

**VOLUME 2**  
**JOINT TRAVEL REGULATIONS**  
**CHANGE 465**

Alexandria, VA

1 July 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 July 2004 unless otherwise indicated.

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This change includes all material written in CAP items 12-04(E); 13-04(E); 17-04(E); 18-04(E); 20-04(E); 23-04(E); 25-04(E); 30-04(E); 32-04(E); and 37-04(E); and civilian editorials C04023; C04024; C04025; C04026; C04028; and C04029. Insert the attached pages and remove the corresponding pages. Remove pages C11-i, C11-3, C11-5, and C11-7. This cover page replaces the Change 464 cover page.

**BRIEF OF REVISION**

These are the major changes made by Change 465:

C2159. Adds language that clearly authorizes the use of one or two POCs incident to PDT.

Chapter 4. Combines all the training information in the JTR into one location and changes the computation method to reimburse lodging costs when an employee takes leave during long-term TDY/training.

Chapter 5, Part E. Moves POV Transportation information from JTR, Chapter 11 to JTR, Chapter 5, Part E as part of moving all permanent duty travel and transportation regulations into Chapter 5 thereby creating a single JTR Chapter with all related permanent duty travel and transportation information.

C5080-F2. Revises par. C5080-F2 by inserting an “or” after par. C5080-F2a to make it clear that an exception may be granted under the conditions in pars. a, b or c. The paragraph was being read to mean that an exception may be granted only when the conditions in pars. a and either b or c are met.

C5195-B1a. Changes wording to make it clearer in the explanation of authority provided to ship HHG from NTS to an OCONUS PDS.

C5624-C2, example 1. Removes the erroneous wording “*at the fixed amount*”.

Chapter 11. Moves all information to Chapter 5, Part E.

C13215-A1 NOTE. Inserts reference to GSBCA Relocation Claim 16076, August 27, 2003.

C14006-C & E. Adds references to GSBCA decisions that provide guidance concerning allowances related to reimbursement for real estate expenses.

C15000. Deletes “spouse employment assistance” because it is not offered under the DoD National Relocation Contract

Appendix F. Adds East Timor to the list of consumable posts. Adds Astana to the list of consumable posts. Authorizes a consumable goods allowance for Chennai and Mumbai, India.

Appendix I, Part A. Updates civilian evacuation regulations based on changes to the Department of State Standardized Regulations (DSSR). Major changes include: (1) Alaska and Hawai’i in addition to CONUS for the official safe haven; (2) within DoD, requests for alternate safe haven must go through the PDUSD (P&R) to the Secretary of State for approval; and (3) an increase in the local transportation allowance to \$25 per day, regardless of the number of dependents.

Appendix S. Deletes Maset, British Columbia. Recertifies FEML locations for U.S. Pacific Command. The authorized destination for Singapore is changed from Sydney, Australia to Honolulu, Hawai’i. Recertifies San Jose, Costa Rica as a FEML location in U.S. Southern Command and changes the authorized recertification date to 30 April, 2006.

**VOLUME 2**

**JOINT TRAVEL REGULATIONS**

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

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**\*C1061 NOT USED****C1062 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS**

Government policy is to save lives and protect property by promoting the use of fire-safe hotels and other establishments that provide lodging. Each DoD component must ensure that not less than 90% of their employees who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Agencies are in compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (see Appendix A) whenever possible (5 USC §5707a).

**C1065 OFFICIAL DISTANCE DETERMINATION****A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):**

1. Is the only official source for worldwide TDY and PDT distance information,
2. Replaces all other sources used for computing distance (except for airplanes see par. C1065-B below),
3. Uses city to city distance (not zip code to zip code),

*Effective 1 January 2004*

***NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. The DTOD PMO should be informed if an installation cannot be located. All feedback should be directed through the DTOD website at <http://dtod1.sddc.army.mil>.***

4. Provides distances which must be rounded to the nearest mile for each leg of a journey,
5. Does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal), and

*Effective 1 January 2004*

6. Website is found at <http://dtod1.sddc.army.mil>.

**B. Privately Owned Airplane**

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

**C1070 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS**

Commands/units are expected to take appropriate disciplinary action when employees and/or AOs fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other appropriate personnel means. Action must *not* be through refusal to reimburse. See par. C2207-A4 for exceptions when reimbursement is *not* allowed.

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

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### **SECTION 2: PERMANENT DUTY TRAVEL**

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- C2166 OCEAN-GOING CAR FERRIES**

## SECTION 2: PERMANENT DUTY TRAVEL

***NOTE:*** In addition to the provisions of Section 1, the following regulations apply.

### C2159 AUTOMOBILE USE (FTR §302-4)

#### A. General

1. Automobile use is advantageous to the Government for:
  - a. First duty station travel by a newly recruited employee or appointee,
  - b. PCS travel, or
  - c. Separation travel.
2. Mileage reimbursement for automobile travel is at the appropriate PCS mileage rate in par. C2505.
3. RAT by automobile is advantageous to the Government when travel costs at the applicable PCS mileage rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C5060 for travel time and par. C4661 for RAT reimbursement by automobile.***

#### \*B. Using One or Two POCs (FTR §302-4, Subpart F)

1. When a traveler and dependents relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has dependents who are relocating) with the prescribed PCS mileage rate (see par. C2505) and car ferry fees applicable for each POC.
2. Except as in par. C2159-C, PCS mileage reimbursement authorized for dependents' travel is for the use of one or two POCs. ***NOTE: The traveler may be reimbursed for use of two POCs by dependents only if the traveler travels by common carrier (e.g., the traveler is not reimbursed automatically for three POCs to allow the traveler to use one and the dependents to use two.)***
3. Mileage reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC and who were not taken into account in computing the authorized PCS mileage rate.

#### ***Effective 19 June 2003***

#### C. Using More than Two POCs (FTR §§302-4.500 and 302-4.700d)

***NOTE:*** The terms "family members" or "dependents" in this paragraph include only those traveling by POC.

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.

2. Mileage Allowance

a. When reimbursement for the use of more than two POCs is authorized/approved, the mileage allowance and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, the mileage allowance and car ferry fees apply, except that the mileage rate must be determined on the basis of the number of family members making the old to new PDS trip for the first time (e.g., employee drives spouse and three children on first trip (and receives \$.20/mile) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children. The employee is paid \$.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children.

3. Documentation. The applicable conditions in par. C2159-C1 should be shown in the travel authorization or approved by travel authorization amendment after the fact. See Chapter 3 for travel authorization policy.

**C2162 AIRCRAFT**

A. Privately-owned Airplane

1. The use of a privately-owned airplane for:

a. First duty station travel by a newly recruited employee or appointee,

**CHAPTER 4  
EMPLOYEE TRAVEL**

**PART A: PERMANENT DUTY TRAVEL**

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**PART E: RESERVED**

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## **PART F: RESERVED**

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## **PART G: RESERVED**

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

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**PART O: OCCASIONAL MEALS AND/OR LODGING**

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**PART Q: RESERVED**

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**PART R: RESERVED**

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**PART S: CONFERENCES**

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- O. Conference M&IE Rate



## PART A: PERMANENT DUTY TRAVEL

### C4000 NOT USED (SEE CHAPTER 5, PART A)

### C4001 AGREEMENTS FOR TRAVEL AND TRANSPORTATION ALLOWANCES

A. General. A transportation agreement is a written understanding between a DoD component and an employee wherein the component agrees to furnish (depending on the circumstances) certain travel and transportation allowances in consideration for which the employee agrees to remain in Government service for at least a specified period. In the case of appointment or transfer to an OCONUS position, the employee also agrees to complete a prescribed tour of duty at the OCONUS PDS as consideration for return travel and transportation allowances. The completion of the period of service specified in the agreement establishes eligibility for travel and transportation allowances and does not, in itself, terminate the employee's employment. An agreement may be an initial agreement or a renewal agreement. An initial agreement establishes eligibility for an employee's travel and transportation allowances, the employee's dependents, and HHG. A renewal agreement establishes eligibility for round trip travel and transportation allowances for an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment. A renewal agreement does not establish any HHG transportation authority. All or a portion of these travel and transportation allowances may be lost under certain conditions (see par. C4007). Agreement forms and their preparation and disposition are as prescribed in par. C4012.

B. Negotiation of Agreements. Agreements must be negotiated by personnel designated by the component concerned. For all components, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,
2. Civilian personnel office employees designated to act for a commanding officer in effecting appointments, and
3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

### C4002 WITH WHOM INITIAL TRANSPORTATION AGREEMENTS ARE NEGOTIATED

A. General. Transportation agreements must be negotiated with the following:

1. a new appointee (including a student trainee when assigned on completion of college work) to a first PDS;
2. an employee transferred or reassigned from one OCONUS PDS to another OCONUS PDS;
3. a new appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;
4. an employee transferred to and within the CONUS;
5. an employee transferred to an OCONUS PDS; and
6. an employee recruited OCONUS for assignment to an OCONUS PDS.

B. OCONUS Local Hires

1. General

- a. Transportation Agreement Purpose for Locally Hired Employees. *A transportation agreement for a locally hired employee is not an entitlement.* The transportation agreement for a locally hired employee is specifically intended to be a recruitment incentive for a civilian employee with an actual residence in CONUS or in a non-foreign OCONUS area, outside the geographical locality of the PDS, to

accept Federal employment in a foreign or nonforeign OCONUS area. ***Individuals must not automatically be granted agreements simply because they meet eligibility requirements.***

b. Negotiating a Transportation Agreement with a Locally Hired Employee. Foreign area local commanders may negotiate an initial agreement with a locally hired employee if the conditions in par. C4002-B2 are met. Local commanders in nonforeign OCONUS areas may negotiate an initial agreement with a locally hired employee if required for recruitment purposes and the conditions in par. C4002-B2 are met, but only if the position is one for which qualified local applicants are not readily available.

c. Eligibility Determination. Eligibility for travel and transportation allowances for dependents and/or HHG from the employee's actual residence to the foreign OCONUS area PDS and/or return transportation to the actual residence must be determined at the time of appointment, or at the time the employee loses eligibility for return travel and transportation allowances. This avoids misunderstandings later. The eligibility decision must be recorded in the agreement. See par. C4005-C3 concerning credit for prior service and par. C4006-C1 regarding when a tour of duty begins.

d. Transportation Authorization. An OCONUS locally hired traveler who is granted a transportation agreement is authorized the same travel and transportation allowances as a traveler transferred or appointed from CONUS. Pars. C7002-B3 and C5180-B1 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the traveler's actual residence to the OCONUS PDS. Par. C5212-A5 prohibits POV transportation for local hires in some instances.

## 2. Conditions

a. Eligible Local Hires. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(1), or C4002-B2a(2) below only if the requirements in par. C4002-B2b(1) and C4002-B2b(2), also are met. An initial agreement may be negotiated with a locally hired employee described in par. C4002-B2a(3) or C4002-B2a(4) below only if the employee also meets the requirement in par. C4002-B2b(2).

(1) A member of the U.S. Armed Forces separated/retired locally (within the foreign OCONUS country in which the civilian position is located to which the individual is appointed) while serving in a foreign OCONUS area, provided that the former military member is appointed to a vacant appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to CONUS or to a non-foreign OCONUS area accruing from the prior military service.

(2) An employee of another Federal department, agency, or instrumentality, Government contractor, Red Cross, non-appropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the foreign OCONUS area command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

- (a) recruited in CONUS or in a non-foreign OCONUS area under employment conditions that provided for return travel and transportation allowances,
- (b) committed to a specific vacant position before separation from prior employment, and
- (c) is appointed not later than 1 month after termination of such employment.

## PART K: TRAINING COURSE ATTENDANCE

### \*C4500 ALLOWANCES

\*A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem (see par. C4530) or AEA (see par. C4600); or
2. Dependent and HHG transportation to and from the training location (see pars. C4505 and C4510).

\*B. In the PDS Area. An employee attending a TDY training course in the PDS area may be authorized the following IAW par. C2401:

1. TDY mileage and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees, and
2. Common carrier transportation costs reimbursement.

***NOTE: Per diem or AEA is not payable when an employee is authorized travel reimbursement to and from the training location in par. C4500-B1 or for common carrier transportation in par, C4500-B2, except as provided in par. C4520, item 3.***

\*C. Conferences/Training at the PDS as Training Expenses. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS ***cannot be paid as travel and transportation allowances***. Authority to pay related training costs at the PDS is in 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral to the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***These regulations are not the authority for this payment and the payment is not a travel and transportation allowance.***

### \*C4505 DEPENDENT AND HHG TRANSPORTATION

***NOTE: Dependent and HHG transportation allowances are authorized in Chapters 5 and 7.***

#### A. Allowances Authorized

1. If the estimated total cost of round-trip transportation for dependents (***excluding per diem***) and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the AO may authorize round-trip dependent and HHG transportation instead of per diem or AEA payments.
2. When round-trip dependent and HHG transportation is authorized and the employee and/or dependents travel by privately owned automobile, mileage reimbursement is authorized as in par. C5050-A.
3. Dependent and HHG round-trip transportation may be changed to authorize per diem or AEA payment any time before transportation begins. ***After transportation begins, the employee's allowances and Government obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).***

B. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem or actual expense reimbursement is not a PCS to the training location and the following allowances are *not* authorized:

1. Per diem payment for dependent travel,
2. A house-hunting trip,
3. TQSE payment (*see par. C13115-B*),
4. Miscellaneous expense reimbursement, and
5. Reimbursement for real estate transactions and/or unexpired leases.

C. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity or command that funds the training assignment.
2. The activity or command having jurisdiction over the employee is responsible for travel authorization issuance.

**\*C4510 NO RETURN TO OLD PDS**

A. Dependent and HHG Transportation

**NOTE: *Dependent and HHG transportation allowances are authorized in Chapters 5 and 7.***

1. An employee who attends a training program away from the PDS:
  - a. and is transferred to a new PDS after completing the program without returning to the old PDS, or
  - b. en route to a new PDS,

may be authorized (instead of per diem or actual expense reimbursement while at the training location) reimbursement for the cost of dependent and HHG transportation:

- c. (*but not per diem for dependents*) from the PDS to the training location up to the total per diem or AEA payments that would have been received at the training location; and
  - d. and per diem from the training location to the new PDS up to the cost of dependent and HHG transportation and per diem from the old to the new PDS.
2. When the employee is authorized per diem or AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at Government expense may not exceed the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).

B. Mileage Reimbursement. For PCS mileage reimbursement when an employee and/or dependents travel by privately owned automobile see par. C5050-A.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Chapter 14 purposes.
2. Before the training begins, selected employees should be issued PCS travel authorizations assigning them to the training program and stating that they are being transferred to a new PDS after training is completed. These travel authorizations establish the employees' authorization for the real estate transaction allowance reimbursement in Chapter 14.
3. Payment of the real estate transaction allowances in Chapter 14 (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
  - a. Successfully completed the training program,
  - b. Signed the transportation agreement required in par. C4002, and
  - c. Been assigned to a PDS (other than the PDS at the time of selection and entry to the training assignment) (B-161795, 29 June 1967).

**\*C4515 INTERNS AND TRAINEES**

1. When moving an intern or a trainee, the DoD component must determine if the move is primarily for training or primarily for the performance of work. The designation of a facility as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training purposes that do not involve a school facility and assignments to school facilities that do not involve training.
2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.
3. Because of varying circumstances, it is necessary to evaluate each individual move.
4. *If an assignment is primarily for training, this Part applies. If the assignment is primarily for the performance of work, see par. C5075.*

**\*C4520 TRANSPORTATION AND PER DIEM OR AEAS**

1. Transportation and per diem or AEAs while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.

2. If an employee is authorized per diem or AEAs but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and daily round-trip transportation may not exceed the per diem or AEAs allowed if the employee had remained at the training location (see par. C4677).
3. The employee is authorized *round-trip* TDY mileage or the cost of *round-trip* public conveyance transportation (from the residence to the training location) and per diem or AEAs (par. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

**\*C4525 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT.**

A contracting officer may contract for rooms and/or meals for employees traveling on TDY. The total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is authorized an appropriate amount under Chapter 4, Part L for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the training course sponsor do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in Chapter 4, Part L (60 Comp. Gen. 181 (1981)). For AEA information, see Chapter 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

**\*C4530 PER DIEM FOR TRAINING ASSIGNMENTS**

A. General. Per diem rates for all courses of instruction are determined under this paragraph in the same manner as for any other TDY (see Chapter 4, Part L) except for courses of instruction for which a specific rate is prescribed in par. C4530-B, and training, research, and study programs of more than 30 consecutive calendar days to which the rates in pars. C4530-C and C4530-D apply. See par. C4550 for procedures to request changes to the rates in par. C4530-B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the 'Lodgings-Plus' method in par. C4553.

B. Rates for Specific Training Courses

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

C. Per Diem for Training Assignments of more than 30 Consecutive Calendar Days. Per diem rates for training assignments of more than 30 consecutive calendar days at one location are prescribed in par. C4530-D and apply from the day following the arrival day at the training location through the day prior to the departure day. Training assignments include research and study programs conducted at any college or university, other academic institution, or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and at which attendance in a TDY status is authorized, in accordance with par. C4515. ***All assignments under the DoD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DoD, or similar training and development programs, are primarily for training.*** Per diem payments for training determined in accordance with instructions in pars. C4530-D1a and C4530-D1d are payable in fixed amounts.

#### D. Per Diem for Training Programs

1. Training Programs. Per diem allowances for training programs of more than 30 consecutive calendar days are:

- a. 55 percent of the applicable maximum daily training locality per diem rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html>, rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in **NOTE 1** below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that if:
  - b. Government quarters are used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required);
  - c. Government quarters are used and a Government mess is used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and
  - d. meals and lodgings are furnished without cost to an employee, per diem payable is \$3 within CONUS, or \$3.50 OCONUS when lodgings used are on a US installation (see definition in Appendix A) or the applicable incidental expense allowance in <http://www.dtic.mil/perdiem/perdiemrates.html> if lodgings are not on a US Installation. See the **NOTE** following par. C4554-A1b for an OCONUS incidental expense rate discussion.

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

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

2. Exceptions to the Prescribed Training Program Per Diem Allowances. When the 55 percent rate prescribed in par. C4530-D1a is not appropriate for a particular training assignment, a DoD component may request an exception to the 55 percent rate in accordance with pars. C4530-D2a and C4530-D2b, below. Requests for change to the 55 percent rate must be forwarded for decision to the appropriate office listed in par. C4550. Requests must be supported by documentation of the circumstances (for example, availability (or non-availability) of adequate lower-cost lodgings) justifying the need for the proposed change (up or down) to the 55 percent rate.

- a. Training Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DoD component involved may request a lower fixed per diem rate under par. C4550.
- b. Training Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DoD component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> for the training locality.

c. Reimbursement for the Cost of Retained Lodging when an Employee on a Training Assignment of More than 30 Consecutive Days Takes Leave. It may be necessary for an employee on a training assignment of more than 30 consecutive calendar days to retain lodgings while on leave. The per diem rate paid while the employee is in a duty status may be adjusted to cover the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, *if requested by the employee*. The total amount paid for lodging on the duty days cannot exceed the lodging amount that would have been paid had the employee not taken leave. In instances when the adjusted per diem exceeds the maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> for the TDY location, reimbursement on an actual expense basis for the lodging expense may be approved in accordance with Chapter 4, Part M, while the amount for meals and incidental expenses (55 percent of the M&IE rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> for the TDY location) is paid on a per diem basis.

#### Example 1

- a. An employee on a training assignment of more than 30 consecutive calendar days is paid per diem at the rate of \$48 (55% of \$86, the per diem applicable to the training location, rounded to the next higher dollar. The \$86 rate includes \$31 for M&IE and \$55 for lodging).
- b. The \$48 per diem paid the employee consists of \$17.05 (55 % of \$31, the applicable M&IE rate) for meals and incidental expenses and \$30.95 (\$48 minus \$17.05) for lodging.
- c. In June the employee is scheduled to be on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for lodgings (an apartment, including utilities).
- d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$928.50 (30 days x \$30.95), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual cost of lodging, \$800, is less than the amount the employee would have received at the 55 percent rate, \$800 is used.
- e. The daily lodging cost for each day is \$40, determined by prorating the \$800 lodging cost for the month of June over the 20 days during which the employee is authorized per diem.
- f. The adjusted per diem is \$57.05 (\$17.05 for M&IE and \$40 for lodging). Since \$57.05 does not exceed the locality per diem rate of \$86, it may be paid without AEA.

**Example 2**

- a. An employee on a training assignment of more than 30 consecutive days is paid a per diem at the rate of \$91 (55% of \$164, the per diem rate applicable to the training location, rounded to the next higher dollar. The \$164 rate includes \$118 for lodging and \$46 for M&IE).
  - b. The \$91 per diem paid the employee consists of \$25.30 (55% of \$46, the applicable M&IE rate) for meals and incidental expenses and \$65.70 (\$91 minus \$25.30) for lodging.
  - c. The employee had to take emergency leave from 16 through 31 January and after returning to the training location requested reimbursement for the cost of lodgings retained during that period. The employee was authorized only 15 days per diem for January (31 days in January less 16 days leave). The employee is paying \$2,100 per month for lodgings (an apartment, including utilities).
  - d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$2,036.70 (31 days x \$65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.
  - e. Since \$2,100 exceeds \$2,037.70, \$2,037.20 is used to determine the daily lodging cost. The daily lodging cost for each day is \$135.78, determined by prorating the \$2,037.70 over 15 days during which the employee is authorized per diem.
  - f. The adjusted per diem is \$161.08 (\$25.30 for M&IE and \$135.78 for lodging). Since \$161.08 does not exceed the \$164 locality rate, the \$161.08 may be paid daily without AEA authority.
3. Return to PDS during TDY. See Chapter 4, Part N2 for return to the PDS during TDY.

## PART L: PER DIEM ALLOWANCES

### C4550 PER DIEM RATES

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

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

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

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

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

1. General. The offices listed in pars. C4550-D2a, C4550-D2b, C4550-D2c, and C4550-D2d are designated to authorize (in advance) a:

\*a. Fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-A1, for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days, up to the applicable maximum rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> for the TDY or training locality; or

\*b. Per diem under the 'Lodgings-plus' method prescribed in par. C4553 in lieu of the 55 percent limitation prescribed in par. C4561-A1 for long-term TDY, and in par. C4530-D1 for training assignments of more than 30 consecutive calendar days.

## 2. Designated Offices

- a. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;
- b. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments, and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for long-term TDY;
- c. Air Force: The commander, major command or separate operating agency for long-term TDY. Authority may be re-delegated at the commander's discretion. For training assignments, the office is AFPC/DPK, Randolph Air Force Base, TX 78150-4703;
- d. Office of the Secretary of Defense, Washington Headquarters Services, and other DoD components: Offices listed in Appendix L, par. A-1.

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

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

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300;
2. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for training assignments and Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451 for TDY;
3. Air Force: HQ USAF/DPPC, Washington, DC 20330-5060;
4. OSD/WHS/Defense Agencies: Headquarters DCAA, Administrative Management Division, Attn: Ms. Pat Savage, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

## F. Standard CONUS Per Diem Rate

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates in <http://www.dtic.mil/perdiem/perdiemrates.html>.
2. The Standard CONUS per diem rate is used for all CONUS locations when PDT is involved.
3. ***Effective 1 October 2003 the Standard CONUS per diem rate is:***

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

**C4551 REQUESTING REVIEW OF PER DIEM RATES**

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

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

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

**C4552 GENERAL RULES REGARDING PER DIEM**

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

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

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

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

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

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

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

\*H. Lodging and/or Meals Obtained under Contract. A contracting officer may contract for rooms and/or meals for employees traveling on TDY. The total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. See par. C4525 for a training course exception. For AEA information, see Chapter 4, Part M. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"*** (GSBCA 15890-TRAV, 29 July 2003).

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

1. Par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;
2. Par. C4430 concerning authorization for long-term TDY assignments; and

\*3. Pars. C4500 and C4530-C if the assignment is for training of more than 30 consecutive calendar days.

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

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

#### **C4553 'LODGINGS-PLUS' PER DIEM METHOD PER DIEM COMPUTATION**

A. General. Per diem allowances for all official travel, including PCS, must be computed under the Lodgings-plus method except when:

1. A fixed per diem rate is authorized for the TDY or training assignment under the provisions in par. C4550-C;
2. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. A per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
- \*4. A per diem rate prescribed in par. C4530-B for specific training courses, or par. C4530-C for training assignments of more than 30 consecutive calendar days, applies;
5. A per diem rate prescribed in par. C4558 for travel by ship applies;
6. The per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. A per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;
8. Per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;

when furnished quarters without charge and meals with or without charge. The traveler is paid \$5/day (\$3 incidental expense plus \$2 for quarters) when required to pay for quarters onboard the ship. ***Neither rate is subject to further reduction.*** When a traveler is required to pay for meals, the \$3 or \$5 rate is increased by the current (standard) Government meal rate (See Appendix A). In the event a traveler maintains commercial quarters ashore for use following the completion of short trip(s) at sea, the per diem rate prescribed in this subparagraph is increased by the actual daily cost of those quarters, not to exceed the locality per diem lodging ceiling for the TDY location ashore. ***Reimbursement for the total cost of quarters on the ship and ashore may not exceed the maximum lodging amount prescribed in the per diem rates at <http://www.dtic.mil/perdiem/perdiemrates.html> for the TDY locality concerned.*** When a traveler procures meals ashore at personal expense, reimbursement is authorized as prescribed in pars. C4554-A1a and C4554-A1b, as applicable. In any event, the total per diem allowance may not exceed the applicable maximum rate prescribed in the per diem rates at <http://www.dtic.mil/perdiem/perdiemrates.html> for the TDY locality concerned.

2. Naval Ship Research and Development Center Underwater Explosion Barge. The per diem rates provided in par. C4558-B1 (General) are prescribed for TDY performed aboard a Naval Civil Engineering Laboratory warping tug or the Underwater Explosion Barge (UEB). ***The per diem rates are not subject to any further reductions.***

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

#### C. Commercial Vessel

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

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

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

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

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

1. Mileage (see par. C2505)

- a. Mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location;
- b. If more than one car ferry is used, mileage is payable for overland travel between ferries;

2. Transportation. The employee is authorized:
  - a. Government-procured ferry transportation, or
  - b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);
3. Per Diem
  - a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.
  - b. Meals and Incidental Expenses (M&IE). M&IE is based and computed for the employee using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarkation) from the ferry; and
4. Ferry Fees. Reimbursement is authorized for ferry fees.

***NOTE:*** See par. C2204-B3 for required documentation if a U.S. registered ferry is not available.

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

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

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

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

**B. Rented Recreational Vehicle**. When the use of a rented recreational vehicle is authorized/approved as advantageous to the Government, the rental fee and the allowable expenses in par. C4555-D are lodging costs. Advantageous use might occur when an employee is on an extended TDY assignment in a remote area or where conventional lodging facilities are limited or not available. If the use of a rented recreational vehicle is not authorized/approved as advantageous, only expenses listed in par. C4555-D2, C4555-D3, C4555-D4, C4555-D5, C4555-D6, C4555-D7, C4555-D8, and C4555-D9, are lodging costs.

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

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

#### **\*C4561 PER DIEM FOR LONG-TERM TDY ASSIGNMENTS**

***\*NOTE:*** See Chapter 4, Part K, for per diem for training assignments.

\*A. Long-term TDY Assignments. Per diem allowances for TDY assignments of more than 180 consecutive calendar days at one location are:

1. 55 percent of the applicable maximum daily TDY locality per diem rate in <http://www.dtic.mil/perdiem/perdiemrates.html>, rounded to the next higher dollar (paid in a fixed amount plus actual lodging taxes as indicated in **NOTE 1** below (lodging receipts or a lease for the rental of an apartment are not required to confirm lodging costs except when necessary to confirm amount paid for lodging taxes); except that if:
2. Government quarters are used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required);
3. Government quarters are used and a Government mess is used, the daily per diem computation is done using the 'Lodgings-plus' method in par. C4553 (lodging receipts are required) and the provisions in par. C4554-A; and
4. Meals and lodgings are furnished without cost to an employee, per diem payable is \$3 within CONUS, or \$3.50 OCONUS when lodgings used are on a US installation (see definition in Appendix A) or the applicable incidental expense allowance in <http://www.dtic.mil/perdiem/perdiemrates.html> if lodgings are not on an installation. See the **NOTE** following par. C4554-A1b for an OCONUS incidental expense rate discussion.

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

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

\*B. Exceptions to the Prescribed Long-term TDY Per Diem Allowances. When the 55 percent rate prescribed in par. C4561-A1 is not appropriate for a particular TDY assignment, a DoD component may request an exception to the 55 percent rate in accordance with pars. C4561-B1 and C4561-B2, below. Requests for change to the 55 percent rate must be forwarded for decision to the appropriate office listed in par. C4550. Requests must be supported by documentation of the circumstances (for example, availability (or non-availability) of adequate lower-cost lodgings) justifying the need for the proposed change (up or down) to the 55 percent rate.

1. TDY Per Diem Allowance below the 55 Percent Rate. If an AO determines that the 55 percent rate is excessive because of lower lodging and/or meal costs, the DoD component involved may request a lower fixed per diem rate under par. C4550.
2. TDY Per Diem Allowance in Excess of the 55 Percent Rate. If an AO determines that a 55 percent rate is inadequate, the DoD component involved may request a higher fixed per diem rate that does not exceed the applicable maximum per diem rate prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> for the TDY locality.
3. Reimbursement for the Cost of Retained Lodging when an Employee on a Long-term TDY Takes Leave. It may be necessary and/or cost effective for an employee on long-term TDY to retain lodgings while on leave. The AO may authorize/approve reimbursement for the cost of the retained lodgings (supported by a lease or lodging receipt) during the leave period, *if requested by the employee*. The amount cannot exceed the per diem or AEA plus appropriate taxes that would have been paid had the employee not taken leave.

**\*Example 1**

- a. An employee on a long-term TDY assignment is paid per diem at the rate of \$48 (55% of \$86, the per diem applicable to the TDY location, rounded to the next higher dollar. The \$86 rate includes \$31 for M&IE and \$55 for lodging).
- b. The \$48 per diem paid the employee consists of \$17.05 (55 % of \$31, the applicable M&IE rate) for meals and incidental expenses and \$30.95 (\$48 minus \$17.05) for lodging.
- c. In June the employee is scheduled to be on leave for 10 days and is authorized per diem for 20 days only (30 days in June less 10 days leave). The employee is paying \$800 per month for lodgings (an apartment, including utilities).
- d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$928.50 (30 days x \$30.95), which is the amount provided within the initial 55 percent per diem rate for lodging. Since the actual cost of lodging, \$800, is less than the amount the employee would have received at the 55 percent rate, \$800 is used.
- e. The daily lodging cost for each day is \$40, determined by prorating the \$800 lodging cost for the month of June over the 20 days during which the employee is authorized per diem.
- f. The adjusted per diem is \$57.05 (\$17.05 for M&IE and \$40 for lodging). The \$57.05 does not exceed the locality per diem rate of \$86.

**\*Example 2**

- a. An employee on a long-term TDY is paid a per diem at the rate of \$91 (55% of \$164, the per diem rate applicable to the TDY location, rounded to the next higher dollar. The \$164 rate includes \$118 for lodging and \$46 for M&IE).
- b. The \$91 per diem paid the employee consists of \$25.30 (55% of \$46, the applicable M&IE rate) for meals and incidental expenses and \$65.70 (\$91 minus \$25.30) for lodging.
- c. The employee had to take emergency leave from 16 through 31 January and after returning to the TDY location requested reimbursement for the cost of lodgings retained during that period. The employee was authorized only 15 days per diem for January (31 days in January less 16 days leave). The employee is paying \$2,100 per month for lodgings (an apartment, including utilities).
- d. The total amount allowed for lodging costs in the adjusted per diem rate is limited to the amount the employee would have received if no leave were taken. The limitation is \$2,036.70 (31 days x \$65.70), which is the amount provided within the initial 55 percent per diem rate for lodging.
- e. Since \$2,100 exceeds \$2,037.70, \$2,037.20 is used to determine the daily lodging cost. The daily lodging cost for each day is \$135.78, determined by prorating the \$2,037.70 over 15 days during which the employee is authorized per diem.
- f. The adjusted per diem is \$161.08 (\$25.30 for M&IE and \$135.78 for lodging). Since \$161.08 does not exceed the \$164 locality rate, the \$161.08 may be paid daily without AEA authority.

**CHAPTER 5  
PERMANENT DUTY TRAVEL**

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B. Allowance Restrictions. The allowances in par. C5070-A are not subject to negotiation between the employing activity and the employee. The employing activity does not have the discretion to reduce/change the allowances (55 Comp. Gen. 613 (1976)).

C. Discretionary Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (see Chapter 13), and
2. POV shipment (see Chapter 5, Part E).

#### **C5075 PCS MOVEMENTS (FTR §302-3)**

A. General. This covers world-wide PCS movements.

B. Travel and Transportation Allowances. Under par. C5005, travel and transportation allowances are authorized incident to PCS movements in this paragraph.

C. Agreements/Service Requirements/Violation Agreements. See Chapter 5.

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

#### **C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES**

A. First Duty Station Travel Eligibility (FTR §302-3 and §302-3.501(b))

1. General

a. Travel and transportation expenses may be allowed to first duty station only for the following persons:

- (1) A new appointee to any position;
- (2) A student trainee assigned to any position upon completion of college work; or
- (3) Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, note) and are appointed to Government service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

b. The provisions of this Part apply to PDS relocation from the actual residence at the time:

- (1) Of appointment, for new appointees, as defined in par. C5080-B2, or,
- (2) Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in C5080-A1a(3).

c. Par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) does not apply to first duty station travel.

2. Requirements and Allowances for New Employees Assigned to an OCONUS PDS

- a. Agreement Requirements. See par. C4001.
- b. Service Requirements. See par. C4005.

c. Travel and Transportation Allowances. Travel and transportation allowances:

- (1) Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
- (2) For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

d. Foreign PDS Assignment Allowances

(1) Foreign Transfer Allowance (FTA) (See par. C1004). When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS PDS the following are authorized:

(a) Miscellaneous Expense Portion. See DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004,

(b) Lease Penalty Expense Portion. See DSSR, section 242.4 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004, and

(c) Pre-departure Subsistence Expense Portion. This is also provided for a new appointee in the CONUS/non-foreign OCONUS area whose first assignment is a foreign OCONUS PDS. See DSSR, section 242.3 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004.

(2) Temporary Quarters Subsistence Allowance (TQSA) (DSSR, section 120 at <http://www.state.gov/m/a/als/1727.htm>). Provided for temporary quarters occupied upon arrival at a foreign PDS if eligible for a Living Quarters Allowance (LQA) under the DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E at <http://www.dtic.mil/whs/directives/corres/html/140025m.htm> and DSSR Section 031.1 at <http://www.state.gov/m/a/als/1721.htm>.

B. New Appointee and Student Trainee Appointments and Assignments to Positions in the United States (FTR §302-3, subpart A)

1. General

- a. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a PDS in the United States.
- b. For travel and transportation allowances to the first PDS, the selected individual must agree, in writing, to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.
- c. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility.
- d. See par. C4001-A regarding agreement requirements for appointments to an OCONUS position.
- e. See par. C4005-C and Appendix Q for information concerning tours of duty at OCONUS PDS locations.

2. Coverage. A new appointee:

- a. Is eligible for payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.

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

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

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

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

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

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

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

3. PCS Allowances Claims Must Satisfy Conditions

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

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

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

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

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

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

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

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

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

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

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

A. Eligible Employees. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

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

(3) Although NTS eligibility ends on the last day of work at the designated isolated CONUS PDS, NTS may continue until the beginning of the 2nd month after the month the employee's eligibility ends, unless to avoid inequity the Command extends the period.

6. Place of Storage. The transportation officer determines the NTS location.

7. Allowable Costs. Allowable costs for NTS of HHG include:

- a. Packing,
- b. Crating,
- c. Unpacking,
- d. Uncrating,
- e. Transportation to and from storage place,
- f. Charges while in storage, and
- g. Other necessary charges directly relating to the storage.

8. Documentation

- a. NTS authorization must be in the PCS travel authorization.
- b. The transportation officer prepares a Service Order for Personal Property (DD Form 1164) under the Defense Transportation Regulation (DoD 4500.9-R, Volume IV, Chapter 406, par. C) showing the HHG weight and date placed in NTS.
- c. One copy of the DD Form 1164 is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

9. Isolated PDS Designation. Justified requests for NTS incident to a PCS travel authorization to a PDS at an isolated location should be submitted to the official designated by the Service/Defense Agency for a decision.

B. NTS of HHG in Connection with Moves to and between OCONUS Areas (FTR §302-8.200-203)

1. General

- \*a. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at Government expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed
- b. The conversion of HHG from SIT to NTS, at Government expense, and from storage at personal expense to NTS at Government expense, may be authorized/approved when the employee is authorized the conversion IAW this Volume.

2. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

- a. Employee is not authorized to transport HHG to the PDS,
- b. Employee is unable to use HHG at the PDS,

- c. Storage is authorized in the Government’s best interest, or
- d. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

3. Time Limitation (FTR §302-8.203)

- a. NTS, at Government expense, may be authorized for a period NTE the tour of duty plus 30 days prior to the time the tour begins and plus 60 days after the tour is completed.
- b. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.
- c. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Government expense may continue until the beginning of the 2nd month after the month that eligibility ends **unless** the OCONUS command extends the period.
- d. The employee’s OCONUS command is responsible for ensuring the new PDS transportation officer is notified when the employee’s eligibility for storage ends.

<b>Example</b>	
Storage terminates:	31 August 2003 (last day of active duty)
Storage is approved for extension to:	29 November 2003 (par. C5195-A5 last paragraph)
Command approves storage extension to:	1 January 2004 (par. C5195-A5b(3) – Beginning the 2 <sup>nd</sup> month after the month the employee’s eligibility ends (it ended 29 Nov 03 above)

4. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS, at Government expense, the following actions must be taken:

- a. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee’s OCONUS personnel office one copy of the following:
  - (1) Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For Army civilian employees: The transportation officer also must forward a copy of DD Form 1164 and any amendments, and a copy of the employee’s PCS travel authorization, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306., and***
  - (2) The original warehouse inventory receipt.
- b. The gaining OCONUS personnel office must:
  - (1) Establish an employee NTS HHG file that:
    - (a) Is separate from official personnel records;
    - (b) Serves as a suspense file for FY funding and any subsequent HHG transportation; and
    - (c) Is forwarded with the employee’s official personnel records if the employee is reassigned to another OCONUS PDS;
  - (2) Furnish the FY fund citation to the Transportation Officer;

**CHAPTER 5****\*PART E: POV TRANSPORTATION****SECTION 1: GENERAL****C5200 GENERAL**

A. Authorized Personnel. Personnel authorized POV (as defined in Appendix A) transportation include a/an:

1. Traveler transferred in the Government's interest,
2. New appointee, or
3. Student trainee assigned the first PDS.

B. Rental Car. There is no authority in JTR for rental car reimbursement while awaiting POV arrival. Travelers should check to see if the POV shipping contract contains any rental provisions.

C. Miscellaneous POV Shipment Information. For other requirements related to shipping a POV, see the SDDC website at: <http://www.sddc.army.mil>, and "Shipping your POV" at: [http://www.usapa.army.mil/pdffiles/p55\\_2.pdf](http://www.usapa.army.mil/pdffiles/p55_2.pdf).

**C5204 SIZE LIMIT**

Transportation at Government expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). A traveler who ships a larger POV which otherwise qualifies for shipment at Government expense, is financially responsible for all costs resulting from the excess POV size.

**SECTION 2: OCONUS POV TRANSPORTATION**

*(See Section 3 for intra-CONUS POV transportation.)*

**C5208 ELIGIBILITY****A. General.** Commanding officers/designated representatives:

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at Government expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD travelers.
3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

**B. Criteria**

1. One POV may be transported at Government expense when it is in the Government's interest for the traveler to have POV use at the PDS.
2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the Government's interest for the traveler to have POV use at the PDS.
3. A record of any determination must be in writing and filed in accordance with personnel directives.

**C. Conditions.** A determination/re-determination that it is "in the Government's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the traveler's and immediate family's convenience.
2. Local conditions make it desirable for the traveler to have a POV.
3. POV use by the traveler contributes to the effectiveness in the traveler's job.
4. The POV type is suitable in the local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the traveler has agreed to serve at that PDS.

**D. Travelers Assigned to Johnston Island**

1. A traveler, assigned to Johnston Island, may transport one POV at Government expense from the old PDS to Hawai'i if Hawai'i is the location at which dependents are to reside during the specified tour of duty.

2. When reassigned from Johnston Island to a new PDS, one POV may be transported from Hawai'i to:
  - a. The port serving the new PDS, or
  - b. An alternate port.
3. The traveler is financially responsible for all excess costs of having the POV transported from Hawai'i to the port from which the POV was originally shipped to Hawai'i.

#### C5212 AUTHORIZATION

A. Transportation Not Authorized. POV transportation is not authorized when:

1. The POV may be driven to the PDS over hard-surfaced all-weather highways, including ferries, and the traveler/dependent(s) could drive the vehicle. See par. C2166 concerning ocean-going car ferry use.
2. The local government:
  - a. Prohibits importation of the POV; or
  - b. Applies restrictions on such importations;
3. The pertinent military department's regulations prohibit/advise against the shipment of such POVs for military personnel. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to Hawai'i under par. C5208-D;
4. A POV is purchased in a non-foreign OCONUS area by a traveler not permanently assigned there at the time of the purchase, unless the POV is a replacement at the non-foreign OCONUS PDS. This item prohibits only the shipment at Government expense incident to the traveler's PCS following vehicle purchase; or
5. a traveler is hired at an OCONUS location for duty at the traveler's first PDS in CONUS. ***NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS, from that same OCONUS PDS and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS. See 68 Comp. Gen. 258 (1989).*** Example: A traveler residing in Hawai'i, who was hired locally and is later transferred from the Hawai'i PDS to a CONUS PDS is not authorized POV transportation to CONUS. Similarly, a traveler residing in Hawai'i, hired locally for duty at a PDS in CONUS is not authorized transportation for a POV to CONUS.

B. Transportation Authorized. POV Transportation may be authorized when a traveler:

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs an agreement in par. C4001;
2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs an agreement in par. C4001;
3. Completes a tour(s) of duty at an OCONUS PDS where it was in the Government's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer, or upon separation from service after completion of a tour of duty, to CONUS;

4. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Government's interest for the traveler to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer for the Government's convenience and not at personal request;
5. At an OCONUS PDS where it was initially in the Government's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to Hawai'i under par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the Government's interest for the traveler to have a POV at the new PDS, and the traveler requests transportation of a POV to CONUS;
6. Is stationed at an OCONUS PDS where initially it was not in the Government's interest for the traveler to have a POV and due to changed circumstances at the station, it is later determined that it is in the Government's interest for the traveler to have a POV there and the traveler has signed an agreement as provided in par. C4001; or
7. Is stationed at an OCONUS PDS where initially it was in the Government's interest for the traveler to have a POV and due to changed circumstances the determination is rescinded. In such cases, the traveler may elect either to keep the POV at the PDS or have it shipped back at Government expense to the port serving the actual residence.

## C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS

### A. General

1. POV Transportation at Government expense is:
  - a. Limited to over-water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
  - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
  - c. From the appropriate loading port/VPC serving the traveler's last PDS to the unloading port/VPC serving Hawai'i in the case of a traveler assigned to Johnston Island who is authorized POV shipment under par. C5208-DC11002-C.
2. *Shipment may not be authorized at Government expense between CONUS port/VPCs for the traveler's convenience.*
3. Transportation at Government expense includes port-handling charges for readying the POV for:
  - a. Shipment at the loading port/VPC, and
  - b. Use at the unloading port/VPC.
4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

**B. Alternate Ports**

1. Transportation at Government expense is authorized between the port/VPC serving the origin point and the port/VPC serving the traveler's new PDS. For travelers assigned to Johnston Island, transportation at Government expense is to the point authorized in par. C5208-D.
2. A POV may be shipped to an alternate designated port. The Government's transportation cost liability must not exceed the transportation cost between the ports/VPCs serving the old PDS/new PDS. For travelers assigned to Johnston Island, the Government's transportation cost liability must not exceed the cost to transport the POV from the port to which shipment was authorized in par. C5208-D.
3. When a traveler is authorized to return a POV at Government expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For travelers assigned to Johnston Island, a traveler is authorized to return a POV from the port/VPC in Hawai'i to which it was transported under par. C5208-D.
4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The Government's transportation cost liability must not exceed the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (new PDS or actual residence).
5. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (see Appendix A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

**C. Transportation to/from Ports**

1. Transportation Arrangements. The Government must not arrange transportation for a traveler's POV from the:
  - a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, or
  - b. Port/VPC to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS.
2. Traveler Pays for POV Transportation to/from Port/VPC. Reimbursement is:
  - a. Authorized if a traveler pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
  - b. Limited to the actual cost of having the POV driven/transported not to exceed an amount determined by multiplying the appropriate TDY mileage rate (par. C2500) by the round trip official distance between the:
    - (1) Traveler's old PDS or actual residence at the time of appointment, and the port/VPC (B-197255, 10 February 1981),
    - (2) Port/VPC and the traveler's new OCONUS PDS, or
    - (3) Port/VPC and the traveler's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation (B-197255, 10 February 1981).

3. POV Delivery/Pickup to/from the Port/VPC

a. Per Diem Not Allowed. Per diem is not allowable when a traveler/designated representative makes a separate trip to a port/VPC to deliver/pickup the POV.

b. Mileage Reimbursement. Reimbursement is authorized at the applicable TDY mileage rate in par. C2500 for one-way travel for the official distance traveled:

- (1) To the port/VPC to deliver the POV, or
- (2) From the port/VPC after reclaiming the POV.

c. Transportation Reimbursement. Reimbursement is authorized for the actual cost incurred for one-way return transportation:

- (1) From the port/VPC after delivering the POV, or
- (2) To the port/VPC to pick up the POV.

d. Limitations. The total of the one-way TDY mileage and one-way transportation costs paid by the Government may not exceed the POV transportation cost from the:

- (1) Traveler's old PDS/actual residence at the time of appointment, to the port/VPC,
- (2) Port/VPC to the traveler's new OCONUS PDS, or
- (3) Port/VPC to the traveler's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

4. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

**NOTE:** *PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in Appendix A.*

a. Mileage Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS mileage rate in par. C2505 from the:

- (1) Traveler's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the traveler travels there to drop off dependents);
- (2) Passenger POE (where the traveler drops off dependents) to the port/VPC;
- (3) Port/VPC where the POV is reclaimed to the passenger POD (if the traveler returns there to pick up dependents);
- (4) Port/VPC or passenger POD (if the traveler returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

b. Transportation Reimbursement. Transportation reimbursement for POV delivery/pickup incident to PDT by POV also is allowable for the traveler:

- (1) Or the traveler and dependents, from the port/VPC to which the traveler delivers the POV, to the passenger POE; or
- (2) From the port/VPC to the passenger POE;
- (3) And dependents from the passenger POD to the port/VPC; or
- (4) From the passenger POD to the port/VPC at which the POV is reclaimed

## **C5220 CIRCUMSTANCES**

### A. Transfer or Assignment between OCONUS PDSs

1. If the traveler does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at Government expense provided the maximum amount the Government pays is the cost of transporting the POV from an appropriate port/VPC within CONUS, or a port in Hawai'i for travelers assigned on Johnston Island whose dependents reside in Hawai'i.
2. If, due to changed circumstances at a PDS, it is no longer in the Government's interest for the traveler to have a POV at the PDS, the traveler may transport it at Government expense to another OCONUS PDS to which the traveler is transferred if it is in the Government's interest for the traveler to have the POV there.
3. Upon completion of a tour of duty at the new PDS the traveler may ship the POV at Government expense to the appropriate port serving the actual residence or serving a CONUS PDS. In this case, the Government may not pay more than the transportation cost from the place to which it was last transported at Government expense.

B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS. If the traveler, for reasons unacceptable to the DoD component concerned, fails to complete the tour of duty at the PDS from which the traveler is being transferred, and the traveler is not being transferred for the Government's convenience, the Government may not pay for POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the Government's interest for the traveler to have a POV. In the latter case, the Government may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.

### C. Agreement Not Completed and Traveler Returns to CONUS for Separation

1. If the traveler, for reasons unacceptable to the DoD component concerned, failed to complete the tour of duty at the PDS from which the traveler is separating, the Government may not pay the cost of POV transportation unless the traveler completed a tour of duty at a previous OCONUS PDS where it was in the Government's interest for the traveler to have a POV. In the latter case, the Government may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the traveler completed the tour of duty.
2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Government may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Government

1. A traveler, separating either because the agreed minimum period of service has been completed or for reasons acceptable to the Government, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Government expense to the port/VPC serving the traveler's actual residence established at the time of appointment or transfer to the PDS.
2. POV transportation may be authorized to an alternate destination anywhere in the world but the Government's POV transportation cost may not exceed the cost from the port/VPC serving the traveler's OCONUS PDS to the port/VPC serving the traveler's actual residence.
3. Any excess costs are the financial responsibility of the traveler (65 Comp. Gen. 468 (1986)).

**C5224 SHIPMENT METHODS**

A. Government-arranged POV Transportation

1. The transportation officer determines the transportation mode.
2. Shipment procedures must be in accordance with Defense Transportation Regulations (DTR) (DoD 4500.9-R, Part IV, Chapter 408) at: <http://www.transcom.mil/j5/pt/part4/dtr-part-4-408.pdf>.

B. Traveler-arranged POV Transportation (FTR §302–9.142 §302–9.207)

1. If POV transportation is authorized at Government expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, not to exceed the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
  - a. The Status of Forces Agreement (SOFA),
  - b. Use of U.S. carriers,
  - c. Import/export processes, and
  - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

**C5228 DELAYS WHILE AWAITING REOPENING OF PORT FACILITY OR POV DELIVERY**

When PCS travel by POV is authorized as advantageous to the Government, and the traveler must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non-workdays involved if for reasons beyond the traveler's control the traveler is unable to reclaim the POV on the POV's arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed (B-170850, 31 December 1970);

2. Number of days involved when, for reasons beyond the traveler's control, the traveler's POV has not been delivered to the port/VPC on the day the traveler arrives there to reclaim it, and the traveler awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority after considering the particular circumstances involved, certifies that the traveler acted reasonably and prudently in delaying onward travel to await the POV's arrival (B-179493, 15 January 1974).

*Effective for POV shipments on or after 1 November 2003*

**C5232 REPLACEMENT POV TRANSPORTATION**

A. General. When a POV, transported at Government expense to an OCONUS area or to Hawai'i for a traveler assigned to Johnston Island, is no longer adequate for the traveler's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the conditions in pars. C5232-B or C5232-C are met.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

1. Beyond the traveler's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
2. Acceptable to the DoD Component concerned.

C. Non-emergency Replacement. Non-emergency POV replacement may be authorized when:

1. The traveler is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983); and
2. It is in the Government's interest that the traveler continues to have a POV at the OCONUS PDS.

D. Limitations

1. One emergency replacement POV may be transported at Government expense within any 4-year continuous service period.
2. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

**C5236 EMERGENCY STORAGE IN THE EVENT OF EVACUATION**

A. Eligibility. If it is necessary to evacuate the traveler and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at Government expense to the PDS under this Part, or
2. Driven by the traveler/immediate family member to the PDS at which POV use was "in the Government's interest."

B. Location. POV storage may be at a place determined to be reasonable by the DoD Component concerned whether the POV is already located at, or being transported to, the post of duty (FTR, §302-9.401).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV include:
  - a. Necessary expenses for actual storage,
  - b. Readyng the POV for storage and for return to the traveler after the emergency has ended,
  - c. Local transportation expenses to and from storage, and
  - d. Other necessary expenses relating to storage and transportation.
2. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

### SECTION 3: CONUS POV TRANSPORTATION

#### C5240 GENERAL

A traveler transferred in the Government's interest or a new appointee or student trainee relocating to the first CONUS PDS may be authorized to have POV(s) transported at Government expense when authorized/approved as being advantageous (particularly financially advantageous) to the Government.

***NOTE: See par. C6554 for authority to reimburse a traveler with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.***

#### C5244 AUTHORIZATION

A. General. Commanding officers/designated representatives who assign travelers in CONUS are delegated authority to determine a traveler's, new appointee's, or student trainee's eligibility to transport a POV(s) at Government expense when:

1. Both the old PDS (or actual residence of a new appointee or student trainee) and new PDS are within CONUS; and
2. It is more advantageous and cost effective to the Government to transport the POV(s) to the new PDS at Government expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member drive one or more POC(s) to the new PDS. Costs to be considered are:
  - a. Cost of POC travel;
  - b. Cost of transporting the POV(s);
  - c. Cost of travel if the POV(s) is/are transported; and
  - d. Productivity benefit from the traveler's accelerated arrival at the new PDS.

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the traveler is transferred, or
2. Actual residence for a new appointee or student trainee.

#### C5248 SHIPMENT METHODS

A. Government-arranged POV Transportation. The transportation officer determines the transportation mode. The procedures for shipment must be in accordance with Defense Transportation Regulations (DTR) (DOD 4500.9-R, Part IV, Chapter 408) at: <http://public.transcom.mil/J4/j4lt/dtr.html>.

B. Traveler-arranged POV Transportation (FTR §302-9.142 §302-9.207). If POV shipment is authorized at Government expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, not to exceed the POV transportation cost from the port/VPC serving the authorized origin point to the port/VPC serving the authorized destination.

C. Transporting a Specially Equipped Automobile between CONUS PDSs (64 Comp. Gen. 30 (1984))

1. The transportation cost for a specially equipped automobile used by an “traveler with a disability” (as defined in par. C6551) between CONUS PDSs may be:

- a. Arranged by the DoD component on behalf of the traveler, or
- b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

- a. Is cost beneficial ***NOTE: This is the primary consideration.***,
- b. Constitutes a reasonable accommodation to the traveler, and
- c. Does not impose undue hardship on the DoD component’s personnel relocation program.

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

<u>Employee's Per Diem</u>		
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
<b>Total Per Diem for Employee</b>		<b>\$1,654.50</b>
<u>Spouse's Per Diem</u>		
Using par. C7006-C, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4553.		
<b>Total Per Diem for Spouse</b>	75% x \$1,654.50 (employee's per diem) =	<b>\$1,240.88</b>
<u>Total Per Diem Payment</u>		
Employee's per diem		\$1,654.50
Spouse's per diem		+ \$1,240.88
<b>Total Per Diem for Employee and Spouse</b>		<b>\$2,895.38</b>

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

<b>Total Fixed Subsistence for Employee and Spouse</b>	\$201 (locality rate) x 6.25 (fixed rate for employee and spouse) =	<b>\$1,256.25</b>
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4. Example 3. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

<b><u>Situation A:</u></b>		
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.		
<i>The employee must provide lodging receipts.</i>		
<b><u>NOTE:</u></b> <i>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.</i>		
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
<b>Total Per Diem for Spouse</b>		<b>\$1,654.50</b>
<b><u>Situation B:</u></b>		
The employee elects the fixed-amount HHT (par. C5624-B2b) for the spouse. <i>No lodging receipts are required.</i>		
<b>Total Fixed Subsistence for the Spouse</b>	\$201 x 5 (fixed rate for one person)=	<b>\$1,005.00</b>

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.*

<b><u>Employee's Per Diem</u></b>		
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
<b>Total Per Diem for Employee</b>		<b>\$1,111.50</b>

## 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 5, Part E);

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, §302-3.415, §302-3.416, and §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, and §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 5, Part E (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, and 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.

**PART K: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES  
WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL  
STAFF**

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**PART L: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED  
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**PART P: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)**

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**PART L: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED  
BY AN EMPLOYEE WITH A DISABILITY (FTR §301-13)****C6550 POLICY, APPLICABILITY, AND GENERAL RULES**

- A. Policy. In accordance with the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq., and 5 USC §3102, these provisions are intended to accommodate an employee with a disability by providing for reimbursement of necessary additional travel and transportation expenses incurred in the performance of official travel.
- B. Applicability. This Part applies to an employee with a disability as defined in par. C6551.
- C. General Rule. Payment is authorized for the additional travel expenses listed in par. C6552 that are necessarily incurred by an employee with a disability in the performance of official travel.

**C6551 DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

### **C6552 ALLOWABLE EXPENSES**

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

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

*Effective 1 March 2004*

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

### **C6553 EMPLOYMENT OF PERSONAL ASSISTANTS FOR HANDICAPPED EMPLOYEES**

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

*Effective for POV shipments on or after 1 November 2003*

**\*C6554 TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs (64 COMP. GEN. 30 (1984))**

See par. C5248-C concerning transportation by the DoD component concerned or reimbursement for the transportation cost for a specially equipped automobile by an "traveler with a disability" between CONUS PDSs.

**\*CHAPTER 11**

**RESERVED**

**SEE CHAPTER 5 (PART E) FOR TRANSPORTATION OF PRIVATELY OWNED  
VEHICLES (POV)**

- c. Return to actual residence (applicable to employees serving a prescribed tour of duty at an OCONUS location under a transportation agreement).

If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for employees serving at an OCONUS PDS under a transportation agreement). Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

3. Limited Evacuation. A limited evacuation is intended for those circumstances when it is necessary to evacuate employees and/or dependents temporarily from the vicinity of the PDS to the nearest suitable accommodations. When an official designated in par. C12000-C1 authorizes or orders a limited evacuation, transportation allowances are limited to:

- a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or,
- b. Reimbursement on a mileage basis, at the applicable rate prescribed in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. (Reimbursement for use of a POC is to the operator. No reimbursement is allowed for passengers.)

4. Per Diem/Subsistence Expense. Applicable per diem/subsistence expense allowances are prescribed in Appendix I Part B, section 550.405. ***NOTE: AEA in Chapter 4, Part M may not be authorized/approved for evacuations from locations in the United States or non-foreign OCONUS areas.***

***Effective on 29 April 2004***

\*D. Safe Haven. In case of evacuation from an OCONUS foreign area, see the definition of safe haven in Appendix I, Part A, par. 610(l); in case of evacuation within CONUS or from a non-foreign OCONUS area, see the definition of safe haven in Appendix I, Part B, par. 550.402(g). If the fifty United States and the District of Columbia are named in the evacuation authorization/order as the safe haven, evacuees must select the exact safe haven location within the fifty United States and the District of Columbia to which they are going to travel at Government expense. When a limited evacuation is authorized/ordered (see par. C12000-C3), the safe haven is the location of the nearest available accommodations, which may be Government quarters, determined to be suitable by the appropriate authority indicated in par. C12000-C1 who authorized/ordered the limited evacuation.

\*E. Emergency POV Storage Incident to an Evacuation from an OCONUS PDS. See par. C5236.

\*F. POV Shipment. There is no authority to ship a POV in connection with an evacuation. A POV may be shipped at Government expense in accordance with the provisions in Chapter 5, Part E in connection with a traveler's PCS to a new PDS or upon return of the traveler serving under a transportation agreement to the actual residence following separation from the OCONUS PDS.

G. Temporary Quarters Subsistence Expense. ***TQSE (Chapter 13) is not authorized for an evacuation.***

**C12001 ADVERSE CONDITIONS**

A. Legal Basis. Title 5 USC §5725 provides authority for transportation at Government expense for employees' dependents and HHG to an alternate location when, by proper command policy, dependents are not permitted to accompany an employee to a PDS location because of adverse conditions.

B. Determination Responsibility. An activity or area commander, in coordination with commanders of other service activities in an area and upon approval by the jurisdictional Headquarters command, may establish a policy precluding dependents from accompanying an employee to an OCONUS PDS and restricting the movement of HHG to such location because of dangerous or adverse living conditions.

C. Transportation to an Alternate Location. When an employee's dependents are not allowed to accompany the employee to an OCONUS PDS to which the employee is assigned or transferred, transportation of dependents and HHG may be authorized to an alternate destination point designated by the employee (or by the dependents when it is impracticable to secure the employee's designation). The dependents and HHG may be moved later from the alternate point to the employee's duty station when the restriction is lifted or to an unrestricted duty station to which the employee is subsequently assigned or transferred. Except as otherwise provided in this Volume, transportation of dependents or HHG to an OCONUS PDS is not authorized under this subparagraph unless:

1. At least 1 year remains in the employee's tour of duty at that PDS on the date of scheduled arrival of the dependents at the employee's PDS;
2. The employee agrees to serve for 1 year after arrival of dependents at the OCONUS PDS; or
3. The transportation is authorized through the Secretarial Process.

**C13210 TIME LIMITATIONS*****Effective 19 February 2002***

A. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, not to exceed 60 consecutive days, but only for the time that temporary quarters occupancy is necessary TQSE authorizations are made on a case-by-case basis.

B. Additional TQSE(AE) Period. AOs may authorize TQSE(AE) for the necessary number of days not to exceed an additional 60 consecutive days (i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized). Each of the following factors must be considered when authorizing an additional period of TQSE(AE):

1. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary quarters occupancy. Examples of circumstances that might be considered as being beyond the employee's control include:

- a. Delayed shipment and/or delivery of HHG to the new residence due to extended transit time incident to ocean transportation, strikes, customs, clearance, hazardous weather, fires, floods, or other acts of God;
- b. Delayed occupancy of new permanent quarters because of unanticipated problems (e.g., unforeseen delays in settlement for new quarters, unforeseen short-term delay in new dwelling construction);
- c. Inability to locate permanent quarters adequate for family needs because of housing conditions at the new PDS;
- d. Sudden illness, injury, or death of employee or immediate family member; and
- e. Similar factors.

2. Before an additional period of TQSE(AE) is allowed, the employee must provide written justification and documentation.

3. Extensions to the initial authorized TQSE(AE) period are not automatic and must be held to a minimum.

4. ***TQSE(AE) must never be paid for more than a total of 120 days.***

C. Justification for an Additional TQSE(AE) Period. The employee must provide the AO with written justification that clearly describes the circumstances, warranting the extension, that are beyond the employee's control. The justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension, must be retained in a management file for review.

**C13215 REIMBURSEMENT**

A. General. TQSE(AE) reimbursement is made for the lesser the actual total amount of allowable expenses incurred for each day of a 30-day period or the maximum allowable amount for the 30-day period. TQSE(AE) is:

1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
  - a. Directly related to temporary quarters occupancy;
  - b. A reasonable amount; and

c. Substantiated.

**\*NOTE:** *The AO may deny reimbursement of any claimed expenses that appear to be unreasonable if the traveler cannot justify the expenses (GSBCA 16076-RELO, 27 August 2003).*

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodgings (including lodging taxes or, if temporary lodgings are located outside the United States, the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes);
2. Meals and/or groceries;
3. Fees and tips incident to meals and lodging;
4. Laundry;
5. Cleaning and pressing of clothing;
6. The cost of moving HHG to the temporary quarters for the sole purpose of furnishing the quarters (B-217435, 29 August 1985), **\*NOTE:** *The cost of HHG removed from temporary storage and delivered to temporary quarters for the sole purpose of furnishing temporary quarters is a TQSE expense.*; and
7. The cost of moving the HHG to permanent quarters (B-217435, 29 August 1985).

Total allowable expenses exceeding the total authorized TQSE(AE) amount are the financial responsibility of the employee.

**\*NOTE:** *The provisions of par. C4555-B3 apply when an employee and/or dependents obtain lodgings from friends or relatives.*

C. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The suggested format, "Claim for TQSE," illustrated in Part D of this Chapter, may be used.

D. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Occupancy of temporary quarters for less than a whole day counts as 1 full calendar day for TQSE(AE) reimbursement.
2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, **unless** TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-5.110).
3. Temporary Quarters Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary quarters are occupied during that calendar day.

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

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

#### **C14004 REIMBURSEMENT FOR UNEXPIRED LEASE SETTLEMENT COSTS**

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

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

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

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

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

#### **C14005 RETURN FROM MILITARY DUTY**

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

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

A. Reimbursable and Non-reimbursable Expenses

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

B. Broker's Fees and Real Estate Commissions

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

C. Advertising, Selling, and Appraisal Expenses

*Professional assistance in an unsuccessful sale-by-owner			GSBCA 16246-RELO, 12/4/03
68 Comp. Gen. 373 (1989)	67 Comp. Gen. 453 (1988)	B-221062 (04/15/86)	61 Comp. Gen. 352 (1982)
B-187437 (02/07/77)	B-186009 (10/12/76)	B-183694 (11/24/75)	

D. Legal and Related Expenses

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

E. Miscellaneous Expenses

*Avalanche study expense		GSBCA 16246-RELO, 12/4/03	
GSBCA 15817-RELO (08/02/02)	GSBCA 15718-RELO (02/28/02)	B-245650 (03/05/92)	B-236362 (11/09/89)
		B-235927 (09/06/89)	B-232729 (03/01/89)
B-231485 (01/19/89)	B-230741 (09/19/88)	B-229230 (03/14/88)	B-224775 (04/07/87)
B-223907 (03/09/87)	B-221059 (08/18/86)	B-218955 (04/11/86)	B-220741 (04/03/86)
64 Comp. Gen. 568 (1985)	B-215552 (12/11/84)	63 Comp. Gen. 603 (1984)	63 Comp. Gen. 474 (1984)
B-210152 (06/23/83)	B-207304 (04/15/83)	B-206051 (09/29/82)	B-203345 (07/07/82)
61 Comp. Gen. 352 (1982)	61 Comp. Gen. 136 (1981)	60 Comp. Gen. 650 (1981)	B-202297 (07/24/81)
B-201009 (04/16/81)	B-201666 (03/06/81)	B-197504 (05/05/80)	B-194668 (09/17/79)
B-193578 (08/20/79)	B-192593 (01/16/79)	B-191402 (11/22/78)	B-163425 (11/07/78)
57 Comp. Gen. 770 (1978)	B-190715 (03/24/78)	B-189093 (10/13/77)	B-189662 (10/04/77)
B-188300 (08/29/77)	B-189295 (08/16/77)	B-188716 (07/06/77)	B-187890 (02/17/77)
B-186290 (09/30/76)	B-186734 (09/23/76)	B-185680 (08/04/76)	B-183251 (05/29/75)
B-182076 (02/05/75)			

F. Reimbursable Items

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

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

H. Loan Origination Fees and Similar Charges

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

I. Mortgage and Transfer Taxes

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

J. State Revenue Stamps

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

K. Other Similar Charges

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

L. Charge for Prepayment of Mortgage

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

M. Mortgage Title Insurance Policy

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

N. Owner's Title Insurance Policy

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

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

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

P. Expenses that Result from Construction of a Residence

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

Q. Non-reimbursable Items

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

## CHAPTER 15

### PART A: USE OF RELOCATION SERVICE COMPANIES

#### \*C15000 AUTHORITY

DoD has a contract with a private firm under which DoD components may offer relocation services to employees described in this Chapter. Examples of these services are:

1. Home sale programs;
2. Home finding assistance;
3. Home marketing assistance;
4. Property management (PM) services (see Part B); and
5. Mortgage finding assistance.

#### C15001 DOD COMPONENTS' RESPONSIBILITIES

Each DoD component must determine: 1) whether, to what extent, and under what conditions relocation services are offered to its employees who transfer within or between components or between DoD components and other agencies; and 2) which employees are offered relocation services.

#### C15002 GENERAL ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Employees Covered. Relocation services may be offered if an employee:

1. Transfers from one official station to another in the Government's interest (not primarily for the employee's convenience or benefit, or at the employee's request), and
2. Signs a transportation agreement (see **NOTE 1**) as required in par. C4001 (see **NOTE 2**).

**NOTE 1:** *If the employee violates the agreement terms, the Government reserves the right to recover from the employee all payments made on the employee's behalf to the relocation company (see Chapter 4, Part H).*

**NOTE 2:** *A transportation agreement is not required for PM services under C15053 for a TCS.*

B. Persons Not Covered. Relocation services must not be offered to:

1. Any new appointee;
2. Employees assigned under the Government Employees Training Act (5 USC §4109); or
3. Employees assigned/transferred to/from a duty station in a foreign area except (a) employees eligible for residence transaction expenses reimbursement as provided in par. C14000-C, and (b) employees eligible for property management services under Part B.

**NOTE:** *See subpar. C1057-B1, item f, to authorize payment under a relocation contract for reappraisal and re-inspection of hurricane-damaged homes for employees relocating from or to Presidentially-declared disaster areas.*

**C15003 PROCEDURAL REQUIREMENTS AND CONTROLS**

- A. Employee Option. Employees offered relocation services must be given the option to accept or reject the offer.
- B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses, authorized in other Parts of this regulation, that are analogous or similar to expenses or the cost for services the DoD component pays under the relocation service contract.
- C. Payments on Behalf of Ineligible Individuals. An eligible employee must meet the title requirements in par. C14000-E. Components must not make payment to relocation companies that benefit ineligible individuals. For example, there is joint residence ownership by an eligible employee and a non-Government employee; the benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only that share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C14000-F; the same logic and provisions apply regarding relocation services.
- D. Maximum Home Value. The maximum home value under the DoD relocation contract for which home sale services are payable is \$500,000, unless waived by the paying activity. If a home is sold under a home sale program at a price exceeding \$500,000, the employee is responsible for any additional costs unless the maximum is waived in accordance with component regulations.

**HOUSEHOLD GOODS (HHG)** (FTR, § 300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in this Appendix) that legally may be accepted and transported by a commercial HHG carrier.

A. HHG include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C5154-C1) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
2. Spare parts for a POV (see the definition in this Appendix) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
4. Consumable goods for employees with PCS travel authorization to locations listed in Appendix F;
5. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis, and snowmobiles);

*Effective 13 September 2002*

6. Boats (and their associated trailer) that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat); and

*Effective 19 February 2002*

7. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
- \*2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
5. HHG for resale, disposal or commercial use;
6. Privately owned live ammunition (B-130583, 8 May 1957); and
7. Boats (other than those in A6 above); and
8. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
  - (a) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,
  - (b) No storage is required, and
  - (c) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

**HOUSEHOLD GOODS TRANSPORTATION.** See **TRANSPORTATION, HHG.**

*Effective 13 September 2002*

**HOUSEHOLD GOODS-WEIGHT ADDITIVE.** A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

**HOUSE-HUNTING TRIP (HHT).** Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

**IMMEDIATE FAMILY.** See **DEPENDENT/IMMEDIATE FAMILY.**

**INTERVIEWEE.** An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

**INVITATIONAL TRAVEL.** See **TRAVEL, INVITATIONAL.**

**ITINERARY, VARIATION IN.** A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

**LOCALITY RATES.** Maximum per diem rates prescribed for specific localities.

**LODGINGS-PLUS PER DIEM SYSTEM.** The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

**MEMBER (UNIFORMED SERVICES).** A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

**MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL.** A rate per mile for the authorized use of a privately owned automobile during official PCS travel. The amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. C2505 for current rates.

## APPENDIX F

## CONSUMABLE GOODS ALLOWANCES

## PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A *member*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.\* (*i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.*)

A *civilian employee*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.\* (*i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.*) This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156. ***In no event may the total weight of HHG shipped and/or stored at Government expense exceed 18,000 pounds. The 18,000 pounds includes the weight of HHG shipped at Government expense, consumable goods shipments, and the weight of HHG stored.***

***Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.***

LOCATIONS		
Afghanistan, Kabul	Eritrea, Asmara	Niger, Niamey
Albania, Tirana	Estonia	Nigeria, Lagos
Algeria, Algiers	Ethiopia, Addis Ababa	Norway, Bodo
Angola, Luanda	Gabon, Libreville	Oman, Muscat
Armenia, Yerevan	Georgia, Tbilisi	Pakistan, Islamabad Quetta
Azerbaijan, Baku	Ghana, Accra	Philippines, Manila
Bangladesh, Dhaka	Guinea, Conakry	Poland, Warsaw
Belarus, Minsk	Guyana, Georgetown	Romania, Bucharest
Bolivia, La Paz	Haiti	Russia, Moscow St. Petersburg
Bosnia & Herzegovina, Federation of	India, Calcutta *Chennai (Eff 18 May 2004) *Mumbai (Eff 18 May 2004) New Delhi	Rwanda, Kigali
Botswana	Indonesia	Senegal
Bulgaria, Sofia	Kazakhstan, Almaty (Alma-Ata) *Astana (Aqmola) (Eff 2 March 2004)	Serbia & Montenegro, Republics of Belgrade
Burkina, Ouagadougou	Kenya	Sierra Leone, Freetown
Burma, Rangoon	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burundi, Bujumbura	Laos	Sri Lanka, Colombo
Cambodia, Phnom Penh	Latvia, Riga	Sudan, Khartoum
Cameroon, Yaounde	Liberia, Monrovia	Suriname, Paramaribo
Central African Republic, Bangui	Lithuania, Vilnius	Syria, Damascus
Chad, N'Djamena	Macedonia, The Former Yugoslav Republic of, Skopje	Togo, Lome

China, Beijing Shanghai	Madagascar, Antananarivo	Turkmenistan, Ashkhabat
Congo, Democratic Republic of the Kinshasa	Malawi, Lilongwe	Uganda, Kampala
Congo, Republic of the Brazzaville	Mali, Bamako	Ukraine, Kiev
Cote d'Ivoire, Abidjan	Mauritania, Nouakchott	Uzbekistan, Tashkent
Cuba, Havana	Mongolia, Ulaanbaatar	Vietnam
Cyprus, Nicosia	Moldova	Yemen, Sanaa
Djibouti	Mozambique, Maputo	Zambia, Lusaka
*East Timor (Effective 7 Oct 2002)	Nepal, Kathmandu	Zimbabwe
Ecuador, Quito	Nicaragua, Managua	

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**CHAPTER 600  
PAYMENTS DURING AN  
ORDERED/AUTHORIZED DEPARTURE  
DEPARTMENTAL REGULATIONS**

***NOTE:*** *The following material is extracted from the DSSR and modified to relate to DoD civilian employees.*

**600 GENERAL**

**610 Definitions**

As used in these regulations, the following terms are defined as follows:

- a. "**Adult dependent**" includes the employee's spouse and any of the relatives defined in DSSR, section 040m who are age 21 and older. DSSR, section 040m (modified) is included below at DSSR, definition 610e.
- b. "**Advance payment**" means the monetary amount payable to an employee ordered/authorized to depart or his/her designated representative in advance of the date on which the employee would otherwise be entitled to be paid.
- c. "**Day**" means calendar day except when otherwise specified.
- d. "**Department**" means any department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation in the executive branch wholly owned or controlled by the Government.
- e. "**Dependent**" means a member of the employee's family as defined in DSSR, section 040m. Special factors include:

- (1) neither member of an assigned career or probationary career married working (tandem) couple should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;
- (2) locally hired dependent employees should be evacuated or authorized to depart as dependents unless the Chief of Mission decides the position is essential, and the Department of State concurs in the decision.

The following definition of "dependent" according to the DSSR, section 040m, is modified to relate to DoD civilians:

"**Dependent**" means one or more of the following relatives of an employee residing at the employee's PDS who does not receive a similar allowance from the Government and is not included as another employee's dependent for determining a similar allowance:

- (1) spouse, excluding a spouse entitled to and receiving a similar allowance;
- (2) children who are unmarried and under age 21 or, regardless of age, are incapable of self-support. The term includes, in addition to natural offspring, step and adopted children and children who are under the employee's or spouse's legal guardianship and expected to remain under legal guardianship until age 21. (See DSSR, sections 270 and 280 on education allowances and educational travel.);
- (3) the employee's and/or spouse's parents (including step and legally adopted parents), when the parents are at least 51 percent dependent on the employee for support;

(4) the employee's and/or spouse's sisters and brothers (including step or adopted sisters or brothers), when the sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21 or, regardless of age, are incapable of self-support. (See DSSR, sections 270 and 280 on education allowances and educational travel.);

(5) when determined by the Secretary concerned to be in the Government's interest, a father, mother, brother, sister, son or daughter, regardless of age or dependency, who acts as the official host/hostess or equivalent for an employee who has no spouse residing at the PDS.

f. "**Designated representative**" means a person age 18 years older who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of a dependent.

g. "**Evacuation**" means the authorized or ordered departure of an employee and/or dependent(s), for any of the circumstances outlined in DSSR, section 610j herein. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably in these regulations.

h. "**Evacuation order**" means either an oral or written communication which authorizes or orders the departure from the post of assignment.

i. "**Evacuation payment**" or "evacuation/departure payment" means a monetary amount payable to an employee, his/her dependents, or designated representative during a period of ordered evacuation or authorized departure.

j. "**Evacuee**" means an employee or dependent who, because of military or other reasons in the national interest which create imminent danger to the life of the employee or dependents:

(1) has departed post of assignment under authorized or ordered departure status; or

(2) is ordered or authorized to depart post but cannot leave the post because of reasons beyond the control of the employee; and, in the case of an employee, is prevented by circumstances beyond the control of the employee and beyond the control of the Government from performing position duties; or

(3) is prevented from returning to the post while temporarily absent from post but otherwise intended to do so.

k. "**Monetary amount**" is the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.

\*l. "**Safe haven**" as used in this chapter means: (1) a location or place officially designated by the Secretary of State to which an employee and/or dependent(s) is ordered or authorized to depart; or (2) an alternate safe haven is a safe haven authorized by the Secretary of State and through the Secretarial Process under individual circumstances when in the U.S. Government's interest.

Evacuees at a safe haven are not entitled to diplomatic courtesies, immunities, services and privileges accorded to the official American diplomatic community assigned to the safe haven. (Also see Section 631a(1).)

m. "**Subsistence expense allowance (SEA)**" means the daily monetary amount payable to assist in offsetting direct added subsistence expenses of evacuees.

n. "**Special allowance**" means an additional allowance to offset the direct added expenses incident to an ordered/authorized departure.

## 611 Description

611.1 Purpose

These regulations govern the authority and procedures for paying employees who are evacuated from assigned posts of duty, and for paying their dependents who are evacuated, for military or other reasons which create imminent danger to the life of the employees or their dependents or which otherwise are in the national interest.

#### 611.2 Authority

These regulations are issued under the authority contained in 5 USC §§5521-5527 (The Act of September 26, 1961 (PL 87-304, 75 Stat. 662)) as amended by the Foreign Service Act of 1980 (PL 96-495) and Executive Order 10982 issued 25 December 1961.

#### 611.3 Scope

These regulations cover the authority for an advance of pay following an ordered/authorized departure, continuation of salary and allowance payments during the period of ordered/authorized departure, and special allowances to partially offset certain direct added expenses incurred as a result.

### **612 Coverage**

#### 612.1 Employees Covered

These regulations apply to:

- (1) civilian employees of the Department of Defense who are United States citizens or are United States nationals, except as provided in DSSR, section 612.3 (below), and
- (2) when and to the extent determined by the Secretary of State, third country nationals, i.e., civilian employees who are not citizens or nationals of the United States and who are not citizens or nationals of the country in which the evacuated post is located.

Third country national employees and/or dependents are considered for evacuation travel to their countries of origin, points of hire, or designated foreign or U.S. safe havens if this is in the U.S. Government's interest.

#### 612.2 Locations

These regulations apply to evacuations from, or within, any area situated outside:

- (1) the United States;
- (2) the Commonwealths of Puerto Rico and the Northern Mariana Islands, and
- (3) any territory or possession of the United States.

#### 612.3 Locally Employed American Citizens Not Covered

These regulations do not apply to:

- (1) local United States citizens who do not have official U.S. Government employment, including but not limited to Americans with private business or organizations, teachers recruited by local American-supported schools, Fulbright grantees, and individuals with contracts to work for the foreign host government; or
- (2) locally hired American citizens who work for the U.S. Government but who do not have an agreement for return transportation to the United States at Government expense.

**613 Entitlement**

- a. Employees and their dependents are paid/reimbursed only if they meet the requirements of these regulations. Entitlement to payment ceases on the date when the employee is determined as covered by the Missing Persons Act (50 App USC §1001 et seq.), unless payment is earlier terminated under these regulations or unless determined otherwise by the Secretary of State.
- b. Joint Federal Travel Regulations, Volume 1, (JFTR), Chapter 6, Part A covers allowances for the dependents of uniformed personnel. Uniformed members are not evacuated; they may be sent TDY as required.

**614 Authorized Safe Haven Designation**

- a. The Secretary of State designates an official safe haven as far in advance of any actual or possible evacuation as practicable. Employees and their dependents are expected to travel to this safe haven if an evacuation is authorized/ordered. See DSSR, sections 631-633 for commencement and payment of special allowances.
- b. When there is insufficient time for a written evacuation order due to the nature of the danger, the Secretary of State must be notified as soon as possible of the conditions that warrant the order so that an appropriate safe haven may be authorized and payment of special allowances approved.
- \*c. An alternate safe haven is authorized by the Secretary of State and through the Secretarial Process under individual circumstances when in the U.S Government's interest and is effective no earlier than the request date for an alternate safe haven. (Within DoD, PDUSD (P&R) authorizes alternate safe havens. Phone (703) 697-2086 or DSN (312) 227-2086.)

**615 Advance Payments****616 Eligibility**

An employee may be paid in advance of the normal pay day when, in the opinion of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation of an employee and/or dependents.

**617 Advance Payment Amount**

Any advance payment is based on the compensation rate including any allowances or post differential for which an employee was eligible immediately prior to the evacuation order/authorization issuance. The advance payment amount is the monetary amount for NTE 30 days or a lesser number of days as determined appropriate by the authorizing officer.

**617.1 Advance Payment Computation**

- (a) For full time and regular part time employees, the advance payment amount is computed on the basis of the number of regularly scheduled workdays scheduled to occur during the period as determined under DSSR, section 617.
- (b) For intermittent employees, the advance payment amount is computed on the basis of the number of days on which the employee is expected to work during the period as determined under DSSR, section 617. The number of days is determined whenever possible by approximating the number of days per week ordinarily worked by the employee during an average six-week period.

(c) Payment, and any required adjustment, is IAW procedures established through the Secretarial Process. Payments may be paid to the employee, an adult dependent, or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission of an allotment or assignment of pay form IAW procedures established through the Secretarial Process, immediately following dependents' departure or, if the employee is also evacuated, upon arrival at the safe haven.

(d) When an advance payment is made under DSSR, section 615, no part of the advance is offset against salary and allowance payments (DSSR, section 620) as long as the evacuation order/authorization remains in effect. See DSSR, sections 618 and 638 for reconciling employee accounts.

### 623 Termination

The authority for allowance payments under DSSR, section 620 ceases as of the earliest of the following dates:

- a. the date the evacuated/departed employee commences travel under an assignment order to another permanent duty station outside the evacuation area;
- b. the effective date of transfer when the employee is already at the post to which transferred for permanent duty;
- c. the date of separation;
- d. the date specified by the head of agency;
- e. the date specified by the Secretary of State;
- f. 180 days after the evacuation order is issued; or
- g. the date the evacuee commences return travel to the previously evacuated post.

### 624 Agency Report Requirements

When an evacuation is ordered/authorized, a report is immediately submitted to the head of agency who forwards a copy to the Department of State. The report must contain the following information:

- a. names of evacuated employees;
- b. names of evacuated dependents (indicating, where appropriate, designated representatives);
- c. feasibility of officially reassigning evacuated employees to other positions;
- d. number of evacuated employees and skills needed to reactivate the post; and
- e. any other facts or circumstances which may aid in determining whether or not evacuation payments are necessary beyond the first 60 days of the evacuation period.

A similar report is made 45 days after the evacuation. Upon receipt of this report, a determination is made as to the number of evacuated employees who need to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the evacuation. As soon as this determination is made, the post is instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments are to

continue. When the extension is less than 120 additional days, and the evacuation lasts beyond the authorized period for evacuation payments, authorization to continue evacuation payments up to the full 120 additional days is through the Secretarial Process.

### 625 Work Assignments for Evacuated Employees

625.1 Evacuated employees at safe haven may be assigned to perform any work considered as necessary or required during the evacuation period without regard to the grades or titles of the employees.

625.2 Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and/or taking disciplinary action.

625.3 When part-time employees, either regular or intermittent, are given assigned work at the safe haven, records of the hours worked are maintained so that payment may be made for any hours of work which are greater than the number of hours on which payments under DSSR, section 620 are made.

### 630 Special Allowances

To help offset direct added expenses which are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, transportation, subsistence, and special education expenses. The employee is responsible for normal family living expenses. Only one departure is permitted an evacuee during any one evacuation period. In determining the direct added expenses payable as special allowances under these regulations, an agency should consider the following items as the maximum amounts payable:

### 631 Travel and Transportation Expenses

The travel and transportation expenses for an employee/dependent(s) authorized/ordered to depart the PDS are IAW the JTR for TDY travel (C3150). Per diem is authorized for dependents at a rate equal to the rate payable to the employee, except that the rate for dependents under age 12 is one-half of this rate. Per diem for an employee/dependent(s) is payable from the date of departure from the evacuated area through the date of arrival at the safe haven, including any delay period en route that is beyond an evacuee's control or that may result from evacuation travel arrangements.

#### a. Special Safe Haven Travel Considerations:

**NOTE: CHANGED EFFECTIVE 9-21-03**

\*(1) From Post to Safe Haven Locations. When the fifty United States and the District of Columbia are the officially designated safe haven, authorized/ordered departure dependent travel and transportation is permitted to an authorized home leave point or to any other location in one of the fifty United States or the District of Columbia. Dependents authorized/ordered to depart the PDS to one of the fifty United States or the District of Columbia earlier than the employee, are permitted travel and transportation at U.S. Government expense to rejoin an employee subsequently authorized/ordered to depart the PDS to a different safe haven in one of the fifty United States or the District of Columbia. Dependent travel and transportation expenses to and from an alternate safe haven outside the fifty United States and the District of Columbia are reimbursed NTE a constructed cost calculation from the evacuated post to the employee's selected safe haven in one of the fifty United States or the District of Columbia.

(2) From outside Point to Safe Haven. When an evacuee is away from a post on official travel (RAT, R&R, FEML, TDY) at the time of an authorized/ordered evacuation, travel and transportation expenses are paid to the safe haven location from the employee/dependent's location. When an employee/dependent is away from the PDS on personal travel when an evacuation is authorized/ordered, travel and transportation expenses to the safe haven location are constructed cost, NTE the cost of travel and transportation from the evacuated post to the safe haven location. Upon arrival at the safe haven location, SEA payments under DSSR, section 632 are applicable.

(3) Airfreight Allowance and Airfreight Replacement Allowance. An airfreight allowance for unaccompanied baggage is authorized for authorized/ordered departure from/return to post (in accordance with JTR, par. C8020). If the airfreight allowance is not used to ship unaccompanied baggage because of circumstances beyond the evacuee's control, an airfreight replacement allowance (in lieu of an airfreight

allowance from post) may be granted to help defray costs of items, normally part of the authorized airfreight shipment, which must be purchased. The flat amounts are as follow: First evacuee without family: \$250; First evacuee with one family member: \$450; or First evacuee with two or more family members: \$600. Receipts are not required for this allowance. (Note: Even when the airfreight replacement allowance is granted from post, evacuees are still eligible for an airfreight allowance when/if they return to post.)

(4) Third Country Nationals. On a case by case basis, as determined by the head of agency, third country national employees and/or their dependents should be considered for evacuation travel to their country of origin or point of hire rather than to other designated foreign or U.S. safe havens, if it is in the U.S. Government's interest and authorized by the Secretary of State.

\*b. Household Goods (HHG), Privately Owned Vehicle (POV) and Local Transportation Allowance

**NOTE: CHANGED EFFECTIVE 9-21-03**

Access to (while in storage), delivery and return to storage of, HHG for evacuees is at personal expense. Shipment of a POV is not authorized at U.S. Government expense. In the absence of a POV at the safe haven location, a transportation allowance to assist with local transportation costs paid at a rate of \$25 per day, regardless of the number of dependents. The transportation allowance is paid from the first day following arrival day at the safe haven location. Receipts are not required.

**NOTE: CHANGE EFFECTIVE 1-26-03**

632 Subsistence Expense Allowance (SEA)

Unless otherwise directed by the Secretary of State, a subsistence expense allowance (SEA) for an evacuee is determined and paid IAW these provisions. Payment commences as of the date following arrival day of the evacuee at an authorized safe haven location and may continue NTE day 180 or when terminated under these regulations, whichever occurs first. Authorization to make payments ceases on the 181st day after the evacuation order is issued. Any subsequent order issued after the 180th day constitutes a separate order, starts a separate 180-day period, and applies only to evacuees departing under that order. (See DSSR, section 631 for Air Freight Replacement Allowance and Transportation Allowance. See page IA-27 for the Evacuation Payments Worksheet.)

632.1 Daily Amounts Authorized

(a) From the day following arrival day at the safe haven location the first evacuee and additional dependents are reimbursed according to either a commercial or non-commercial rate. The commercial rate requires a commercial lodging receipt. The non-commercial rate applies on days for which a commercial lodging receipt is not received. On the 31st day at the safe haven location, the reimbursement rate is reduced to the 31<sup>st</sup> through 180th day amount shown for the rate (commercial or non-commercial) the employee/dependent(s) chooses for each of the remaining days in evacuation status. The employee may choose to be the "first evacuee" if evacuated, even if evacuated after the dependent(s). There is only one "first evacuee", except as provided under DSSR, section 632.4(b) ("Tandem Couples").

Per diem rates are accessed on the internet at the following locations:

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

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

**(b) Commercial rate**

(1) The per day amounts allowed for days 1 through 30 following arrival day at the safe haven location are:

For the first evacuee:

Up to 100 percent (or up to 150 percent for special family compositions listed below) of the lodging portion of the safe haven locality per diem rate (receipt required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven locality per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in a CONUS or non-foreign OCONUS area safe haven, the first evacuee is reimbursed for the tax in addition to the amount allowed for the lodging portion.

Special Family Compositions

- (a) First Evacuee plus one (non-spouse dependent, age 18 or older);
- (b) First Evacuee plus one (non-spouse dependent of opposite gender, age 12 or older);
- (c) First Evacuee plus two (one non-spouse dependent, age 18 or older; or one non-spouse dependent, opposite gender, age 12 or older);
- (d) First Evacuee plus three (one non-spouse dependent, age 12 or older);
- (e) First Evacuee plus four or more dependents.

***NOTE:*** For special family compositions not addressed by (a) through (e) above, submit requests through the appropriate Civilian Advisory Panel (CAP) member (<http://www.dtic.mil/perdiem/phdir.html>) to the Director, Office of Allowances (A/OPR/ALS), U. S. Department of State, Washington, D.C. 20522-0104.

For each additional evacuee age 18 or older:

A flat amount equal to 100 percent of the M&IE portion of the safe haven per diem rate.

For each additional evacuee under age 18:

A flat amount equal to 50 percent of the M&IE portion of the safe haven per diem rate.

## Example 1: Commercial Rate

Per day amounts for days 1 through 30 commencing from the day following arrival day at safe haven.

Safe haven Per Diem = \$ 200 (Lodging Portion \$150; M&IE \$50). Family consists of Employee, Spouse, Children ages 6, 12 and 18. Note: Special Family Composition (e) applies.

First Evacuee: Lodging up to \$225; M&IE \$50

Spouse: \$50

Children 6 & 12: \$25; \$25

Child 18: \$50

Lodging reimbursed for actual expense up to maximum of \$225. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes are reimbursed in addition to these amounts for a CONUS or non-foreign OCONUS area safe haven.

### 632.3 Actual Payment

The daily rate of the SEA is either the maximum rate as determined above, or a lower rate if, in the judgment of the authorizing officer, such lower rate would be more in keeping with necessary living expenses.

### 632.4 Special Rules for Subsistence Expense Allowance (SEA)

#### (a) During Annual Leave, Sick Leave, Home Leave, Leave Without Pay

Following authorized leave, an employee away from the PDS on annual leave (including R&R), sick leave or home leave when an evacuation is authorized should immediately notify the PDS of return to work status to become eligible for the SEA at the designated safe haven. The employee then returns to the PDS immediately or receives authorization to report to the official safe haven or to a temporary duty station. Dependents become eligible for SEA the day following their arrival day at the authorized safe haven and following the employee's commencement of official travel to the PDS, TDY location or safe haven. SEA is not paid to any evacuee authorized to receive travel per diem (see DSSR, section 634).

Employees and dependents in R&R or home leave status are not eligible for SEA. SEA payments continue for dependents previously ordered/authorized to depart who are joined by an employee on R&R or home leave, but no additional travel for the dependents is authorized at U.S. Government expense.

SEA continues for employee/dependents while an employee in authorized/ordered departure status takes annual or sick leave.

An employee in leave without pay (LWOP) status is not eligible for SEA unless evacuated as a dependent.

#### (b) Tandem Couples

Tandem couple employees should each receive up to the first evacuee rate of SEA. (See DSSR, section 610e(1).)

#### (c) Lease Coverage

If an employee or designee signs a lease for lodging at the safe haven and is authorized to return to the PDS, a waiver of the refund due the Government on an advance or reimbursement of expenses incurred should be authorized for the unexpired period of the lease up to 30 days at NTE the lodging portion of the safe haven locality per diem rate (plus applicable tax if an exemption cannot be obtained on commercial lodging in CONUS or a non-foreign OCONUS area).

## 633 Special Education Allowance

Unless otherwise directed by the Secretary of State, a special education allowance may be paid on behalf of children evacuated to the official safe haven as follows:

### 633.1 Official Safe Haven in Foreign Area

(a) at the annual rate of the "school at post" education allowance indicated for the safe haven; or

(b) at the "school away from post" rate of either the PDS or safe haven, at the discretion of the authorizing officer, where children are sent away from the safe haven to schools necessitating boarding. In this case the SEA ceases for that child. The official safe haven location displaces the PDS as the travel destination.

### 633.2 Official Safe Haven in one of the fifty United States or the District of Columbia

Ordinarily, education allowances are not payable on behalf of children evacuated from a foreign PDS to a safe haven in one of the fifty United States or the District of Columbia if accompanied by a parent, as public schools are available to all residents. However, if prior to evacuation, a child was attending school in one of the fifty United States or the District of Columbia using the “away from post” education allowance, the rate authorized for the PDS may continue for the remainder of the school year. SEA is not authorized for children on “away from post” education allowance. See DSSR, sections 621.1(d)(1) and 621.2(d)(1) for reimbursement under “School at post” education allowance, for Internet classroom expenses associated with school at post, incurred at the safe haven.

### 633.3 Authorized Alternate Safe Haven

A special education allowance is not authorized at an alternate safe haven.

### 633.4 Child Eligible for Educational Travel at the Time of Evacuation

Educational travel eligibility rules continue as provided in DSSR, section 280, except that the official safe haven displaces the PDS as the travel destination from school. While the child is temporarily at the safe haven location, SEA payments are made consistent with DSSR, section 632. SEA payments are not made while the child is at school.

### **NOTE: CHANGED EFFECTIVE 9-21-03**

### \*633.5 Child Eligible for Special Needs Allowance at the Time of Evacuation

If a child already qualifies for and is receiving the special needs allowance and that child has no valid, legal Individual Education Plan (IEP) acceptable to U.S. public schools at the safe haven location for special education services, then the special education allowance may continue during the evacuation until the public school begins to provide special services. See DSSR, secs. 271m; 276.2; and 276.8. Expenses may be reimbursed under the current year “school at post” and “special needs” education allowance maximum and may include items in DSSR, sec. 276.8c.

## **634 Suspension of SEA Payments**

SEA payments under DSSR, section 632 are suspended in the applicable per-person amount when the employee or dependents are authorized the travel expense allowance under DSSR, section 631, travel per diem, or educational travel under DSSR, section 280. If SEA payments are temporarily suspended for the first evacuee, another dependent also receiving SEA becomes the first evacuee and receives the higher SEA payment.

## **635 Termination of SEA Payments**

SEA payments during an evacuation cease as of the earliest of the following dates (an appropriate grace period necessary to arrange return to post may be authorized, normally NTE ten days, provided it is justified on the employee’s travel voucher and does not exceed the day 180 limit):

- (a) the date the evacuated employee commences travel under an assignment travel authorization to another PDS;

- (b) the effective date of transfer when the employee is already at the PDS to which transferred;
- (c) the date of separation;
- (d) the date specified by the Secretarial Process;
- (e) the date specified by the Secretary of State;
- (f) 180 days after the evacuation order is issued; or
- (g) the date the evacuee commences return travel to the PDS.

### **636 Return to Assignment**

Not later than 180 days after the evacuation order is issued, an employee must be returned to the regular post of assignment, or appropriate action must be taken to reassign the employee to another post. This action must be taken in accordance with prescribed agency regulations.

### **638 Review – Employee Accounts (See also Section 618.)**

638.1 The payroll office having jurisdiction over the employee's accounts reviews the account at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to the assigned post of duty, or when the employee is officially reassigned to another post.

638.2 For the period or periods covered by any payments under these regulations, the employee is considered as though active Federal service had been rendered in a regular position without a break in service. Compensation is adjusted on the basis of the compensation rates, including any allowances or post differentials, to which the employee would otherwise be entitled under all applicable statutes other than those codified in 5 USC §§5521-5527, and as reflected in DSSR, sections 621.1 and 621.2. Any adjustments also reflect payments made to the employee as authorized by DSSR, sections 617 through 618.

### **639 Employees/Dependents Assigned but Not Arrived at PDS**

Employees/dependents who have not yet arrived at the PDS at the time of the evacuation/departure order are not covered by DSSR, chapter 600. However, under the limited circumstances outlined in DSSR, section 245, employees and dependents precluded from proceeding to post may be eligible for payments equivalent to those provided in DSSR, chapter 600. When the DSSR, section 245 criteria are not met, dependents who normally would accompany an employee to post are eligible for involuntary separate maintenance allowance (DSSR, section 260) effective the date the employee begins official travel under an assignment travel authorization.



**FREQUENTLY ASKED QUESTIONS ON EVACUATION**

Department of State Standardized Regulations (DSSR)  
Interpretation of Evacuation Payment Regulations (DSSR 600)

**1. Q: What is the difference between an authorized and an ordered departure?**

A: Authorized departure allows the chief of mission (principal officer in charge of a diplomatic mission in a foreign area) greater flexibility in determining which employees/employee groups may depart, and avoids the negative connotation attached to the term "evacuation." Since the law uses the terms synonymously, there is no benefit difference. On the same day that the State Department's Under Secretary of State for Management ("USSM") approves evacuation status for the PDS – either authorized or ordered – the 180-day clock "begins ticking".

**2. Q: Do all US Government agencies subscribe, follow or adhere to the DSSR on evacuations?**

A: In accordance with DSSR, section 645 all agencies implement the DSSR. To ensure fair and consistent treatment of all evacuees, agencies desiring to deviate from DSSR, chapter 600 must seek Secretary of State authorization before doing so. The dependents of uniformed personnel are covered separately under the Joint Federal Travel Regulations, Volume 1 (JFTR), Chapter 6, Part A.

**SAFE HAVEN****3. Q: How does a dependent select an official safe haven and on what is the subsistence expense allowance (SEA) based?**

\*A: The State Department's Under Secretary of State for Management (USSM) designates the U.S. (DSSR defines this as the fifty United States and the District of Columbia) as the official safe haven location even though the DSSR allows for OCONUS (non-foreign and foreign) official safe haven designations. A designation of U.S. means that dependents may select an official safe haven anywhere in the fifty United States or the District of Columbia. A dependent evacuee should select as an official safe haven the location at which the longest time is to be spent (e.g., where children are to go to school or where family/friends reside). An evacuee is not required to remain at the official safe haven; however, SEA payments are based on the official safe haven location per diem rate. An evacuee can change safe havens to somewhere else in the U.S. (another of the fifty United States or the District of Columbia) once during an evacuation. Transportation between safe havens may be authorized sparingly through the Secretarial Process (JTR, par. C12000-B2d) for reason(s) other than only personal preference. The appropriate evacuee locator and accounting offices must be notified of any address change. (See Q&A 5 for transporting dependents to join subsequently evacuated employee.)

**4. Q: What benefits are available for dependents going to an authorized alternate safe haven?**

\*A: A: If the "official" safe haven is the fifty United States and the District of Columbia, then anywhere outside the 50 United States and the District of Columbia is an "alternate" safe haven. Evacuation benefits are available only if the Secretary of State and the agency head/designee authorizes the alternate safe haven as being in the Government's best interest (DSSR, section 614c). Within DoD, PDUSD (P&R) authorizes alternate safe havens (phone (703) 697-2086 or DSN (312) 227-2086). **The employee cannot choose an alternate safe haven.** The employee must travel to the official safe haven (DSSR, section 631a(1)). The only benefits at an authorized alternate safe haven are: (1) constructed cost travel (NTE travel and transportation costs between the evacuated PDS and the employee's official safe haven location) if the dependent(s) want to join the employee at the employee's official safe haven location; (2) limited SEA based on the lowest of the official safe haven, authorized alternate safe haven or standard CONUS per diem rate - \$86 as of 10-1-04). The lowest is usually the standard CONUS rate. Education allowance is limited to Internet costs between the PDS school and the alternate safe haven (DSSR, sections 621.1d and 621.2d). Diplomatic immunities, privileges, or services are not available at the alternate safe haven.

5. ***Q: May previously evacuated dependents join the employee at the employee's official safe haven?***

A: Dependents evacuated to an official safe haven or authorized alternate safe haven may rejoin the employee at the employee's safe haven. Dependent travel from an official safe haven to the employee's safe haven is at U.S. Government expense. Dependent travel from an authorized alternate safe haven to the employee's official safe haven is constructed cost travel NTE the travel and transportation costs from the evacuated PDS to the employee's official safe haven (DSSR, section 631a(1)).

6. ***\*Q: Can an evacuated employee accompany dependents, who are unable to travel alone due to special needs or minor age, to their official U.S. (within the 50 United States and the District of Columbia) safe haven?***

A: IAW these travel regulations, employees accompanying dependents, unable to travel alone, to their official or authorized alternate safe haven are reimbursed for travel and transportation expenses (1) there and back to the PDS; or (2) there and to the employee's official safe haven.

7. ***Q: Can a dependent on educational travel or "away from post" education allowance go to the safe haven following evacuation of a PDS?***

A: Yes. The official safe haven location displaces the foreign PDS for travel purposes under education allowance and educational travel (DSSR, section 633.2 and DSSR, section 633.4, respectively). SEA payments are not allowed for children on "away from post" education allowance (DSSR, section 633.2). SEA payments are allowed for children under educational travel only when they are at the safe haven, unmarried, and under 21 (see definition of "child" at DSSR, section 040m(2)).

#### **EVACUATION PAYMENTS: SUBSISTENCE EXPENSE ALLOWANCE (SEA) AND ADVANCE PAYMENTS**

8. ***Q: When do SEA benefits start for evacuees?***

A: (1) Official safe haven: SEA benefits start the day following arrival day at the official safe haven location. SEA is not paid for travel en route to the official safe haven location.

(2) Authorized alternate safe haven: If an alternate safe haven is authorized prior to the dependents' evacuation, SEA starts the day following arrival day at the authorized alternate safe haven location. If an alternate safe haven is authorized after evacuees have arrived at that location, SEA starts no earlier than the date the ASD (FMP) receives the request for the alternate safe haven. If the request for an alternate safe haven is denied, SEA is not authorized until the evacuee arrives at the official safe haven.

9. ***Q: When an employee is evacuated after the dependents, is the employee authorized SEA under DSSR, section 632.1, at the full amount for the first evacuee or at the additional dependent amount?***

A: When the employee is evacuated after dependents, the employee may elect to be either the first evacuee or additional dependent. The DSSR allows for dependents and the employee to be at different safe haven locations, but there is only one "first evacuee" under the formula (whether commercial or non-commercial). Only dependents residing with the first evacuee are counted for additional reimbursement for larger quarters (see FAQ 14).

10. ***Q: Can employees and dependents on RAT or on FEML receive SEA payments?***

A: Employees and dependents cannot receive SEA while on RAT or in FEML status (DSSR, section 632.4). If away from the PDS at the time the evacuation is ordered/departure authorized, the employee must either return to the PDS or declare intention to do so before any dependent qualifies for evacuation benefits. Transportation is authorized to the official safe haven location. SEA may not start for an evacuee until that evacuee arrives at the authorized safe haven and the employee has started official travel to the PDS or official safe haven. The date also may depend on when the employee or dependents were due to return to the PDS.

21. ***Q: Can you explain voluntary Separate Maintenance Allowance (SMA) if, for personal reasons, an evacuee wants to return to the PDS later? (See FAQ 22 for education.)***

A: Following an authorized/ordered departure termination, an employee may elect voluntary SMA at the official safe haven for dependents previously eligible for SEA payments and for whom round-trip travel and transportation expenses are already authorized. The employee may terminate this voluntary SMA and dependents may return to the PDS unless it is during the employee's last 90 days at the PDS. This SMA is not the "one change of option" during a tour of duty. (DSSR, section 264.2(2)).

22. ***Q: Can you explain Transitional SMA for education following termination of an authorized/ordered departure (DSSR, section 262.3b)?***

A: Following an authorized/ordered departure termination, an employee may elect Transitional SMA (DSSR, section 262.3b) at the official safe haven when dependents are in commercial housing and choose to remain to complete the current school year if a child is in the final semester of the current school year (grades K through 12). Transitional SMA for education may be paid for up to 90 days. See DSSR, section 267.1b for rates.

23. ***Q: What happens after an evacuation terminates and the PDS becomes unaccompanied (i.e., dependents can no longer go to the PDS)?***

A: Employees whose dependents were in temporary commercial lodging should apply for Transitional Separate Maintenance Allowance (DSSR, section 262.3a). Employees whose dependents were in non-commercial lodging should apply for Involuntary SMA. Instead of Involuntary SMA for children in grades K-12, employees may consider the "away from post" education allowance option (see DSSR, section 276.23 for details). Since SMA payments are not retroactive, the employee should submit Standard Form (SF)-1190 BEFORE the evacuation ends, for these benefits.

#### **DEPARTURE FROM/RETURN TO THE PDS**

24. ***Q: If a Permanent Change of Station (PCS) travel authorization has been issued prior to an employee/dependent's departure from the PDS, which takes precedence?***

A: PCS travel authorization always takes precedence over any other travel authorization, including an evacuation order. An evacuee's travel should be charged to the PCS travel authorization. An evacuee may be eligible for SEA benefits if the evacuation occurs prior to originally scheduled PCS travel. When dependents depart the PDS under an evacuation order and the employee subsequently departs the PDS under a PCS travel authorization, all evacuation benefits cease for dependents when the employee's PCS travel begins.

25. ***Q: How long is an evacuation order valid for return travel to the PDS?***

A: Ordinarily, an evacuation order is valid for up to one year from the issuance date. Return to the PDS is not allowed within 30 days of reassignment travel.

#### **TANDEM COUPLES**

26. ***Q: Whose travel authorization should address dependent children when only one of a tandem couple is evacuated??***

A: In this case, the children are on the evacuating employee/parent's travel authorization.

27. ***Q: How does a tandem couple evacuated to the same official safe haven submit receipts under the commercial rate formula for lodging?***

A: A couple residing in the same commercial quarters submits their vouchers together. Reimbursement procedure would then split the hotel bill in half for each employee to claim. Each employee is also eligible for the first evacuee meal and incidental expense (M&IE) amount allowed in DSSR, section 632.1(b). See FAQ 14 for special family composition consideration if there are additional dependents.

**SHIPMENT OF HOUSEHOLD GOODS (HHG), UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLE (POV)**

28. ***Q: Will I have access to stored HHG while evacuated?***

A: Access to, delivery from and return to storage of HHG for evacuees is at personal expense, not Government expense (DSSR, section 631b).

29. ***Q: If I do not have unaccompanied baggage shipped from my PDS during an evacuation and I receive the airfreight replacement allowance, can I get unaccompanied baggage shipped back to the PDS after the evacuation?***

A: Yes. The airfreight replacement allowance is in place of the unaccompanied baggage from the PDS.

30. ***Q: What is the amount of the airfreight replacement allowance?***

A: It is a flat amount, no receipts required, as follows: First evacuee without dependents \$250; First evacuee with one dependent \$450; and First evacuee with two or more dependents \$600. It is intended to enable evacuees to purchase those necessary items not brought out of the PDS as unaccompanied baggage.

31. ***Q: What if I have an airfreight shipment to my official safe haven, can the air freight be shipped again if I subsequently join my spouse at the employee's official safe haven?***

A: Yes.

32. ***Q: What if I get an airfreight replacement allowance since I could not get an airfreight shipment out, can I subsequently get air freight shipped from my official safe haven if I join my spouse at the employee's official safe haven?***

\*A: Yes. The logic is that you got the airfreight replacement allowance to purchase things you could not bring out in your airfreight shipment; therefore, airfreight shipment/unaccompanied baggage is allowed from the official/U.S. safe haven to your spouse's U.S. safe haven.

33. ***Q: Can I transport a POV from the PDS to the safe haven point?***

\*A: POV transportation is not authorized at government expense. In place of a POV at the safe haven, a transportation allowance (DSSR, section 631b) is authorized at a rate of \$25 per day regardless of the number of dependents. Receipts are not required.

**EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)**  
(See reverse on this page for additional details)

**Safe Haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safe haven location.**

<b>City</b> _____	<b>County (U.S. only)</b> _____	<b>U.S. State or Country</b> _____
<b>Safe Haven Lodging (“L”) _____ Meals &amp; Incidental Expenses (“M&amp;IE”) _____</b>		
<b>Safe Haven Advance Received \$ _____</b>		

**The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.**

	<b>Commercial Rate* Days 1 through 30</b>	<b>Commercial Rate* Days 31 through 180</b>
<b>First Evacuee</b>	100% x L = _____ * 100% x M&IE = _____	100% x L = _____ * 80% x M&IE = _____
<b>Each other Eligible Family Member age 18 &amp; over</b>	100% x M&IE = _____	80% x M&IE = _____
<b>Each other Eligible Family Member under age 18</b>	50% x M&IE = _____	40% x M&IE = _____
<b>SPECIAL FAMILY COMPOSITION CONSIDERATION (Check Only One)</b>		
<p>_____ <b>First Evacuee plus one (non-spouse eligible family member, age 18 and older).</b></p> <p>_____ <b>First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over).</b></p> <p>_____ <b>First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older).</b></p> <p>_____ <b>First Evacuee plus three (one non-spouse eligible family member, age 12 and over).</b></p> <p>_____ <b>First Evacuee plus four or more family members.</b></p> <p>_____ <b>NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, D.C. 20522-0104.</b></p>		
*See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.		

**The “non-commercial” rate will apply for days when a receipt for a commercial establishment is not received.**

	<b>Non-Commercial Days 1 through 30</b>	<b>Non-Commercial Days 31 through 180</b>
<b>First Evacuee</b>	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
<b>Each other eligible family member age 18 and over</b>	100% x M&IE = _____	80% x M&IE = _____
<b>Each other eligible family member under age 18</b>	50% x M&IE = _____	40% x M&IE = _____

**EPW - EVACUATION PAYMENTS WORKSHEET (DSSR 600)**  
(Page 2 of 2)

*Effective 1 October 2003*

**\*ADDITIONAL EVACUATION PAYMENTS**

In addition to SEA payments, a transportation allowance may be paid at a rate of \$25 per day, regardless of the number of dependents.

An airfreight replacement allowance may be paid if air freight was not shipped FROM post. Employees and eligible family members are still eligible to ship airfreight BACK TO post. Amounts are:

- \$250 for first evacuee only;
- \$450 for first evacuee and one eligible family member;
- \$600 for first evacuee and two or more eligible family members.

**Internet Sources for All Per Diem Rates**

--48 states and DC (continental US) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, per diem rate used to calculate SEA should be CONUS)

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html>

--Non-Foreign, outside continental US = DOD <http://www.dtic.mil/perdiem/perdiemrates.html>

--All Foreign Locations = STATE <http://www.state.gov/m/a/als/prdm/>

**Basic rules for determining SEA payments:**

If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following:

- (a) official safe haven;
- (b) approved alternate safe haven; or
- (c) Continental US (CONUS) [as of 1 October 2003, that is \$86 (\$55 for lodging; \$31 for M&IE)]

**Commercial Rate**

Commercial Rate is based on first evacuee's safe haven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room taxes for CONUS or non-foreign, outside CONUS safe haven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safe haven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount, no itemization, no receipts required and is based on the first evacuee's safe haven location.

First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safe haven lodging rate and special consideration counts only eligible family members residing at first evacuee's safe haven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safe haven lodging rate is \$150, maximum reimbursement for family lodging will be \$225 per day. (2) If first evacuee's safe haven lodging rate is \$100, maximum reimbursement for family lodging will be \$150 per day

**Non-Commercial Rate**

Non-commercial rate is based on first evacuee's safe haven location. Lodging and M&IE components are flat amounts. Receipts are not required.

## APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) and, effective 2 November 2002, for civilian employees and their dependents:*

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	1 January 2003
Argentina	Southern	Miami	30 April 2005
Armenia, Yerevan	European	Frankfurt	30 April 2005
Australia, Alice Springs	Pacific	Honolulu	<i>*31 March 2006</i>
Australia, Exmouth	Pacific	Perth	<i>*31 March 2006</i>
Australia, Learmonth	Pacific	Perth	<i>*31 March 2006</i>
Azerbaijan, Baku	European	Frankfurt	31 July 2005
Bahrain	Central	Frankfurt	31 October 2004
Bangladesh, Dhaka	Pacific	Honolulu	<i>*31 March 2006</i>
Barbados	Southern	Miami	30 April 2005
Belarus, Minsk	European	Frankfurt	30 April 2005
Belize	Southern	Miami	30 April 2005
Bolivia	Southern	Miami	30 April 2005
Botswana, Gaborone	European	Frankfurt	31 March 2005
Brazil	Southern	Miami	30 April 2005
Bulgaria, Sofia	European	Frankfurt	31 March 2005
Burma, Rangoon	Pacific	Honolulu	<i>*31 March 2006</i>
Cambodia, Phnom Penh	Pacific	Honolulu	<i>*31 March 2006</i>
Cameroon, Yaounde	European	Frankfurt	30 April 2005
Chad, N'djamena	European	Frankfurt	30 April 2005
Chile	Southern	Miami	30 April 2005
China, Beijing	Pacific	Honolulu	<i>*31 March 2006</i>

Columbia	Southern	Miami	30 April 2005
Costa Rica, San Jose	Southern	Miami	<b>*30 April, 2006</b>
Croatia, Zagreb	European	Frankfurt	31 March 2005
Cuba, Guantanamo Bay	Southern	Jacksonville	31 December 2004
Cuba, Havana <i>for Coast Guard uniformed members only</i>	USCG	Miami	18 December 2005
Cyprus, Nicosia	European	Frankfurt	31 March 2005
Democratic Republic of Congo, Kinshasa	European	Frankfurt	30 April 2005
Djibouti	Central	Frankfurt	31 October 2004
Dominican Republic	Southern	Miami	30 April 2005
Ecuador	Southern	Miami	30 April 2005
Egypt	Central	Frankfurt	31 October 2004
El Salvador	Southern	Miami	30 April 2005
Eritrea, Asmara	Central	Frankfurt	31 October 2004
Estonia, Tallinn	European	Frankfurt	31 March 2005
Ethiopia, Addis Ababa	Central	Frankfurt	31 October 2004
Fiji	Pacific	Honolulu	<b>*31 March 2006</b>
Gabon, Libreville	European	Paris	31 October 2004
Georgia, Tbilisi	European	Frankfurt	31 March 2005
Ghana, Accra	European	Frankfurt	30 April 2005
Greece, Athens	European	Frankfurt	31 March 2005
Greece, Larissa	European	Frankfurt	31 March 2005
Greenland, Thule *	European	Baltimore	31 March 2004
Guatemala	Southern	Miami	30 April 2005
Guinea, Conakry	European	Paris/Frankfurt	31 January 2005
Guyana	Southern	Miami	30 April 2005
Haiti	Southern	Miami	30 April 2005
Honduras	Southern	Miami	30 April 2005
Hong Kong	Pacific	Los Angeles	<b>*31 March 2006</b>
India, New Delhi	Pacific	Honolulu	<b>*31 March 2006</b>
Indonesia, Jakarta	Pacific	Honolulu	<b>*31 March 2006</b>
Israel, Tel Aviv	European	Frankfurt	31 March 2005

Ivory Coast, Abidjan	European	Frankfurt	31 March 2005
Jamaica	Southern	Miami	30 April 2005
Jordan	Central	Frankfurt	31 October 2004
Kazakhstan, Almaty	Central	Frankfurt	31 October 2004
Kenya	Central	Frankfurt	31 October 2004
Kuwait	Central	Frankfurt	31 October 2004
Kyrgyzstan, Bishkek	Central	Frankfurt	31 October 2004
Latvia, Riga	European	Frankfurt	30 April 2005
Lithuania, Vilnius	European	Frankfurt	31 March 2005
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 March 2005
Malaysia, Kuala Lumpur	Pacific	Sydney	<b>*31 March 2006</b>
Mali, Bamako	European	Frankfurt	30 April 2005
Marshall Islands, Majuro	Pacific	Honolulu	31 August 2003
Mexico	Southern	San Antonio	30 April 2005
Moldova, Chisnau	European	Frankfurt	30 April 2005
Mongolia, Ulaanbaatar	Pacific	San Francisco	<b>*31 March 2006</b>
Morocco, Rabat	European	Frankfurt	31 March 2005
Mozambique, Maputo	European	Frankfurt	31 March 2005
Namibia, Windhoek	European	Frankfurt	30 April 2005
Nepal, Kathmandu	Pacific	Honolulu	31 December 2004
Nicaragua	Southern	Miami	30 April 2005
Niger, Niamey	European	Frankfurt	31 March 2005
Nigeria, Lagos	European	Frankfurt	31 March 2005
Oman	Central	Frankfurt	31 October 2004
Pakistan	Central	Frankfurt	31 October 2004
Panama	Southern	Miami	30 April 2005
Paraguay	Southern	Miami	30 April 2005
Peru	Southern	Miami	30 April 2005
Philippines, Metro Manila	Pacific	Honolulu	<b>*31 March 2006</b>
Poland, Warsaw	European	Frankfurt	31 March 2005
Qatar	Central	Frankfurt	31 October 2004
Romania, Bucharest	European	Frankfurt	31 March 2005
Russia, Moscow	European	Frankfurt	31 March 2005

Rwanda, Kigali	European	Frankfurt	30 April 2005
Saudi Arabia	Central	Frankfurt	31 October 2004
Senegal, Dakar	European	Frankfurt	30 April 2005
Serbia and Montenegro, Belgrade	European	Frankfurt	3 June 2005
*Singapore	Pacific	*Honolulu ( <i>eff 14 Apr 2004</i> )	<b>*31 March 2006</b>
South Africa, Pretoria	European	Frankfurt	31 March 2005
Sri Lanka, Columbo	Pacific	Frankfurt	<b>*31 March 2006</b>
Suriname	Southern	Miami	30 April 2005
Syria, Damascus	European	Frankfurt	31 March 2005
Tanzania, Dar Es Salaam	European	Frankfurt	30 April 2005
Thailand, Bangkok	Pacific	Honolulu	<b>*31 March 2006</b>
Thailand, Chiang Mai	Pacific	Honolulu	<b>*31 March 2006</b>
Trinidad and Tobago	Southern	Miami	30 April 2005
Tunisia, Tunis	European	Frankfurt	31 March 2005
Turkey, Ankara	European	Frankfurt	30 April 2005
Turkey, Izmir	European	Frankfurt	1 January 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 October 2004
Uganda, Kampala	European	Frankfurt	30 April 2005
Ukraine, Kiev	European	Frankfurt	31 March 2005
United Arab Emirates	Central	Frankfurt	31 October 2004
Uruguay	Southern	Miami	30 April 2005
Uzbekistan, Tashkent	Central	Frankfurt	31 October 2004
Venezuela	Southern	Miami	30 April 2005
Vietnam, Hanoi	Pacific	Honolulu	<b>*31 March 2006</b>
Yemen	Central	Frankfurt	31 October 2004
Zambia, Lusaka	European	Frankfurt	31 October 2004
Zimbabwe, Harare	European	Frankfurt	31 March 2005

\* Exception to the 24-month tour requirement approved by ASD(FMP) on 18 March 2002 memo.