapter 5, Part G),

(2) Reimbursement of expenses incurred in connection with the sale/purchase of a residence or an unexpired lease (see Chapter 14),

*(3) A HHT if authorized in the travel authorization under Chapter 5, Part M, and

(4) TQSE if authorized in Chapter 13.

5. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as an Armed Forces member being discharged, no additional payment is allowed.

6. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the entitlement in par. C5080-D4b(1), the travel and transportation allowances in par. C5080-D4b(2)are paid for the allowable expenses not covered (B-173758, 8 October 1971).

7. Called/Ordered to Active Duty. See JFTR, Chapter 7, Part G, for travel and transportation allowances when Reserve Component members (including dual status technicians) and retired members are called/ordered to active duty.

***NOTE*: The Government may pay the total charges for the transportation and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee. Payment for the transportation and collection from the employee for excess charges are in accordance with finance regulations. (FTR §302-7.200)**

1. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.

2. The employee's signature on the Application for Shipment and/or Storage of Personal Property (DD Form 1299) constitutes agreement to be financially responsible for excess weight charges.

3. When an excess weight status is known prior to transportation, Transportation Officers must notify the employee and the AO providing transportation funds.

B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army: See AR 55-71, Transportation of Personal Property and Related Services;

2. Navy: See Transportation of Personal Property (NAVSUP P-490);

3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;

4. Department of Defense (DoD) Components: (See Appendix A for a list of DoD Components.) OSD/WHS/Defense Agencies: Headquarters DCAA, Administrative Management Division, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

C5180 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both.

2. The destination may be the new PDS, some other point selected by the employee, or both.

3. The Government's cost obligation cannot exceed the costs over a usually traveled route between the old PDS and the new PDS.

4. When the travel is to a first PDS, the Government's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C7002.

2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

EXAMPLE: An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at Government expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence/and or NTS to the new PDS is limited to 14,000 pounds net weight.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Government expense incident to a PCS, separation, or authorized advance transportation of dependents (see par. C7003).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

(1) The advance return transportation of all or any part of an employee's HHG (at Government expense), while the employee remains assigned at an OCONUS PDS, is authorized only in conjunction with, and under the same conditions as in, par. C7003-D for the advance return of dependents.

(2) The allowable costs of advanced HHG transportation may be reimbursed by the Government even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS travel authorization has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).

(3) Reimbursement of the employee's transportation costs may not exceed the Government's cost to transport the HHG at the time of the employee's actual return travel.

(4) Paid receipts for expenses of $75 or more.

b. Unauthorized Return

(1) Advance transportation of HHG at Government expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C7003-D1b, as being in the Government's interest.

(2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.

(3) ***Government transportation facilities may not be used in connection with the advance HHG transportation.***

c. Employee Returning for Separation

(1) HHG of employees returning for separation may be transported at Government expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

*(2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement

for transporting an employee's HHG from the OCONUS PDS to an alternate destination may not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement. Similarly, reimbursement for transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS to the actual residence indicated in the employee's transportation agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the constructed cost of transporting the HHG to the actual residence in the employee's transportation agreement (GSBCA 16265-RELO, 19 December 2003).

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

*(4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from Government service (FTR §302-7.17 & §302-7.303). See also par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but reimbursement for the transportation may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement.

d. Evacuation. When the conditions in Chapter 12 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven location to the evacuated employee's assigned PDS.

C5190 STORAGE IN TRANSIT (SIT)

A. General (FTR §302-7.107). Temporary storage is short-term storage that is part of HHG transportation. Temporary storage may be at any combination of the origin, destination, and en route locations. Also referred to as storage in transit (SIT). SIT is not authorized for HHG moves between local quarters when no PCS exists.

B. Time Limitation

1. General. SIT (in connection with authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by an official designated by the Service/Defense Agency. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period includes:

a. An intervening TDY or long-term training assignment,

b. Non-availability of suitable housing,

c. Completion of residence under construction,

d. Serious employee illness,

e. Dependent illness or death,

f. Strikes,

g. Acts of God,

h. Other circumstances beyond the employee's control, or

i. Similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary quarters for the purpose of furnishing temporary quarters is a TQSE expense. See par. C13215.

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for expenses of $75 or more. Written statements, acceptable to the AO, are allowed when receipts are not available.

C5195 NON-TEMPORARY STORAGE (NTS)

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §302-8.100-108)

1. Eligibility. Employees who perform PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS are eligible for NTS of HHG.

2. Agreement and Liability Conditions

a. Expenses for NTS of HHG at Government expense may be allowed for employees transferring to/within CONUS when the employee agrees, in writing, to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

b. A signed agreement for 12 months is required in connection with each individual CONUS PCS.

c. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for NTS become the financial responsibility of the individual and may be recoverable under finance regulations as a debt due the Government.

3. Authorization

a. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

(1) Available housing at the PDS can accommodate the HHG,

(2) Adequate housing is available within daily commuting distance, or

(3) It is for the employee's convenience.

4. Exceptions. NTS in connection with a PCS travel authorization to a designated isolated CONUS PDS may be subsequently approved for:

a. Conversion of HHG in SIT to NTS,

b. Conversion of storage at personal expense to NTS at Government expense, and

c. An eligible employee or new appointee to have a portion of the HHG transported to the isolated PDS and the remainder stored at Government expense.

5. Time Limitation. NTS at Government expense: (FTR §302-8.108)

a. Should be authorized for the duration of the employee's assignment length at a designated isolated CONUS PDS.

b. However

(1) a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation;

(2) eligibility for NTS at Government expense terminates on the last day of active duty at the isolated official station. However, if approved, the HHG may remain in temporary storage for NTE 90 additional days.

CHAPTER 5

*PART G: MISCELLANEOUS EXPENSE ALLOWANCE (MEA) DUE TO HOUSEHOLD RELOCATION

C5300 GENERAL

A. Purpose. 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.

B. Advance Payments. An advance of MEA funds is not authorized.

C. Mobile Home Relocation. See Chapter 10 for specific costs associated with mobile home relocation transportation expenses.

D. Lease Penalty Expense. 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 PCS to/from a foreign OCONUS area.

C5305 ELIGIBILITY

A. Employees Eligible for MEA. MEA is payable when all of the following are met:

1. A PCS/TCS is authorized/approved.

2. An appropriate transportation agreement is signed.

3. The employee moves out of the old residence. and

4. The employee establishes a new temporary or permanent residence (GSBCA 16018-RELO, 15 August 2003).

B. Employees ***Not*** Eligible for MEA. 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 United States.

NOTE 2: New appointees and employees performing first-PDS travel to a foreign OCONUS area are eligible for the MEA portion of the foreign transfer allowance (FTA). For 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. An employee 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 the PCS;

3. An employee assigned to an OCONUS PDS returning to the actual residence for separation; and

4. An employee authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. C4500.

C5310 REIMBURSEMENT

A. General

1. MEA Amounts. The MEA amounts are $500 and $1,000.

2. Two Employees in One Household. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS (73 Comp. Gen. 164 (1994)).

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

1. Employees without dependents: the lesser of $500 or the equivalent of 1 week's basic compensation;

2. Employees with dependents: the lesser of $1,000 or the equivalent of 2 week's basic compensation; or

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

a. Reports to the new PDS while 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. C5310-B2.

***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, 12 August 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, 12 September 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.**

C. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. C5310-B if the:

a. Claim is supported by evidence of expenses incurred, and

b. Total amount does not exceed the employee's basic salary rate of:

(1) 1 week if the employee is without dependents, or

(2) 2 weeks if the employee has dependents that were relocated.

2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.

3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.

4. A claim for more than the amount authorized in par. C5310-B must be justified.

D. Reimbursable Costs. 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 CONUS 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 CONUS 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, 14 September 1982) ***excluding*** medicine/medical care, grooming, and similar fees for services that are a part of routine pet care;

8. Pet transportation (cats, dogs, 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));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, 19 June 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, 19 June 2003); and

12. Similar costs.

E. Non-Reimbursable Costs. 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 this Volume;

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;

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

9. Losses/costs due to selling/buying homes and personal property;

10. Duplicate payments for reimbursable expenses;

11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;

12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or this Volume;

13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;

14. Fines imposed for traffic infractions while en route to the new PDS;

15. 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;

16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;

17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;

18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in this Volume;

19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary quarters;

20. 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;

21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation;

22. Costs of newly purchased items, such as rugs or drapes; and

23. Fees for boarding pets while preparing to move and during the move to new PDS (GSBCA 16104-RELO, 19 June 2003).

F. 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 5

*PART M: HOUSEHUNTING TRIP (HHT) (FTR §302-5)

C5600 GENERAL (FTR §302–5.1-2)

A HHT:

1. May be allowed at the discretion of the AO. The AO, not the employee, determine whether or not a HHT is necessary.

2. May only be authorized on a case-by-case basis when an employee has accepted a permanent transfer, and the circumstances indicate the need for a HHT.

3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.

4. May be authorized only for an employee and/or spouse. and

5. If the HHT is permitted, it should serve to lower the Government's overall relocation costs by reducing the time the employee is later permitted to occupy temporary quarters.

C5602 ELIGIBLE EMPLOYEES (FTR §302–5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;

2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in Nebraska and the other in Guam);

3. Government/other prearranged housing is not going to be assigned at the new PDS; and,

4. The old and new PDSs are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302–5.4)

A HHT may not be provided for a/an:

1. New appointee or the new appointee’s spouse if par. C5080-B applies;

2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4500 instead of per diem/actual expense allowance while at the training location;

3. Employee’s children.

C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302–5.9)

Separate HHT round trips by the employee and spouse may be allowed; however, the Government’s overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

C5608 WHEN A HHT MAY BEGIN (FTR §302–5.10)

A HHT may begin after the:

1. Employee signs a transportation agreement; and

2. DoD component establishes, and informs the employee of, the reporting date to the new PDS.

NOTE: The maximum time for beginning allowable travel and transportation is ordinarily 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.

C5610 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round-trip house-hunting travel must be completed by the:

1. Employee on the day before the day the employee reports to the new PDS, and

2. Spouse:

   a. On the day before the family begins relocation to the new PDS, or

   b. The expiration of the maximum time for beginning allowable travel and transportation,

C5612 HHT AUTHORIZATION (FTR §302–5.5)

After considering par. C5614-I, an AO/AO designee may authorize a HHT. The AO/AO's designee must determine:

1. If a HHT is necessary;

2. Whether subsistence reimbursement is to be per diem under the Lodgings-plus method (par. C5624-B1) or if a fixed amount is to be offered (par. C5624-B2);

3. The appropriate HHT duration (NTE the maximums in the Part);

4. The authorized transportation mode(s) for the HHT to and from the new PDS location; and

5. The authorized transportation mode(s) for local travel while house-hunting at the new PDS location.

C5614 CONSIDERATIONS

A. General. ***The HHT must be administered to minimize/avoid its use when other satisfactory and more economical alternatives are available.*** An AO/AO designee must consider pars. C5614-B, C5614-C, C5614-D, C5614-E, and C5614-F before authorizing a HHT.

B. Arranging a Permanent Residence before Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Government, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence 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 somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is to be authorized, a HHT possibly 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 former residence while the employee occupies temporary quarters at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DoD component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

C5616 PROHIBITIONS

HHTs are not authorized when the:

1. Employee is to be assigned to a Government/other prearranged permanent residence at the new PDS location.

2. Employee has not formally agreed to transfer to the new PDS.

3. Old and/or new PDS, are located in a foreign OCONUS area (see Appendix A).

4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

C5618 TRIP DURATION (FTR §302–5.11-12)

House-hunting trips, when authorized, should be for a reasonable time period considering the distance between the old and new PDSs, transportation mode, and the housing situation at the new PDS. ***A funded HHT, including travel time, must not exceed 10 calendar days.***

C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302–5.14)

1. When authorizing/approving a particular transportation mode, the objective is to minimize the time en route and maximize time at the new PDS.

2. If POC use is authorized (thereby making POC transportation ‘in the Government’s interest’) the applicable PCS mileage rates in par. C2505 apply.

3. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.

C5622 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, local transportation systems, SDDC-negotiated agreement rentals (see par. C2102-B regarding mandatory CTO use), commercially rented automobile, or a POC at the applicable PCS mileage rate in par. C2505 may be authorized.

2. The local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

C5624 SUBSISTENCE

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the Lodgings-plus method as in par. C5624-B1.

2. A DoD component may, however, offer to pay a fixed amount for subsistence expenses (see par. C5624-B2). The following are factors in determining whether or not to offer fixed amount reimbursement:

a. Administration Ease. Per diem payment under par. C5624-B1 (Lodgings-plus method) requires submission of a travel claim for review of the validity, accuracy, and reasonableness of the lodging expense amount. A fixed amount paid under par. C5624-B2 is easier to administer because an expense review is not required.

b. Cost Considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis. ***A single 'generic' decision for all PCS moves is not authorized.***

c. Employee Treatment. Employee morale and productivity should be considered as well as direct costs.

B. Methods. An employee's subsistence allowance may be calculated under par. C5624-B1 or C5624-B2.

1. 'Lodgings-plus' Method. An appropriate per diem is authorized, 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 Chapter 4, Part M, may not be authorized/approved for a HHT.

2. Fixed Amount. The amount calculated under par. C5624-B2a or C5624-B2b, as applicable:

a. The employee and spouse both travel (together or separately), multiply the applicable locality rate (listed at ***http://www.dtic.mil/perdiem/perdiemrates.html***) by 6.25, or

b. If only one person (the employee or the spouse) travels, multiply the applicable locality rate (listed at ***http://www.dtic.mil/perdiem/perdiemrates.html***) by 5.

3. Payment

a. The fixed amount determined in par. C5624-B2a or C5624-B2b applies for the entire trip without regard to the number of days authorized for the HHT.

b. Any balance from the determined fixed amount not used by the employee for expenses:

(1) Belongs to the employee,

(2) Is not subject to being collected back, and

(3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10-day HHT to Arlington, VA. For the examples below the following information is applicable:

a. Per diem for Arlington, VA, at the time of travel is $201 ($150 for lodging and $51 for M&IE).

b. The single occupancy lodging cost is $130.

c. The DoD component offers a HHT and the option of either the fixed amount option (par. C5624-B2) or the Lodgings-plus option (par. C5624-B1).

d. When the employee elects per diem under the Lodgings-plus method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the ***single room rate***.

2. Example 1. The employee elects a 10-day HHT at the fixed amount with per diem computed under the 'Lodgings-plus' method (par. C5624-B1). The employee and spouse travel together. ***The employee must provide lodging receipts.***

Employee's Per Diem		
Travel day 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
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		**$1,654.50**
Spouse's Per Diem Using par. C7006-C, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
Total Per Diem for Spouse	**75% x $1,654.50 (employee's per diem) =**	**$1,240.88**
Total Per Diem Payment		
Employee's per diem		$1,654.50
Spouse's per diem		+ $1,240.88
Total Per Diem for Employee and Spouse		**$2.895.38**

3. Example 2. The employee accepts a HHT with subsistence at the fixed amount (par. C5624-B2a). ***No lodging receipts are required.***

Total Fixed Subsistence for Employee and Spouse	$201 (locality rate) x 6.25 (fixed rate for employee and spouse) =	**$1,256.25**

4. Example 3. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

Situation A: The employee elects the 10-day HHT with per diem computed under the Lodgings-plus method (par C5624-B1). Using par. C7006-C, the employee is authorized per diem for the spouse up to the maximum rate. ***The employee must provide lodging receipts.*** ***NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.***		
Travel day to Arlington:	$38.25 (75% x $51) + $130 (Lodging) =	$ 168.25
8 days in the Arlington area:	$51+ $130 = $181 x 8 days =	$1,448.00
Travel day back to the PDS:	75% x $51=	+ $ 38.25
Total Per Diem for Spouse		**$1,654.50**
Situation B: The employee elects the fixed-amount HHT (par. C5624-B2b) for the spouse. ***No lodging receipts are required.***		
Total Fixed Subsistence for the Spouse	$201 x 5 (fixed rate for one person) =	**$1,005.00**

5. Example 4. The employee elects a 10-day HHT with per diem computed under the Lodgings-plus method (par. C5624-B1). The employee and the spouse perform HHTs at different times. ***The employee must provide lodging receipts.***

Employee's Per Diem		
Travel day to Arlington:	75% x $51 = $38.25 plus $130 (single lodging cost) =	$ 168.25
5 days in the Arlington Area:	$51 (M&IE) + $130 (Lodging) = $181 x 5 days =	$ 905.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		**$1,111.50**

Spouse's Per Diem Using par. C7006-C, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4553.		
Travel day to Arlington:	75% x $51 = $38.25 plus $130 (single lodging cost) =	$ 168.25
4 days in the Arlington Area:	$51 (M&IE) + $130 (Lodging) = $181 x 4 days =	$ 724.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
Total Per Diem for Employee		**$ 930.50**
Total Per Diem Payment		
Employee's per diem		$1,111.50
Spouse's per diem		+ $ 930.50
Total Per Diem for Employee and Spouse		**$2,042.00**

C5626 EXPENSE DOCUMENTATION

1. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts (see par. C1310).

2. An employee paid per diem under par. C5624-B1, using the Lodgings-plus method must itemize lodging expenses and have lodging receipts (see par. C1310).

3. An employee paid for a HHT using the fixed amount computation under par. C5624-B2, does not require itemization or receipts for payment.

C5628 STATUS WHILE ON HHT

An employee is in a travel status (see Appendix A) while performing house-hunting travel during the authorized absence period.

C5630 NO RETURN TO OLD PDS

1. In instances in which a HHT is authorized and the employee reports for duty at the new PDS instead of returning to the old PDS:

   a. House-hunting subsistence is payable for the actual days spent seeking a permanent residence up to the day before the day the employee reports for duty not to exceed the 10 days authorized for the house-hunting trip under the 'Lodgings-plus' computation method; or

   b. The number of days actually spent house-hunting is not pertinent if the fixed-amount is paid.

2. The one-way transportation is PCS travel (B-209727, 12 July 1983, and B-215701, 3 December 1984).

C5632 HHT ADVANCE (FTR §302–5.16)

1. An advance may be paid for HHT expenses if a HHT under the 'Lodgings-plus' method is offered and elected.

2. The advance may not exceed the sum of the anticipated transportation costs and the maximum per diem allowable under the Lodgings-plus method in par. C5624-B1 for the location and duration of the HHT.

3. If a HHT using the fixed amount under par. C5624-B2 is offered and elected, payment of the 'subsistence-related' expenses does not constitute an advance and may be made before travel is performed whereas the transportation-related expenses may be paid in advance just as for the HHT under the 'Lodgings-plus' method.

4. See also par. C1101-G for house-hunting travel and transportation advances.

C5634 HHT IN CONNECTION WITH TQSE ALLOWANCE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized, and claimed for more than 30 days ,the actual number of HHT days paid/reimbursed (on either a Lodgings-plus or fixed amount basis) are deducted from the first authorized 30-day TQSE(AE) period. See par. C13225. For an authorized:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 or fewer day period,

2. 6.25-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 or fewer day period, or

3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 or fewer day period.

B. TQSE(F). ***The number of days paid/reimbursed for a HHT are not deducted from TQSE(F).*** See par. C13320.

CHAPTER 5 PERMANENT DUTY TRAVEL

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

C5700 GENERAL (FTR §302-3.404, 302-3.500, 302-3.502)

An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months) (FTR §302-3.406). ***The long-term temporary assignment location becomes the employee's temporary official station*** (FTR §302-3.411)**.**

C5705 ELIGIBILITY (FTR §302-3.402)

A. Assignment. A TCS assignment may be considered only if:

1. The employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;

2. The assignment is not less than 6 months nor more than 30 months;

3. TDY travel and per diem otherwise are payable; and

4. The AO determines TCS is more advantageous than TDY (see par. C5410).

NOTE: A transportation agreement is not required for a TCS move.

B. Employees (FTR §302-3.403). All employees are eligible for a TCS except a/an:

1. New appointee;

2. Individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;

3. Individual serving without pay or at $1 a year;

4. Employee assigned under the Government Employees Training Act (5 USC §4109) (see par. C4500); or

5. Employee assigned to/from a State or local Government under the Intergovernmental Personnel Act (5 USC §3372). See par. C4109.

C. Service Agreement (FTR §302-3.410). A service agreement is not necessary to qualify for a TCS. (See par. C4001 for service agreements).

C5710 CONDITIONS

A. Component Cost Considerations (FTR §302-3.401). An AO may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance. The estimated TCS and TDY costs must be compared and considered.

B. Employee Tax Considerations (FTR §302-3.421)

1. According to available information from the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements.

2. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a RIT allowance (RITA).

3. TCS should be considered if an extended TDY results in an un-reimbursable income tax liability on an employee.

C. Employee Concerns. The possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance should be considered, as well as other employee pay entitlements such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. The financial inequity that results when a long-term TDY employee lives in a manner similar to permanently assigned employees and receives TDY allowances should be considered.

E. Assignment Length

1. Assignment less than 6 Months (FTR §302-3.407). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short ***for reasons other than separation from Government service***, TCS expenses are paid.

2. Assignment more than 30 Months (FTR §302-3.408). If the assignment exceeds 30 months, the employee:

(a) Must be permanently assigned to the temporary official station ***or*** returned to the previous official station;

(b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and

(c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

C5715 TCS ALLOWANCES (FTR §302-3.412, §302-3.413)

A. Basic Allowances. ***TDY travel and transportation allowances including per diem are not paid while at the TCS location.*** An employee is authorized:

1. PCS mileage if a POC is used (see par. C5050);

2. Employee's travel and transportation expenses (see par. C4553-B3);

3. Transportation and per diem for dependents (see Chapter 7);

4. HHG transportation, storage-in transit, (see Chapter 5, Part D);

*5. Miscellaneous expense allowance (MEA) (see Chapter 5, Part G);

6. Mobile home transportation instead of HHG transportation (see Chapter 10);

7. POV(s) transportation (see Chapter 11);

8. property management services as in Chapter 15 only on a residence at the employee's PDS in CONUS or non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003); and

9. RIT allowance (RITA) (see Chapter 16).

NOTE: AEA (see Chapter 4, Part M) may not be authorized/approved for a TCS.

B. Discretionary Allowances. The employee may be authorized:

*1. A HHT (see Chapter 5, Part M);

2. TQSE while occupying temporary quarters (see Chapter 13); and

3. NTS of HHG ***when necessary during the assignment*** (FTR §302-3.414, FTR §302-3.415, FTR §302-3.416, FTR §302-3.417)

a. HHG may be in NTS for the TCS duration.

b. The transportation officer determines the NTS location.

c. The total weight of HHG stored plus the weight of HHG transported cannot exceed 18,000 pounds. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 pounds.

4. Property Management Services for the Employee's Residence at the Old PDS for the TCS Duration. See Chapter 15. (FTR §302-3.418, §302-3.19, §302-3.420).

C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5415-A and C5415-B, except property management services (par. C5420-B6) and a HHT (par. C5420-C1) when returning to the original PDS (FTR §302-3.422).

D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §302-3.426, §302-3.427, §302-3.428, §302-3.429)

A. Allowance Duration. TCS allowances (see par. C5415) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (see par. C4553-B), and dependents (see Chapter 7) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;

2. Transportation and per diem (see Chapter 7) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;

3. TQSE while occupying temporary quarters (see Chapter 13) ***may be authorized but are not an entitlement*** in extraordinary circumstances;

4. Real estate expenses (see Chapter 14);

5. Residence-related relocation services expenses (see Chapter 15);

6. Property management expenses (see Chapter 15);

7. Transportation of HHG not previously transported to the temporary official station (18,000 pound maximum applies);

8. Transportation of POVs not previously transported, if authorized, in Chapter 11 (for a CONUS to CONUS TCS being converted to a PCS); and

9. Short distance HHG move (not to exceed 18,000 pounds) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station, and

2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

NOTE: Per diem is not payable at the TCS location.

C5725 SEPARATION FROM GOVERNMENT SERVICE (FTR §302-3.423, §302-3.424, §302-3.425)

A. After Long-term Assignment. An employee who separates (retires/resigns) from Government service after long-term temporary assignment completion is authorized the same PCS expenses that are payable had the employee not separated from Government service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, PCS allowances, on a constructed basis, are allowed not to exceed the amount that would have been paid incident to return to the PDS.

B. Before Long-term Assignment Completion. An employee who separates from Government service prior to long-term temporary assignment completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (see par. C5425-B) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

CHAPTER 7

DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

C7000 ENTITLEMENT

A. General. Dependent travel and transportation allowances may be authorized/approved in connection with PCSs world-wide. They are based on the employee's authorization and are subject to the conditions and restrictions in this Chapter. Except as provided in Chapter 12, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS. There is no authority to any additional travel and transportation allowances for dependents who accompany an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child is defined in Appendix A as including a child under age 21; however, a dependent child's eligibility for travel allowance depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: a child 20 years and 11 months old when the employee reports at new PDS is eligible for travel even if travel is delayed until the child is age 22 years and 11 months.

C7001 TRANSFERS TO AND WITHIN CONUS

*A. When Authorized. Dependent travel and transportation allowances may be authorized in connection with an employee's PCS. For a house-hunting trip for a spouse incident to an employee's transfer, see Chapter 5, Part M. Dependent transportation allowances (but no travel (i.e., per diem) may be authorized in connection with an appointee's travel to a first PDS.

B. Origin and Destination. Dependent travel may originate at the employees' old PDS/some other point, or partially at both. The destination may be the new PDS, some other point selected by the employee, or both. The Government's costs, however, cannot exceed the costs over a usually traveled route between the old PDS and the new PDS. When the travel is to a first PDS, the Government's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

C. Transportation Mode and Routing. See Chapter 2 for authorized transportation mode and routing for dependent travel. Dependents may travel with an employee by POC or may travel independently.

D. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to travelers. Those expenses listed in pars. C1410-A and C1410-C may be reimbursed.

E. Travel Authorizations. The travel authorization for an employee's transfer must include dependent transportation authorization.

F. Time Limitation. Dependent travel must begin within 2 years after the date an employee reports for duty at the new PDS (see par. C1057 for exception). Travel should begin at the earliest practicable date.

C7002 TRANSFERS TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized in connection with a current employee's PCS, the initial appointment of certain employees, and renewal agreement travel.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee

a. From a CONUS PDS to an OCONUS PDS. When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both. Except as prescribed in Chapter 12, the travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. Except as provided in Chapter 12, the Government's cost obligation does not exceed the travel and transportation costs from the old PDS to the new PDS by a usually traveled route. Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government or Government-controlled quarters or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the quarters before dependent travel to an OCONUS PDS is authorized. In the case of mandatory quarters vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost of the two movements is limited to the costs from the old PDS to the new PDS.

b. Between OCONUS PDSs. When a current employee is reassigned/transferred between OCONUS PDSs, authorized travel for dependents is from the old PDS to the new PDS, unless otherwise authorized in Chapter 12. When an employee is authorized travel to the actual residence, the employee may elect to have the dependents return to the actual residence.

2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

a. Recruited in CONUS. When a person, recruited in CONUS, is initially appointed for assignment to an OCONUS PDS, dependent travel is authorized from the actual residence to the OCONUS PDS, unless otherwise authorized in Chapter 12.

b. Recruited OCONUS. When a person, recruited OCONUS, is initially appointed for assignment to an OCONUS PDS in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS, unless otherwise authorized in Chapter 12.

3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes an Agreement. Upon initial appointment, when a person satisfies the conditions in par. C4002-B2 and executes an agreement, dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependents are not in the OCONUS area at the time employment begins, unless otherwise authorized in Chapter 12.

4. Execution of a Renewal Agreement to Serve an Additional Tour OCONUS. If an employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area, is transferred/reassigned to an OCONUS area, dependent travel, except as otherwise provided in Chapter 12, is authorized from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour. Although the travel may originate at some other point, travel and transportation allowances cannot exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route unless otherwise authorized in Chapter 12. If an employee executing a renewal agreement was a new appointee at the time of original OCONUS employment, dependent travel may be authorized from the actual residence established at the time of initial appointment, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour.

C. Concurrent Travel. Concurrent dependent travel with the employee from CONUS is authorized automatically to some OCONUS areas. In instances where prior OCONUS command approval is necessary, the responsible CONUS recruiting office/other appropriate office must secure the authority for concurrent travel from the appropriate OCONUS command and, when appropriate, advise the activity responsible for processing the employee. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding passport, visas, immunizations, port calls, and transportation. When dependent

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 must 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 age 12 or older, the maximum per diem rate allowable is three-fourths of the employees' computed per diem rate; and for each dependent under age 12, one-half of the employee's computed 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 a Permanent Residence. When the spouse of an employee travels independently pursuant to Chapter 5, Part M, 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 Chapter 5, Part M, the per diem rate for the spouse is three-fourths of the employee's per diem rate computed under par. C4553. ***A comparison must be made to ensure that the separate HHT trips do not exceed the cost of a single HHT trip made together by them.***

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 constructed 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 Hawai'i. The employee is accompanied by dependents. Travel is by air. The per diem allowance for the dependents while en route is limited to the constructed 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 constructed travel time from the old PDS to the new PDS. The son is eligible for per diem and mileage while en route.

C7009 TRANSPORTATION OF STUDENTS WITH DISABILITIES 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 disabilities, or may be considered as having disabilities, 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

(SEE CHAPTER 5, PART G)

4. Termination of Temporary Quarters Eligibility Period. The temporary quarters period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Quarters. If the temporary quarters have meal preparation facilities available and they are used, the cost for groceries consumed on a daily basis is allowable. Claims must show total amount for each daily meal.

C13220 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C13220-A2 and C13220-A3.

2. Receipts. Receipts are required for:

a. Quarters costs paid, showing location, dates, and by whom occupied;

b. Any single expense of $75 or more (including meal expenses).

3. Supporting Statement. The supporting statement must include:

a. The cost of each meal, for each day, by date, and where and by whom consumed;

b. Travel status and temporary quarters occupancy (for subsistence expense purposes) that occur the same day, the date and time of arrival and/or departure at the temporary quarters location; and

c. The date that permanent quarters occupancy starts, or the date that HHG are moved into quarters.

B. Submitting Claims for TQSE(AE). For convenience, claimants should use the suggested format, shown in Part D of this Chapter for claiming reimbursement and to record actual subsistence expenses.

C13225 COMPUTATION

A. TQSE(AE) Calculation

*1. HHT Deduction. If an employee is paid/reimbursed for HHT days and TQSE(AE) is subsequently authorized and claimed for more than 30 days, the actual number of HHT days paid/reimbursed (on either a Lodgings-plus or fixed-amount basis) are deducted from the first authorized 30 or fewer -day TQSE(AE) period. See Chapter 5, Part M for HHT. For example, if an employee is:

a. Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30-day TQSE(AE(period;

b. Paid for 6.25 days of a HHT, then deduct 6 days from the first authorized 30-day TQSE(AE) period; or

c. Reimbursed for 10 days of a HHT, then deduct 10 days from the first authorized 30-day TQSE(AE) period.

EXAMPLES

1. Authorized 10 days for HHT (Lodgings-plus Method) and 60 days TQSE(AE). 9 days were used for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) ***(Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE)) period.*)**
First 21 days* TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C13225-A2c.
Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.
Employee was authorized an additional 60 days TQSE(AE) under par. C13210-B. Employee occupied temporary quarters for the additional 60 days. Reimburse actual expenses (par. C13215-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the 2nd 30 days.
NOTE: * The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE).
The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE)

2. **Authorized 10 days for HHT (Lodgings-plus Method) and 30 days for TQSE(AE)**. 5 days were used for the HHT and temporary quarters occupied for 27 days.
Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary quarters were occupied (authorization for TQSE(AE) was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).
27 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.

***3. Authorized a HHT (Fixed Amount) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE)**. 10 days were used for the HHT and temporary quarters occupied for 58 days. Pay HHT allowances as authorized under par. C5624-B2b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Fixed Amount) is paid under par. C5624-B2b).
First 25 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.
Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.
NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a house-hunting trip.

***4. Authorized a HHT (Fixed Amount) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE)**. 10 days were used for the HHT and temporary quarters occupied for 65 days. Pay HHT allowances as authorized under par. C5624-B2a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Fixed Amount) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT(Fixed Amount) is paid under par. C5624-B2a).
First 24 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.
Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

***5. Authorized a HHT (Fixed Amount) for employee and spouse (par. C5624-B2a) and 25 days TQSE(F) for the employee and dependents (par. C13330)**. 8 days were used for the HHT and temporary quarters occupied for 20 days. Since there are no HHT deductions from TQSE(F) and the actual number of days spent in temporary quarters is not relevant, pay HHT (Fixed Amount) as indicated in par. C5624-B2a and TQSE(F) for 25 days as indicated in par. C13320.
NOTE: (a) There is no deduction from the number of days authorized for TQSE(F) for the number of days paid under HHT (Fixed Amount) or reimbursed under HHT (Lodgings-Plus Method)) for a HHT, and (b) TQSE(F) is paid for the number of days authorized not the number of days temporary quarters were occupied.

6. Initially Authorized a 10-day HHT (Lodgings-plus Method) and 30 days for TQSE(AE) and then Authorized an additional 30 days TQSE(AE) under par. C13210-B. 10 days used for a HHT and temporary quarters occupied for 58 days. Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).
First 20 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2c for the first 30 days.
Next 30 days TQSE(AE): Reimburse actual expenses (par. C13215-B) for each day in an amount NTE the applicable daily rates prescribed in par. C13225-A2d for the second 30 days.

Effective 1 October 2003

2. Per Diem Rates. The per diem rates used for computation are:

a. CONUS. ***$86,*** Standard CONUS per diem rate.

b. OCONUS (non-foreign OCONUS and foreign area). The PDS locality (not the lodging location) per diem rate in effect on the days temporary quarters are occupied (***http://www.dtic.mil/perdiem/perdiemrates.html***).

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee).*

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse who accompanies an employee.*

(3) Dependents Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.

(4) Dependents under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.*

NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of $86) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d. are $86, $64.50, $64.50, and $43, respectively, if the temporary quarters are occupied in CONUS..

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse (the spouse must occupy temporary quarters in a location separate from employee).**

(2) Spouse Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse who accompanies the employee.**

(3) Dependents Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse, who is age 12 or older.**

(4) Dependents under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.**

*****NOTE: If the temporary quarters are in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of $86) in pars. C13225-A2a, C13225-A2b, C13225-A2c and C13225-A2d are $64.50, $43, $43, and $34.40 respectively.***

e. 60-120 Days. When the AO authorizes a time extension for temporary quarters occupancy beyond the first 60 days (never to exceed an additional 60 days) the additional days must be computed at the same rates allowed for the second 30-day period in par. C13225-A2d above. ***The total period of time for which TQSE(AE) may be paid may never exceed 120 days.***

Effective 1 October 2003

B. Computation Examples

1. TQSE(AE) Calculation Chart. The ***$86*** per diem rate used in the following chart is the current Standard CONUS per diem rate which applies when temporary quarters are in CONUS. Use the applicable locality per diem rate in ***http://www.dtic.mil/perdiem/perdiemrates.html when*** temporary quarters are located OCONUS.

CONUS Per Diem Rate:	**First 30 Days**		**After 30 Days**	
$86	**Formula**	**Maximum Reimbursement**	**Formula**	**Maximum Reimbursement**
Employee or Unaccompanied Spouse	$86	$86	$86 X .75	$64.50
Accompanied Spouse	$86 X .75	$64.50	$86 X .50	$43.00
Dependent 12 and older	$86 X .75	$64.50	$86 X .50	$43.00
Dependents Under 12	$86 X .50	$43.00	$86 X .40	$34.40

2. TQSE(AE) Example 1. An employee resides in temporary quarters at a new PDS in Omaha, NE, for 5 days and incurs daily expenses of $44.50, $43.20, $44.20, $46.20 and $45.20. The total is $223.30. The applicable per diem rate of $86 times 5 days, totals $430. Since the actual expenses are less than the maximum amount authorized, TQSE(AE) is $223.30. If the actual subsistence expenses amount to more than the maximum authorized, (e.g., $440) TQSE(AE) is limited to $430. An amount per day is apportioned in a situation where an employee pays allowable subsistence expenses on a weekly, biweekly, or monthly basis.

3. TQSE(AE) Example 2. The AO authorizes not to exceed 60 days of TQSE(AE). An employee's dependents delay occupancy of temporary quarters until 31 days after the employee starts occupancy of temporary quarters. The per diem amount limitation for the first 30 days applies to the employee's allowable expenses. The per diem amount limitations for the second 30-day period apply to the employee and dependents. This applies when the employee and dependents occupy temporary quarters at the same or at different locations.

4. TQSE(AE) Example 3. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary quarters. For determining the TQSE(AE) maximum amount, resumption of temporary quarters occupancy at the new PDS is counted as the 4th day. Travel time is excluded.

5. TQSE(AE) Example 4. An employee and dependents vacate permanent quarters at the old PDS and occupy temporary quarters. After 3 days, the employee begins travel to the new PDS. The dependents remain in temporary quarters. The employee is en route 5 days and upon arrival at the new PDS occupies temporary quarters. For determining the TQSE(AE) maximum amount, the employee's resumption of temporary quarters occupancy is the 9th day, since dependents continued their occupancy of temporary quarters, and the time must run concurrently for all.

PART C: TQSE(F)

C13300 PURPOSE

TQSE(F) is a ***discretionary allowance, not an entitlement***, that is intended to reimburse employees for reasonable subsistence expenses incurred when they and/or their dependents must occupy ***temporary quarters***.

Effective 19 February 2002
C13302 LIMITATIONS

1. The AO, ***not the employee***, determines if TQSE(F) is necessary.

2. If the AO chooses, TQSE(F) may be offered to the employee.

3. The employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE) if the AO authorizes/approves TQSE.

4. TQSE(F) is a lump-sum payment based on the locality per diem rate at the new PDS.

5. TQSE(F) may be authorized for the number of days determined necessary, up to 30 days. ***NOTE: The AO is not required to authorize the full 30 days.***

6. The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.

7. If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses any balance belongs to the employee.

8. TQSE does not include local transportation expenses incurred during the occupancy of temporary quarters.

C13305 TQSE(F) OPTION

NOTE: TQSE must be authorized before temporary quarters are occupied and may not be approved after the fact (FTR §302-5.7).

When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(F) amount, computed as indicated in par. C13320, instead of TQSE(AE). TQSE(F) is a lump-sum payment based on the locality per diem rate ***in effect at the new PDS when the TQSE(F) offer is accepted by the employee***. The amount of the lump-sum payment is not changed by any increase or decrease to the new PDS per diem rate after the employee accepts the offer. TQSE(F) may be authorized for the number of days determined necessary, ***up to 30 days***. When deciding whether or not to offer TQSE(F) to an employee, AOs should consider:

1. Administration Ease. TQSE(AE) requires review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount. No review is required for TQSE(F) because receipts and supporting statements are not required.

2. Cost Considerations

   a. TQSE(AE) may continue for up to 120 consecutive days. ***TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances***.

b. TQSE(AE) in CONUS is based on the Standard CONUS per diem rate (see par. C4550-F3 or ***http://www.dtic.mil/perdiem/perdiemrates.html*** for the current rate). TQSE(AE) in OCONUS locations is based on the PDS location maximum per diem rate (see ***http://www.dtic.mil/perdiem/perdiemrates.html***). ***TQSE(F) always is based on the PDS location maximum per diem rate.***

3. Employee Choice. TQSE(F) is based on a lower percentage of the locality per diem rate. If the AO offers an employee the option of TQSE(F), the employee must choose between it and TQSE(AE). The TQSE(F) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE). ***Once the employee selects a TQSE method, the selection may not be changed***. ***NOTE: If the AO inadvertently fails to offer an employee TQSE(F) and the employee's PCS travel authorization reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may retroactively correct the employee's PCS travel authorization to permit the TQSE(F) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)***

C13310 TIME LIMITATIONS

Under no circumstances may TQSE(F) be paid for more than a total of 30 days.

C13315 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(F) payment.

C13320 COMPUTATION

*A. HHT. ***The number of days paid or reimbursed for a HHT are not deducted from TQSE(F).*** See Chapter 5, Part M for HHT.

B. Basis for Payment. Payment of TQSE(F) is based on the total number of individuals (employee and dependents) ***actually moving*** to the new PDS, ***not*** the number of individuals actually occupying temporary quarters.

Example 1: An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(F) payment is based on the employee plus 3 dependents.

Example 2: An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does ***not*** move to the new PDS. The TQSE(F) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(F) attributable to the dependent who did not move.

C. TQSE(F) Per Diem Rates/Percentages. ***The per diem rates used in the following example(s) are for illustrative purposes only. Please check http://www.dtic.mil/perdiem/perdiemrates.html, for current per diem rates***.

1. Per Diem Rate Used. The per diem rate used for TQSE(F) payment is the maximum locality per diem rate for the ***new PDS*** locality (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate.

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 Ships

a. No per diem is payable when TDY aboard a U.S. ship 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 ship.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship 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 (using the highest rate if there is more than one TDY location). ***No per diem is authorized when TDY is for 12 or fewer hours.*** However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits (***see JFTR, par. U4510 for occasional meals authority)***.

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 an 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.***

d. Dependents' fee is reimbursable ***except*** in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

e. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent are not reimbursable, except as in JFTR, par. U1410-A5 and JTR, par. C1410-A5 for inoculations..

f. Legal service expenses in obtaining passports or visas (including green card), for TDY or PCS, are not reimbursable even though local laws or custom may require the use of lawyers.

*4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. T4040-E3e and T4040-E3f in this appendix apply to this expense).

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 must 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