

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 466

Alexandria, VA

1 August 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 August 2004 unless otherwise indicated.

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This change includes all material written in CAP item 9B-98; and civilian editorials C04030; C04031; C04033; C04035; and C04037. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 465 cover page.

BRIEF OF REVISION

These are the major changes made by Change 466:

C2204-A3d. Changes the 'Mission' criterion for first and business-class travel.

C2204-B3d. Changes the 'Mission' criterion for first and business-class travel.

C4113-B. Corrects paragraph reference to PCS allowances.

C4565, Examples 1, 5, 6, 7, 8, and 10. Corrects paragraph references and updates the per diem website addresses.

C5065-A3. Corrects paragraph references and updates the per diem website addresses.

Chapter 6, Part N. Adds a new Part that provides authority for authorizing eligible employees to travel at Government expense to the CONUS, a non-foreign OCONUS area, or other location to visit immediate family members who were evacuated from the employee's foreign PDS.

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

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

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

VOLUME 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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463	C2A-7	465	C4A-1	452	C4M-1	458	C5D-3
463	C2A-9	463	C4A-3	458	C4M-3	458	C5D-5
463	C2A-11	463	C4A-5	464	C4M-5	458	C5D-7
462	C2B-1	461	C4A-7	458	C4M-7	463	C5D-9
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463	C6-iii	401	C13D-3	465	IA-13		
466	C6-v	448	C14-i	457	IA-15		
452	C6-vii	463	C14-1	465	IA-17		
414	C6A-1	463	C14-3	465	IA-19		
441	C6B-1	463	C14-5	465	IA-21		
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462	C6B-5	463	C14-9	465	IA-25		
462	C6C-1	465	C14-11	465	IA-27		
431	C6D-1	465	C14-13	435	I-B-1		
462	C6E-1	463	C14-15	435	I-B-3		
424	C6E-3	463	C14-17	435	I-B-5		
438	C6F-1	455	C15-i	435	I-B-7		
462	C6G-1	465	C15A-1	454	J-1		
409	C6H-1	461	C15B-1	454	K-1		
462	C6I-1	461	C15B-3	466	L-1		
462	C6I-3	455	C15C-1	466	L-3		
463	C6J-1	459	C16-i	449	L-5		
463	C6J-3	459	C16-1	453	L-7		
409	C6K-1	463	A-1	454	L-9		
465	C6L-1	463	A-3	454	M-1		
457	C6M-1	463	A-5	454	N-1		
457	C6M-3	463	A-7	463	O-1		
409	C6M-5	463	A-9	463	O-3		
466	C6N-1	465	A-11	463	O-5		
466	C6N-3	463	A-13	463	O-7		
448	C6O-1	463	A-15	464	O-9		
462	C6P-1	463	A-17	464	O-11		
462	C6P-3	463	A-19	464	O-12-1		
462	C6Q-1	463	A-21	463	O-13		
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c. Premium Class Approval Authorities.

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

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

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

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

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

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

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

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

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

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

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

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

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

- (1) A traveler whose use of other than business-class accommodations would entail danger to the traveler’s life or Government property.
- (2) Agents of protective details accompanying individuals authorized to use business-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches or packages.

Effective 15 June 2004

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

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

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

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL**C4100 NOT USED (SEE CHAPTER 5, PART A)****C4107 NOT USED (SEE CHAPTER 5, PART M)****C4109 TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM**

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

C4113 TDY STATION BECOMES PDS

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

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

Effective 8 June 2004

*B. PCS Allowances. An employee on TDY at a location that becomes the employee’s PDS is authorized PCS allowances if the transfer is in the Government’s interest. Par. C5070 lists PCS allowances that are authorized in this case as well as the allowances (TQSE and house-hunting trip) that may be authorized.

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

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

- a. return transportation to the old PDS under the TDY travel authorization, or reimbursement on a TDY mileage basis for POC use at the rate in par. C2500 if POC travel is determined to be advantageous to the Government plus per diem for the return trip payable in connection with return from TDY; and
- b. transportation to the new PDS under the PCS travel authorization, or reimbursement on a PCS mileage basis for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable in connection with PCS travel.

2. Return to the Old PDS after the Date on which the TDY Location Becomes the Employee's New PDS.

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

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

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

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

1. B-214966, 27 December 1984. Several different cases, dealing with transfers to TDY locations and cessation of per diem payments in those cases, are discussed as well as the exception to these situations when an employee performs a period or periods of TDY at the new official station between the time the employee receives the transfer authorization and the stated effective date of that authorization if such TDY period or periods are terminated by a return to the old station on official business.
2. GSBCA 13686-RELO, 28 February 1997. An employee was authorized a TDY assignment at the old PDS to act as a contracting officer's representative to make arrangements and supervise the packing and shipping of the employee's HHG.
3. GSBCA 15640-RELO, 13 June 2002. An employee was authorized reimbursement for second trip to the old PDS to supervise the shipment of HHG because, due to circumstances beyond the employee's control, the employee was unable to ship the HHG at the time of transfer.
4. B-169392, 28 October 1976. An employee was authorized reimbursement for expenses (transportation and per diem) for a round trip between the new and old PDSs several months after the TDY location became the employee's new PDS.

authorized. The one way, or round trip, must not be allowed unless, by an appropriate statement in the travel authorization, it is indicated clearly that, because of the personal expense incurred by the employee in traveling to the leave location, an administrative determination was made that it is unreasonable to require the employee to assume the additional travel expense to comply with the recall or TDY travel authorization (39 Comp. Gen. 611 (1959)).

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

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

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

Effective 1 October 2003

C4565 PER DIEM COMPUTATION EXAMPLES

Following are examples of computing per diem for specific circumstances.

NOTE 1: *The maximum amount allowed for lodging in CONUS and non-foreign OCONUS locations (see <http://www.dtic.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS locations are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS locations (see <http://www.dtic.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS locations are not separately reimbursable.*

NOTE 2: *The per diem/mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/perdiemrates.html>.*

EXAMPLE 1 (TDY Travel)
<i>Effective 4 June 2004</i> <i>*NOTE:</i> <i>See par. C4550-F or http://www.dtic.mil/perdiem/perdiemrates.html for the current Standard CONUS per diem rate.</i>
An employee was in a travel status on TDY for 9 1/2 days. The employee departed from the place of abode and arrived at the TDY station on the same day. Lodgings were obtained for 9 nights, two of which were spent in Government quarters with charge, and one night at a friend's house at no cost. The employee departed the TDY station and arrived at the place of abode on the 10th day. While at the TDY station, the employee paid \$40 each night for 6 nights of lodging in a hotel, \$4 each night for 2 nights spent in Government quarters, but no cost for the night of lodging obtained in a friend's home. Per diem is computed as follows:

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

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

EXAMPLE 2
(TDY Travel)

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

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

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

EXAMPLE 3
(TDY Travel Involving IDL)

8/15 Sunday	Depart residence en route to Hong Kong, cross IDL
8/16 Monday	Arrive Hong Kong
8/17-8/20 (Tues-Fri)	TDY Hong Kong
8/21 Saturday	Depart Hong Kong, arrive residence
Lodging cost incurred in Hong Kong \$70 per night. Maximum rates at time of travel: Hong Kong \$34 (max lodging amount \$221, local meals rate \$98, PMR \$53 and local incidentals rate \$25).	

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

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

EXAMPLE 5 (PCS Travel)		
<i>Effective 4 June 2004</i>		
<i>*NOTE: See par. C4550-F or http://www.dtic.mil/perdiem/perdiemrates.html for the current Standard CONUS per diem rate.</i>		
An employee performed PCS travel from San Francisco, CA, to Washington, DC, in 10 days. The employee elected to travel by automobile, accompanied by spouse and 2-year old child. They departed their residence at 1130 on the first day (departure day) and arrived at the new PDS at 1930 on the 10th day (arrival day). The official distance traveled was 2,826 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 8 days @ \$86 (Standard CONUS per diem rate)=		\$ 688.00
1 st day (departure day)	75% of \$31 (Standard CONUS M&IE rate) plus \$55 (lodging) =	\$ 78.25
2 nd day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
3 rd through 8 th days	\$31 (M&IE rate) plus \$55 (lodging) X 6 days =	\$ 516.00
9 th day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
10 th day (arrival day)	75% of \$31 Standard CONUS M&IE rate) =	\$ 23.25
Employee's per diem authorization =		\$ 679.50

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

EXAMPLE 6
(PCS Travel)

Effective 4 June 2004

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

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

Per Diem for Actual Travel Under the Lodgings Plus System

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

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

EXAMPLE 7
(PCS Travel)

Effective 4 June 2004

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

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

Per Diem for Actual Travel Under the Lodgings Plus System

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

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

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

EXAMPLE 8
(PCS/Separation Travel)

Effective 4 June 2004

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

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

7. Per diem payable for the spouse is $\frac{3}{4}$ of the \$23.25 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.

8. *Per diem is not payable for dependents on separation travel.*

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

EXAMPLE 10 (Renewal Agreement Travel)			
<i>Effective 4 June 2004</i>			
<i>*NOTE: See par. C4550-F or http://www.dtic.mil/perdiem/perdiemrates.html for the current Standard CONUS per diem rate.</i>			
1. Employee and spouse performed RAT from Frankfurt, GE, to Chicago, IL, and return to Frankfurt.			
2. Itinerary:	9/1	Depart residence in Frankfurt GE at 0730 Arrive residence in Chicago at 2230	
	9/2 - 9/30	Leave	
	10/1	Depart residence in Chicago at 1400	
	10/2	Arrive residence in Frankfurt, GE at 1015	
3. The employee is authorized per diem since actual travel time exceeds 12 hours (see par. C4552-F).			
4. Maximum per diem rate at time of travel \$86 (M&IE rate \$31, maximum lodging amount \$55). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% of \$31 (M&IE)	\$23.25
	9/2 - 9/30	no per diem	0.00
	10/1 - 10/2	75% of \$31 (M&IE)	<u>+ \$23.25</u>
Total Reimbursement			\$46.50
6. The rule in par. C4553-D2a(2) applies and the destination M&IE rate (\$31) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the actual residence for RAT is used for computing per diem (par. C4553-D2d(3)).			
8. <i>Per diem for dependents is not authorized for RAT.</i>			

CHAPTER 5 PERMANENT DUTY TRAVEL

PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES

C5050 PCS MILEAGE ALLOWANCE (FTR §302-4.300)

A. POC Travel

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

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

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

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

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

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. Travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 USC §3721.

C5055 USE OF MORE THAN TWO AUTOMOBILES

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

C5060 ALLOWABLE PER DIEM (FTR §302-4.200)

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

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

B. Exception

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

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

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

C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in this paragraph illustrate the method of computing the PCS mileage rate and per diem incident to PDT by automobile.
2. The per diem/mileage rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/perediemrates.html>.

Effective 4 June 2004

*3. See par. C4550-F or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current Standard CONUS per diem rate.

4. The per diem allowance is as computed in pars. C7006, and C5060-A, and examples in par. C4565.

B. Reimbursement Computation Example for the Use of One Automobile

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

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

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PART O: RESERVED

Effective 13 May 2004

***PART N: FAMILY VISITATION TRAVEL (FVT)**

C6650 GENERAL

A. Purpose for Family Visitation Travel. The purpose of Family Visitation Travel (FVT) is to authorize an eligible employee to travel at Government expense to the CONUS, a non-foreign OCONUS area, or other location to visit immediate family members who were evacuated from the employee's foreign PDS. FVT is a discretionary allowance, not an entitlement, and FVT expenses are the responsibility of the eligible employee's command. FVT is not authorized for travel within the foreign area/country of assignment.

B. Legal Authority. 10 USC §1599b; 22 USC §4081

C. Allowable Transportation Expenses. A DOD component may pay, or an eligible individual may be reimbursed, for:

1. The transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return; and
2. Airport taxes and transportation between airports (*see NOTE 1*).

NOTE 1: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS or home (or destination) and airport is not authorized.

NOTE 2: Per diem, and excess baggage or unaccompanied baggage charges are not payable or reimbursable.

D. Eligibility. *This Part applies only to employees who are U.S.-citizens assigned to a foreign PDS for a tour of more than one-year:*

1. *Who have a transportation agreement that provides for return transportation at Government expense to the employee's actual residence; and*
2. *Whose immediate family members were evacuated from the employee's foreign PDS.*

E. Travel by Commercial Transportation. The following rules apply.

1. Commercial transportation must be by the most expeditious mode (ordinarily air service) on direct routing.
2. Indirect routing is permissible only when official duties must be performed en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.
3. Accommodations must be in coach (unless premium-class accommodations are authorized/approved under par. C2204-B) or, when air service is not available, minimum first-class rail or bus service.
4. Special fares such as excursion fares and round-trip fares must be used to the maximum extent prudently possible.

5. American-flag carriers must be used except as indicated in par. C2204-C.
6. Reimbursement may not exceed allowable transportation expenses actually incurred.
7. Excess and near excess foreign currencies must be used to the maximum extent feasible.

F. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize FVT transportation. Rules concerning transportation accommodations for TDY travel also apply to FVT. See par. C2204 regarding use of commercial aircraft and par. C2203 about arranging official travel.

G. Refund. An employee must repay Government-paid or reimbursed FVT expenses when FVT is used as a substitute for travel for which FVT use is not authorized; for example, return to the CONUS or to a non-foreign OCONUS area and resignation.

H. Year. A year for FVT purposes starts on the date of evacuation of an employee's family, or the date of return to the OCONUS PDS from RAT.

I. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

J. Scheduling

1. Activities in foreign countries must schedule FVT so as to ensure the orderly performance of official duties at all times.
2. To the maximum extent possible, FVT must be combined with travel required for official purposes (see par. C6650-K6).
3. Exceptions to the limitations in par. C6650-L1 may be made through the Secretarial process for valid reasons, provided that workload and scheduling considerations permit.

K. Travel to the CONUS or to a Non-foreign OCONUS Area. The following rules apply.

1. Not more than two round trips to the CONUS or a non-foreign OCONUS area may be authorized during a 1-year period.
2. For a fractional part of a year, one trip may be permitted for each full 6-month period of service at an evacuated foreign PDS.
3. FVT trips to the CONUS or a non-foreign OCONUS area may be authorized 3 months after family members are evacuated from the foreign PDS, or family members located at a safe haven in a foreign country return to the CONUS or to a non-foreign OCONUS area, provided that total costs for visitation travel during a year's period (as defined in par. C6650-H) do not exceed the cost of two coach class round trips to the family's residence.
4. FVT trips to the CONUS or to a non-foreign OCONUS area are not permitted within the final 3 months prior to scheduled transfer, departure on RAT, or voluntary separation.

5. There must be an interval of at least 3 months between FVT trips to the CONUS or to a non-foreign OCONUS area.
6. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.
7. An employee's absence from the PDS for each visit to the CONUS or to a non-foreign OCONUS area should ordinarily not exceed 24 calendar days, including travel time.
8. An employee ordinarily is expected to spend a minimum of 7 days in the CONUS or a non-foreign OCONUS area.

L. Travel to Visit Dependents Located in a Foreign Country. The following definitions, rules and limitations apply.

1. More than two visits to family members located in a foreign country may be permitted during a 1-year period provided the trip costs do not exceed the cost of two coach class round trips to the employee's actual residence (see par. C4004). The cost of the two coach class round trips is based on the cost of a round trip to the employee's actual residence at the time the first trip in the 1-year period is taken.
2. Visits to family members located outside both the CONUS and non-foreign OCONUS areas may be permitted 4 weeks after family members have been evacuated from the PDS.
3. Visits to family members located outside both the CONUS and non-foreign OCONUS areas are not permitted within the final 4 weeks prior to completion of tour, transfer, departure on RAT, or voluntary separation.
4. There must be a minimum interval of 4 weeks between FVT trips to locations in foreign countries.
5. An employee's absence from the PDS may not exceed a total of 48 calendar days in one year, including travel time, but exclusive of days on duty or official travel status.
6. For a period of less than one year, an employee's absence may not exceed 48 calendar days divided by the fractional part of one year.
7. Exceptions for valid reasons to the limitations in pars. C6650-L1, C6650-L2, C6650-L3, C6650-L4, C6650-L5, and C6650-L6 may be made through the Secretarial Process.

APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

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

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

APPENDIX D

CONUS MAXIMUM PER DIEM RATES

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

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

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA)
SUBMISSION CHANNELS

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Army:

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

- f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, P. O. Box 34000, Fort Buchanan, PR 00934;
- g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Ave., Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z-//; Telephone: DSN 335-2048, Commercial (202) 475-2048;
- h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***
- i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th St., Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;
- j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;
- k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;
- l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;
- m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Dr., Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFOS.***
- n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawaii, 310 Worcester Avenue, Hickam AFB, HI 96853-5530.
- Effective 20 May 2004***
- *o. Commander, Forces Command (FORSCOM), ATTN: AFRM-B-O, 1881 Hardy Avenue, Fort McPherson, GA 30330-6000. MSG ADDRESS; CDRFORSCOM FT MCPHERSON GA//AFRM-B-O//; Telephone DSN (312) 367-7422 Commercial (404) 464-7422.

3. Navy:

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

4. Marine Corps:

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

5. Air Force:

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