

VOLUME 2
JOINT TRAVEL REGULATIONS
CHANGE 467

Alexandria, VA

1 September 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 September 2004 unless otherwise indicated.

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This change includes all material written in CAP items 9A-98; 24-04(E); 26-04(E); 29-04(E); 31-04(E); 33-04(E); 36-04(E); 38-04(E) and civilian editorials C04027; C04032; C04036; C04037; and C04038. Insert the attached pages and remove the corresponding pages. Remove pages C2A-9; C2A-11; C5D-13-1; C5D-16-1; E-10-1; E-13 and E-15. This cover page replaces the Change 466 cover page.

BRIEF OF REVISION

These are the major changes made by Change 467:

C1100-B. Changes the JTR to require a statement on the travel authorizations to indicate whether the traveler uses a centrally-billed account (CBA) or individually-billed account (IBA) to purchase transportation tickets.

C2002; Appendix E. Moves city pair information from these locations to new Appendix P.

C2102-F. Clarifies that travelers cannot be directed to use a special conveyance for transportation to/from carrier terminals.

C2204-B3d; C2204-B4d. Changes the 'Mission' criterion for first and business-class travel.

C2204-B3; C2204-B4. Establishes Congressional Travel Premium-class Approval Codes.

C4107-S. Indicates that when a HHT (lodgings plus system) is authorized and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE is paid instead of house-hunting subsistence for the days spent seeking permanent quarters up to the day before reporting for duty at the new PDS, not to exceed the number of days authorized for the HHT.

C4553-B, C, and D. Clarifies 75% of the M&IE rate for the 'TDY location' is applicable for the day of departure and day of return to the PDS.

C5160-H6. Clarifies that the commuted rate method does not apply to intrastate moves as indicated in FTR §302-7.14

C6455. Changes the emergency travel regulations to clarify that city-pair fares may not be used when an employee travels from a TDY location to an alternate destination and return to the TDY location ICW a personal emergency because the Govt. does not fund the entire cost. The Govt. pays only for the difference between the cost of round-trip transportation (including en route per diem) from the TDY location to the alternate location and return over the cost of round-trip transportation from the employee's PDS to the alternate location (including en route per diem) and return to the PDS.

C6500; C6505. Establishes Congressional Travel Premium-class Approval Codes.

C6700-C3; C6750-A. Shows that DoDD 1327.5 provides to the PDUSD (P&R) the authority to waive the Directive provision that FEML, R&R and COT leave cannot be taken with any other leave program or travel entitlement.

Chapter 6, Part O. Adds a new Part O, Titled Emergency Visitation Travel (EVT).

Appendix A, **DEPENDENT/IMMEDIATE FAMILY**. Revises the definition of "dependent/immediate family" to exclude temporary custody of children by a power of attorney as "legal guardianship" if it does not meet the definition of "legal guardianship" in the state executed based on a GSBICA ruling.

Appendix P. Creates new Appendix for all city pair information.

Appendix S. Authorizes FEML to Chicago or Los Angeles for those uniformed members of the 2d Brigade Combat Team, 2d Infantry Division on unaccompanied tours in Korea preparing for deployment for OIF.

Appendix U. Authorizes reimbursement of round-trip transportation between the APOD in the U.S. and the airport closest to the leave point in the U.S. for those U.S. Armed Forces members who took R&R leave between 25 September 2003 and 18 December 2003.

VOLUME 2

JOINT TRAVEL REGULATIONS

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

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PART C: TRAVEL ADVANCES

C1100 GENERAL

A. Minimizing Cash Requirements

1. Policy. Employees traveling on official business:
 - a. Are responsible for their travel expenses, but
 - b. Should not have to pay official travel expenses entirely from personal funds (unless the employee decides not to use Government resources such as the Government-sponsored contractor-issued travel charge cards or traveler's checks).
2. Responsibilities. DoD components:
 - a. May issue travel advances for certain expenses, as authorized in this Part, and
 - b. Should ensure travelers take all reasonable steps to minimize the cash burden on both the component and the traveler (such as using the Government-sponsored contractor-issued travel charge cards).

Effective 1 July 2004

*B. Government-sponsored Contractor-issued Travel Charge Card Use. "It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified", (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card). *The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoDFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.* A statement must be on each travel authorization indicating whether transportation tickets are purchased using a centrally-billed account (CBA) or individually-billed account (IBA).

C1101 ALLOWABLE ADVANCES

- A. Authorization (FTR §302-2.21). Travel advances described in this paragraph may be paid when authorized on a travel authorization.
- B. TDY Travel. DoD Components may pay travel advances (as opposed to authorizing Government-sponsored contractor-issued travel card use for ATM advances) when permitted in accordance with the DoDFMR, Volume 9. Advances may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.
- C. PCS/TCS Travel (FTR §302-2.22/302-3.513/302-4.600). Travel advances may be paid when a per diem allowance or POC mileage allowance is authorized for PCS/TCS travel. *A travel advance may not be paid for OCONUS Renewal Agreement Travel (RAT), return travel for separation, or advance return of dependents from OCONUS.*

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

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD component concerned; and
3. Anticipated temporary storage period (not to exceed 90 days) at Government expense.

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

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

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

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

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

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

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

L. Advance Lodging Deposits. Employees:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.
2. Are financially responsible for repayment of the advance deposit if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the agency.

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

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

PART A: TRAVEL POLICY

Effective 1 March 2004

C2000 GENERAL

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

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

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

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

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

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

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

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

3. Travel other than by a usually traveled route must be justified.
4. A traveler may not be provided contract city-pair airfares provided under GSA contract (see par. C2206-D) or any other airfares intended for official Government business for any portion of a circuitous route traveled for personal convenience.
5. The traveler is personally financially responsible for any additional expense accrued by not complying with par. C2000-A.
6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.
7. Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or Service's needs require use of these accommodations.
8. Travelers may not be reimbursed for travel at personal expense (see par. C2203-C) on ships/aircraft of foreign registry, except as specified in par. C2204-C.
9. Each dependent is allowed a seat.

B. Service Responsibility. Each DoD component must:

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

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

1. The traveler must pay excess travel/transportation costs; and
2. Constructed costs for each leg of the trip must be based on Government 'YCA' city-pair contract airfares, if available.

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

D. TDY Departure from Dependents' Residence

1. The AO may permit the traveler to begin official travel from the location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the work site.

2. ***Relative cost should be a consideration.***

3. **EXAMPLE:** The traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

C2001 TRANSPORTATION MODES

A. General

1. Transportation Authorized. Transportation may be authorized by railroad, airline, helicopter, ship, bus, streetcar, subway, taxicab, Government vehicle, Government-furnished and contract rental automobile and airplane, privately owned and rented automobile and airplane, and other necessary means of conveyance, or by a combination of any of the modes named. Travel of an employee should be by the most expeditious practicable transportation mode that meets mission requirements. The AO is responsible for the transportation mode selected. An employee is not required to travel via a particular transportation mode if there is a valid reason for excluding that mode (ex., travel by air (ocean ferry or Chunnel) if travel by that mode is precluded for medical reasons). A statement on the order indicating the reason for nonuse of a particular transportation mode, that may otherwise appear to be the most advantageous to the Government, provides justification for travel reimbursement based on the transportation mode authorized on the order and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

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

2. Selecting Method of Transportation to Be Used

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

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

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

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

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

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

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

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

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

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

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

C. OCONUS Travel

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

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

D. Travel By Aircraft

1. General

- a. *AOs directing travel must strictly adhere to the policy on aircraft travel contained in this paragraph.*
- b. Air is the usual transportation mode to and/or from OCONUS.

- c. Government or Government-procured air transportation should be used for travel to, from, and between OCONUS areas (See Appendix A, under "GOVERNMENT-PROCURED TRANSPORTATION" and "GOVERNMENT TRANSPORTATION" for appropriate definitions.).
 - d. Except when air travel is not possible for medical reasons, travelers may be required to travel by regularly scheduled commercial aircraft.
 - e. See par. C2206-E for computing reimbursement when other than the authorized transportation mode or route is used.
 - f. Reimbursement limitations for travel by an alternate mode or route must be stated on the travel order under which dependents travel.
 - g. Travelers must make transportation arrangements in accordance with pars. C2207-A and C2207-B.
2. Use of Government Aircraft. Government aircraft may be used only for official purposes in accordance with 41 CFR 101-37.402.
3. Overseas Travel. Travel shall be required by Government air or Government-procured air transportation unless medically inadvisable for employees:
- a. Performing TDY travel to and from CONUS or between overseas duty points;
 - b. And dependents performing permanent duty travel to, from, and between overseas duty stations.
4. Operations and Maintenance Technicians and Crash Firefighters. Employees whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment and crash firefighters for whom travel by aircraft is necessary in connection with their duties, shall be required to travel for any distance by any type of aircraft that meets mission requirements. Position descriptions will include such an air travel requirement.
5. Required as Part of Conditions of Employee's Assignment. Travel shall be required by aircraft for any distance when such mode of travel is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require employees to be aboard aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. These employees shall be required to be aboard any type of Government aircraft on scheduled or nonscheduled flights.
6. Necessary for Accomplishment of Mission or when Air is Only Mode Available. Travel for any distance shall be required by aircraft with or without the employee's consent when such mode of travel is necessary for the accomplishment of the activity's mission or is the only mode of transportation available. These employees shall be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. Acceptance by the employee of a travel order authorizing travel by aircraft will constitute agreement to the provisions of the particular travel order.

7. Evacuation by Air Required for Medical Reasons. Travel by appropriate aircraft shall be required when competent medical authority determines the use of this transportation mode is necessary for medical evacuation of an employee. For authority to provide transportation by commercial air at Government expense for medical evacuation of an employee assigned at a PDS outside the U.S. and dependents see par. C6600 (for civilian employees assigned to Defense Attaché Offices and DIA Liaison Offices see also DIA Manual 100-1, Vol. 1, Part 4, Section K).

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

***C2002 CITY PAIR PROGRAM**

See Appendix P. Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.

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

C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursements for transportation expenses incurred in and around duty station (see Part H). Each claim for reimbursement of expenses is identified on the voucher by date, quantity, service, cost and other necessary particulars of the expense.

C2101 USE OF TAXICABS

A. To/from Transportation Terminals. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below. Between:

1. Places of residence, lodging, or place of duty at the PDS or TDY station and transportation terminals;
2. Transportation terminals if free transfer is not provided; or
3. Transportation terminal and lodging when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging, and from the PDS to the residence on the day of return from such TDY.

*C2102 SPECIAL CONVEYANCE USE (FTR, §301-10, Subpart E)

A. General. Hiring and using a special conveyance is authorized/approved by the AO only when it is determined the use of other means of transportation is not advantageous to the Government. Personal preference or minor inconvenience shall not be the basis for authorizing/approving the use of a special conveyance instead of a cheaper mode of transportation.

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://www.transcom.mil/j5/pi/dtr.html>)
 - a. *It is mandatory to obtain rental vehicles through the CTO, when available. **NOTE:** It is not mandatory to use a CTO when renting an airplane or bus.*
 - b. When selecting commercially rented vehicles, the lowest cost rental service that meets the mission requirements must be selected.

Effective 1 January 2004

- c. Use of companies and rental car locations participating in the SDDC agreement is encouraged because their government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government.
- d. Travelers disregarding rental car arrangements made by a TO or CTO may be required to provide justification for additional rental car cost before reimbursement is allowed.
- e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Chapter 106 and DoD component regulations.

Effective 1 January 2004

2. Military Surface Deployment and Distribution Command (SDDC) Policy (website address: <http://www.sddc.army.mil>)

- a. SDDC vehicle rental agreements apply to all DoD components and activities and non-Defense Agencies.
- b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from the Commander, SDDC, ATTN: SDDC-AQ, Hoffman Building II, Room 10N35, 200 Stovall Street, Alexandria, VA 22332-5000, or via the SDDC website at <http://www.sddc.army.mil>.
3. Reimbursement. When an available CTO is not used, reimbursement is limited to what it would have cost if a CTO had made the rental vehicle arrangements.

C. Reimbursement for Special Conveyance Use. When a rental automobile or other special conveyance is authorized/approved, the rental and hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. These expenses include items such as:

1. Hiring charge;
2. Gasoline and oil;
3. Parking;
4. Garage, hanger, or boathouse rental;
5. Subsistence of operator;
6. Ferry fares, bridge, road and tunnel tolls;
7. Traveler access fee (when charged); and

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8. Any per-day administrative fee called for in the SDDC rental car agreements (including GARS).

D. Insurance on a Rented Automobile

1. Cost of Extra Insurance. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable when:

- a. The insurance is required by the rental agency to provide full coverage insurance when renting an automobile outside the U.S., or
- b. A Secretarial Process authorizes/approves reimbursement of non-required insurance for certain classified special operations. See Service regulations. (B-204486, January 19, 1982).

2. Damage to a Rented Motor Vehicle. A traveler may be reimbursed for personal funds paid to rental car companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated by the Service concerned as being payable. The Government may make direct payments to the car rental companies instead of to the traveler, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

3. Damage Claims. Requests from an employee, or from a rental company for reimbursement or payment should be documented and submitted in accordance with the DoD Financial Management Regulation, Volume 9, Chapter 4 (found at website: <http://www.dtic.mil/comptroller/fmr/>). Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

4. Cost of Personal Accident Insurance. The cost of personal accident insurance is a personal expense and is not reimbursable.

E. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

*F. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals;
2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor Government transportation between the terminals meets the authorized travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

G. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual means of transportation, or when the use of a special conveyance is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

H. Special Conveyance Use for PDT. Commercially rented vehicles/special conveyances:

1. May be used for PDT when other transportation methods in par. C2001-A are not more advantageous to the Government,
2. Must be authorized in a PCS travel authorization,
3. May not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
4. Are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

NOTE: Employees are not authorized rental cars at the PDS to travel to/from work, or for personal convenience.

I. Use of Special Conveyance in and around Permanent or TDY Station. For reimbursement for use of a special conveyance within and around the permanent and TDY duty station see Part H.

C2103 USE OF BUSES, STREETCARS, OR SUBWAYS

A. To and from Carrier Terminals. Reimbursement is authorized for bus, streetcar, or subway fares as follows:

1. Between places of residence, lodging, or place of duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or Government transportation used;
2. Between carrier terminals when needed due to a change of transportation and free transfer is not provided; or
3. From carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

C2104 USE OF AIRPORT LIMOUSINE SERVICE

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows. Between:

1. Places of residence, lodging, or place of duty at the PDS or TDY duty station, and local transportation terminals, (stations, airports, wharves, etc.) of the commercial or Government transportation mode used;
2. Transportation terminals when changing transportation mode and free transfer is not provided;
3. Transportation terminals and lodging when transportation delays occur en route that are beyond the employee's control; or
4. An airport and airport limousine terminal.

C2105 USE OF COURTESY TRANSPORTATION PROVIDED BY HOTELS AND MOTELS

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

PART E: TRAVEL BY COMMON CARRIER

C2200 TRAVEL/TRANSPORTATION POLICY

- A. General. It is Government policy that less than first/premium class accommodations are to be used for all passenger transportation modes. See pars. C2204-A, C2205 and C2208 for exceptions.
- B. Travel Prudence. *Travelers must exercise the same care in incurring expenses as a prudent person traveling on personal business.*
- C. GSA City-pair Airfares. GSA city-pair airfares contracted through the Contract City Pair Program are to be used for Government travelers whenever available. See par. C2002 for Contract City-Pair Policy and Exceptions. GSA city-pair airfares must not be used for travel to/from non-official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as RAT).
- D. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.
- E. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
- F. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.
- G. Accommodations (FTR §301-72.2). Common carrier accommodations are addressed specifically in pars. C2204, C2205, and C2208 and apply to all official travel. AOs should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, if other travel options are not available (e.g., purchase of two coach seats or reserving a coach "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs". Travelers may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the employee's or DoD component's needs require use of these accommodations.
- H. Foreign Flag Reimbursement. Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. C2204-B or C2205-F.
- I. Dependents' Seating. Each dependent is allowed a seat.
- J. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive.

NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act.

NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.

C2201 UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES

A. Limited or Downgraded Accommodations. When a traveler knows reservations for transportation and/or accommodations will not be used, the traveler must cancel the reservations within the time limits specified. Likewise, when the transportation furnished is different or of less value than authorized on the ticket, or where a journey is terminated short of the destination specified on the GTR, the traveler must report the facts to the transportation office of the DoD component concerned. All adjustments in connection with official passenger transportation must be promptly processed to prevent loss to the Government. All unused tickets (including portions thereof), coupons, exchange orders, refund slips, notices of airfare adjustments, etc., and the factual information relating to the unused passenger transportation must be turned into the local travel/transportation office, or (Contracted) Commercial Travel Office. Failure of travelers to follow these procedures may subject them to liability for any resulting losses.

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

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

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

Effective 1 March 2004

C2203 ARRANGING OFFICIAL TRAVEL**A. CTO Use**

1. Mandatory Policy. It is DoD *mandatory policy* that employees use available CTOs to arrange official travel, including transportation and rental cars. **COMMANDS MUST NOT PERMIT CTO'S TO ISSUE TRAVELERS PREMIUM-CLASS TICKETS WITHOUT PRIOR PROPER AUTHORIZATION.**
2. Service Regulations. See DoD component regulations for CTO use information.

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when employees and/or AOs fail to follow the regulations concerning CTO use (see par. C1070).

b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other personnel means. Action must *not* be through refusal to reimburse. See par. C2203-A4 below for exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. Reimbursement *is not allowed* when the employee does not follow the regulations for foreign flag carriers (see par. C2200-H).

B. Requirements

1. When making travel arrangements, travelers should use the following:

a. A CTO (see Appendix A),

b. In-house travel offices, or

c. General Services Administration (GSA) Travel Management Centers (TMCs) which are functionally equivalent to CTOs.

2. All travel arrangements must be made in accordance with:

a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;

b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized or approved unless the conditions in par. C2204-C are met.

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized/approved transportation NTE the least expensive unrestricted commercial coach airfare that meets mission requirements.

Effective 1 March 2004

C2204 COMMERCIAL AIR TRANSPORTATION

A. General. Travelers must be provided coach-class (economy) airline accommodations for all official business travel unless proper documentation/justification is provided (before travel) and substantiated to justify premium-class transportation. ***Arrangement of official transportation through an available CTO is mandatory.*** See par. C2206-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Government or Government-procured transportation under this Part.

B. Service Class

1. General. Government policy is that:

a. Travelers must be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. C2000-A2a) and substantiated to justify premium-class transportation.

b. Commands and travelers should determine travel requirements in sufficient time to reserve and use coach-class accommodations.

c. First-class airline accommodations may be used at Government expense only as permitted in par. C2204-B3.

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

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

f. ***IAW the Federal Travel Regulation (FTR), when an airline flight that has only two classes of service (i.e., two cabins), the higher class of service (e.g., the 'front cabin'), regardless of the term used in its identification, is "first class." A traveler must use the 'least expensive unrestricted coach-fare' if available, in the 'back' (economy) cabin of a two-cabin aircraft or the traveler must qualify for a first-class seat for the Government to pay for a seat in the 'front' (first-class cabin) of the two-cabin aircraft. Some airlines have only restricted airfares in the 'economy' cabin of two-cabin aircraft. If that is the case, a restricted airfare in the 'economy' cabin must be used unless the traveler qualifies for a first-class seat in the front cabin. (See par. C2204-B3a for first-class qualification.)***

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

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

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

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

1. *Office of the Secretary of Defense and Defense Agencies: Executive Secretary, with no further delegation.*
2. *Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.*
3. *Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. Re-delegation may be no lower than to the three-star major commanders.*

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

c. Premium Class Approval Authorities

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

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 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.

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*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.

*g. Congressional travel. Travel of a DoD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). (*See Chapter 6, Part K.*)

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, FEMLE, and personnel evacuations). When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work. Each TDY travel authorization on which return transportation in premium-class accommodations is not required must require economy-class accommodations use for the return flight. *See par. C2000-A2d.*

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

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

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

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.

g. Coach-class Airline Accommodations on Foreign Carriers do not Provide Adequate Sanitation or Meet Health Standards and Foreign Flag Air Carrier Service Use is Authorized/Approved in Accordance with the Fly America Act. See par. C2204-C for rules governing U.S. flag carrier use.

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

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

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

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

NOTE 3:

(1) The traveler is not eligible for business-class airline accommodations at Government expense if use of business-class airline airfares provided under the Contract City Pair Program is mandatory. A/an:

- (a) ‘Stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,***
- (b) Rest stop en route is authorized, or***
- (c) Overnight rest period occurs at the TDY location before beginning work.***

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

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

(4) When Government procurement of business-class airline accommodations is authorized/approved,

*j. Congressional travel. Travel of a DoD employee accompanying a Member of Congress or a member of the armed forces on official travel under the authority in 31 USC §1108(g). *See Chapter 6, Part K.*

5. Documentation Requirements.

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

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

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

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. C2204-C3, U.S. flag air carrier service is available if:

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

b. the service accomplishes the mission, even though:

(1) A comparable/different kind of service by a non-certificated air carrier costs less,

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

(3) Non-certificated air carrier service is more convenient for the service/traveler, or

(4) The only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen 629(1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

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

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

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

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

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

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

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

4. Air Travel Schedule Selection

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

- (1) U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;
- (2) U.S. flag air carrier service is not available at origin or an interchange point, non-certificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;
- (3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-certificated air between the U.S. and another continent, the travel should be rerouted so that available U.S. flag air carriers are used.

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

EXAMPLE

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

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

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

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

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

Effective 1 March 2004

C2205 COMMERCIAL SHIP TRANSPORTATION

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

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.
2. Performed more economically/efficiently by ship.

NOTE: *See par. C2000-A2c for medical reasons.*

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

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

NOTE: *See par. C2000-A2b.*

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

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

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

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

F. U.S. Ship Registry Use

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

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

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

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

NOTE: Government air transportation is not available when:

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

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

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

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

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

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

C2207 NOT USED

Effective 1 March 2004

C2208 TRAIN ACCOMMODATIONS

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

B. First-class Train Accommodations Use

1. Authorization/Approval. *See par. C2000-A2b.*
2. Requirements. *See par. C2000-A2a.*

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

1. Advantageous to the Government and no coach-class train accommodations are reasonably available. "Reasonably available" means coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or are scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" also must be based on slumber coach sleeping accommodations availability. ***"Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.***
2. *See par. C2000-A2c for medical reasons.*
3. There are exceptional security requirements. Examples are:
 - a. A traveler whose use of coach-class train accommodations would endanger the traveler's life or Government property.
 - b. Agents in charge of protective details who are accompanying individuals authorized to use first-class train accommodations.
 - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.
4. Coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or do not meet health standards.

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

PART C: TRAVEL AUTHORIZATION CONTENT

C3100 FORM OF REQUEST

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

C3101 SPECIFIC INFORMATION REQUIRED (FTR §301-71.103)

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

1. Employee's name;
2. AOs signature;
3. Travel purpose;
4. Travel authorization conditions of or limitations;
5. Travel costs (for open authorizations, include a travel cost estimate over the period covered) estimate;
6. A statement that the employee(s) is (are) authorized to travel;
7. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DoDFMR, Vol. 9, paragraph 030301.B.1); (*See <http://www.dtic.mil/comptroller/fmr/>*.)
8. A statement indicating whether the traveler is/is not a Government-sponsored contractor-issued travel card holder (DoDFMR, Vol. 9, paragraph 030301.B.2) (*See <http://www.dtic.mil/comptroller/fmr/>*);
9. If the traveler is a Government-sponsored contractor-issued travel card holder, a statement indicating whether or not the traveler is exempt from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods) (DoDFMR, Vol. 9, paragraph 030301.B.3) (*See <http://www.dtic.mil/comptroller/fmr/>*); and
10. A statement indicating that Government-sponsored contractor-issued travel card holders should obtain necessary cash (and the amount), as authorized, through automated teller machines (ATMs) rather than obtaining cash advances from a DoD disbursing officer (DoDFMR, Vol. 9, paragraph 030301.B.4) (*Website at: <http://www.dtic.mil/comptroller/fmr/>*).
11. A statement indicating that the use of the CTO to arrange official travel is mandatory, or a statement in detail as to exactly why a CTO is not available, or otherwise is not being used. ***NOTE: Virtually all DoD components have contractual arrangements with CTOs requiring that all official transportation be arranged through the CTO if the CTO can provide the required official transportation arrangements.***

12. A statement that if there is a GSA contract city-pair airfare between an official-travel origin and official-travel destination, it should be used unless one of the 5 reasons in par. C2002-A4 exists. If one of the reasons exists, it must be stated on the travel authorization. A detailed explanation must be stated if other than the contract city-pair airfare is to be used for the reason in par. C2002-A4a (e.g., "Space on a scheduled contract flight is not available in time to accomplish the purpose of travel because it is critical that the traveler arrive at destination "XXX" on (date & time) and there are no city-pair flights available that allow the traveler to arrive on time.")

Effective 1 July 2004

*13. A statement indicating whether transportation tickets are purchased using a centrally-billed account (CBA) or individually-billed account (IBA).

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

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

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

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

15. Whether or not POV shipment is authorized; and
16. If property management services are authorized.

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

C3106 INVITATIONAL TRAVEL

An invitational travel authorization must contain a statement of the:

1. Date that travel is requested or approved;
2. Type of travel, i.e., “invitational travel”;
3. Traveler’s name and position title and employer, if applicable;
4. Traveler’s home address;
5. Traveler’s business address (if applicable);
6. Date travel begins;
7. Number of assignment days;
8. Assignment purpose;
9. Place travel begins;
10. Assignment place or itinerary;
11. Place travel ends;
12. Transportation modes;
13. Allowances;
14. Conditions, instructions, and limitations; and
15. Travel approving/directing official’s name and accounting citation.

There is a sample Invitational Travel Authorization format in Appendix E, Part II. ***NOTE: Contractors are NOT employees for the purpose of the JTR.***

C3107 TRAVEL AT NO EXPENSE TO THE GOVERNMENT

See par. C6250.

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

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

*B. Maximum Per Diem Rates

*1. CONUS Travel. Maximum per diem rates for CONUS travel are at <http://www.dtic.mil/perdiem/perdiemrates.html>. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See par. C4550-F or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current Standard CONUS per diem rate.

*2. For OCONUS Travel. The maximum per diem rates prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> apply to OCONUS travel.

3. PDT

*a. CONUS. The Standard CONUS per diem rate (see par. C4550-F or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current rate) is the applicable maximum per diem rate for CONUS travel in connection with:

- (1) travel to a first duty station for a newly recruited employee or appointee;
- (2) travel incident to a PCS;
- (3) RAT;
- (4) separation travel; and
- (5) while occupying temporary quarters (except when TQSE(F) is authorized under Chapter 13, Part C).

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

*b. OCONUS. The locality rates prescribed for OCONUS locations in <http://www.dtic.mil/perdiem/perdiemrates.html> apply for OCONUS:

- (1) travel to a first duty station for a newly recruited employee or appointee;
- (2) travel incident to a PCS;
- (3) RAT;
- (4) separation travel;

- (5) travel (for the entire trip) to seek permanent residence (house-hunting); and
- (6) while occupying temporary quarters at an OCONUS location.

*4. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://www.dtic.mil/perdiem/perdiemrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

C. Per Diem Allowance Elements

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

***NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable. See <http://www.dtic.mil/perdiem/perdiemrates.html> for world-wide locality per diem rates.**

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. (See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation.) Neither the PMR nor GMR (par. C4554) can be applied for the first and last travel days. **NOTE: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for OCONUS travel.**

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

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

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

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

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

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

a. Day Travel Begins

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

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

b. Full Calendar Days of Travel

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

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

c. Returning from Travel

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

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

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

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

d. PDT

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

(1) House-hunting Trip. Pars. C4553-D2a, C4553-D2b, and C4553-D2c apply when computing per diem allowances for house-hunting trips (see Chapter 5, Part M), except for determining the applicable rates (see ***NOTE*** above).

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

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

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

CHAPTER 5 PERMANENT DUTY TRAVEL

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

C5150 GENERAL

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

C5152 ELIGIBILITY

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

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

C5154 BASIC ALLOWANCES

A. General

1. An employee/appointee, who is authorized a move at Government expense is authorized HHG transportation.
2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: (FTR §302-8.1):
 - (a) CONUS isolated PDS;
 - (b) OCONUS PDS to which HHG transportation is limited;
 - (c) OCONUS PDS and NTS is in the Government's best interest or cost effective to do so; or
 - (d) Temporary change of station (TCS) (see par. C5715-B3).
3. HHG transportation may be authorized for a PCS before the PCS travel authorization is issued; however, the PCS travel authorization subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

4. NTS of HHG is not permitted for a career SES employee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Administratively Restricted HHG Weight

- a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C5154-C3.
- b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds of HHG.)
- c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under par. C5154-C2 and C5154-C3.

D. Additional Consumable Goods (FTR §300-3.1)

1. An employee, assigned to an OCONUS PDS designated in Appendix F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.
2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
3. The employee's PCS travel authorization should show the consumable items authorized weight allowance (see Appendix F).
4. Consumable goods are transported like HHG.

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E. Weight Additive Articles (FTR §302-7.20). When HHG include an article, boat or trailer of reasonable size, for which a carrier assesses a weight additive (as prescribed in the applicable tariff), the weight additive is not charged against the weight allowance in par. C5154-B (ex., when a weight additive of 700 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance) (GSBCA 16131-RELO, 21 July 2003). Special packing, crating and handling expenses for these articles are the employee's financial responsibility.

F. HHG Transportation Expenses

1. Government-paid Expenses. The following expenses are allowed NTE the cost associated with the authorized weight limit:
 - a. Packing, crating, uncrating, and transportation;
 - b. Drayage to or from the common carrier's storage site (except for door-to-door common carrier rates); and
 - c. Storage in transit (SIT) NTE 90 days, as applicable (see par. C5190-B1).

NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage within the 2-year authorization period. This includes shipments that have been converted to storage at the employee's expense. In addition, delivery out of SIT at Government expense may be extended for the time period of an extension granted under par. C14000-B.

2. Employee-paid Expenses. The following expenses are the employee's financial responsibility:

- a. Excess weight charges,
- b. Transportation other than between authorized locations,
- c. Transportation of articles not allowed,
- d. The cost of HHG insurance higher than the valuation allowance under the carrier's tariffs or warehousemen's liability, and
- e. Special services requested by the employee.

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

1. Form and Voucher Preparation. See DoDFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: <http://www.dtic.mil/comptroller/fmr/>).

2. Documents

a. PCS Travel Authorization. Travelers should be prepared to attach one or more copies of the PCS travel authorization to the voucher. Follow procedures in DoDFMR regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

- (a) Paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
- (b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and
- (c) An official weight certificate/authenticated weight designation.

(2) Constructed weight may be used when:

- (a) Proper weighing facilities are not available at origin/any point en route/destination, or
- (b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims (FTR §302-7.11). Submission procedures for HHG loss or damage claims are provided in Service regulations.

I. Services. HHG (see Appendix A) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the effective date of the employee's PCS or TDY travel authorization that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;
2. Part of the shipment originates at the last PDS and the remainder at one or more other points;
3. The destination is the new PDS or another point; or
4. The destination for part of the HHG is the new PDS and the remainder is shipped to one or more other points.

NOTE: The total amount paid by the Government must not exceed the cost of transporting the HHG in one lot by the method selected under Part C, section 1 of this Chapter, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS (FTR §302-7.7).

J. Employee Married to Uniformed Service Member. An employee married to a uniformed service member retains HHG transportation and storage allowances if a PCS travel authorization is issued to the employee. (See B-202023, 4 December 1981 and 54 Comp. Gen. 892 (1975)).

EXAMPLE: An employee's uniformed member spouse receives a PCS travel authorization. The member's PCS weight allowance is 12,500 lbs (See JFTR, par. U5310). The employee receives a PCS travel authorization. The employee's PCS HHG weight allowance is 18,000 lbs. (See. par. C5154-B). Together they may ship 30,500 pounds of HHG – but they may not both be paid or reimbursed for shipping the same HHG.

See JFTR, par. U5012-C for transportation of HHG for a uniformed member married to a DoD civilian employee when both are authorized HHG shipments to the same new PDS.

K. HHG Transportation between Local Quarters.

1. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the Government's convenience, the local commander issues a written travel authorization to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings in connection with an authorized PCS (B-138678, 22 April 1959; 52 Comp. Gen. 293 (1972)).

NOTE: Temporary Storage (Storage in Transit or SIT) is not authorized.

2. Local Transportation Costs

- a. Local transportation costs are charged to the command authorizing the transportation.

- b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess costs.
- c. If an adequate scale is not available, the excess weight is determined by using the constructed weight (see par. C5170-D).
- d. The 18,000-pound limitation (par. C5154-B) and the 4,500-pound limitation (par. C5156) do not apply to this HHG transportation authorized.

C5156 ADMINISTRATIVE WEIGHT LIMITATIONS (FTR §302-7.16)

A. Policy. When Government furnishings are provided at OCONUS locations, HHG transportation at Government expense to or from such OCONUS locations ordinarily is limited to 4,500 pounds net weight, not including unaccompanied baggage weight. ***NOTE: A travel authorization permitting the State Department administrative HHG weight limit of 7,200 pounds is erroneous and only 4,500 pounds may be shipped at Government expense subject to the exceptions below.***

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.
2. When an employee is advised that an item of Government furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Government furnishings is added to the 4,500 pounds.
3. If all Government furnishings are required to be returned to the Government and/or the Government furnishings become unserviceable and are not replaced, shipment of the employee's maximum weight allowance (18,000 pounds) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.
4. The AO or designee may increase the restricted HHG weight allowance, when requested to do so by the employee. The increase may be up to the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:
 - a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;
 - b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;
 - c. Additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or
 - d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.
5. When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight-restricted area.

NOTE: *Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.*

C. Shipment from a Weight-restricted Area. If an employee is transferred from an OCONUS weight-restricted PDS to a PDS where Government-owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transportation does not exceed the authorized weight limit for the new PDS.

C5158 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous period of OCONUS employment must be:

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Agency concerned.

If HHG are shipped back to the OCONUS PDS, a new transportation agreement is not required.

C5160 TRANSPORTATION METHODS (FTR §302-7.100-201)

A. HHG. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method. A cost comparison must be completed in connection with each PCS travel authorization prior to authorizing a transportation method on that PCS travel authorization.

B. Unaccompanied Baggage

1. General

- a. Unaccompanied baggage weight is part of the total authorized HHG weight allowance.
- b. Unaccompanied baggage is defined in Appendix A.
- c. Express and freight shipments made by the Government must be made under Government transportation policy and procedures.

2. Weight Allowance. Except as in par. C5160-B4, the unaccompanied baggage weight allowance is 350 pounds net weight for each adult and dependent age 12 or older, and 175 pounds net weight for each child under age 12 (see par. C5170).

3. Transportation. Except as in par. C5160-B4, unaccompanied baggage must be shipped under Government transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for unaccompanied baggage transportation.

4. Air Transportation (Expedited Mode) to, from, or between OCONUS PDSs

a. General

- (1) The total amount of unaccompanied baggage transported by air (or any expedited mode) must not exceed 1,000 pounds net weight.
- (2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area.
- (3) Unaccompanied baggage may be transported by air from the old PDS to the appropriate POE to arrive before the departure time of the employee's or dependent's transportation.

b. Conditions. Unaccompanied baggage may be transported by air when:

- (1) Shipment by the lowest overall cost mode cannot provide the required service,
- (2) The employee certifies the unaccompanied baggage is necessary to carry out the assigned duties, or
- (3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. Government-procured. The Government contracts, negotiates, audits and pays transportation vouchers directly to the carriers. A PCS travel authorization must state:

- a. The transportation authorization,
- b. That the HHG are to be shipped by a Government-arranged move, and
- c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured. The employee, with assistance as required from the activity from which the employee is departing, must make the necessary HHG shipment arrangements through the servicing transportation officer. Reimbursement is limited to actual expenses incurred by the employee, not to exceed the cost of a Government-arranged move.

D. Commuted Rate (FTR §302-7.13)

1. Applicability. The commuted rate system may be used only for HHG shipments between CONUS PDSs.
2. Arrangements. When authorized/approved by the official designated by the authorizing/order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. Reimbursement Services. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) (Internet address: <http://policyworks.gov/transportation>) for carrier services provided, including:

- a. Transportation,
- b. Packing,
- c. Unpacking,
- d. Crating,
- e. Drayage, and
- f. SIT.

NOTE 1: The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG or, if other than common carrier is used, the date HHG begin movement.

NOTE 2: If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to Get the Commuted Rate Schedule and Rate Tables: Go to the GSA Internet website (http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=13272&contentType=GSA_BASIC) and click on Commuted Rate (under Policies). For a copy of the schedule, click on commuted rate schedule at the bottom of page. To get the actual rate tables you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series), which is available from:

American Moving and Storage Association
1611 Duke Street
Alexandria, VA 23314-3482
Tel. 703-683-7410

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may ship HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and
2. Cost of Government-procured HHG transportation in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.15). Employees who choose to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. All HHG transportation for which the Government pays must:
 - a. Be only for HHG within the employee's authorized HHG weight allowance;
 - b. Not exceed the Government-arranged move transportation cost of transporting the HHG combined weight in one lot between authorized places, when Government-arranged move is available; and
 - c. Be made on U.S. flag carriers, when reasonably available.
2. HHG may not be moved at Government expense when:
 - a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
 - b. The employee violates the agreement under which the HHG originally were transported,
 - c. The employee has no transportation at Government expense authorized by this Volume, or
 - d. Authorized transportation does not begin within the prescribed time limits.
3. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

H. Cost Comparison

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

CONSIDERATIONS (FTR §302-7.14)		
Method	Advantages	Disadvantages
Commuted Rate	1. The Government is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	1. The Government cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. *3. <i>Commuted rate method does not apply to intrastate moves</i> ; and *4. <i>Commuted rate method may not fully reimburse employee's out-of-pocket expenses.</i>
Actual Expense	1. The Government may take advantage of special discounts offered.	*1. The Government is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The Government's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

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

C5165 FACTORS AFFECTING HHG TRANSPORTATION

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

B. NOT USED

C. NOT USED

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

E. Items of Extraordinary Value. Items of extraordinary or substantial value may be transported by an expedited mode that provides satisfactory service at the best value to the Government, and may not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals;

jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to being stolen. ***Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.*** The net weight of such shipments is charged against the employee's weight allowance.

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

G. HHG Transportation before a PCS Travel Authorization Is Issued. HHG transportation may be authorized for a PCS before the PCS travel authorization is issued, but the PCS travel authorization subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

H. Time Limitation

1. CONUS to CONUS PDSs. The CONUS to CONUS HHG transportation time limitation is 2 years from the employee's report date (i.e., the date the employee actually reports for work) at the new PDS. For HHG movement delay incident to successive PCS assignments, see par. C5080-E.

2. To and between OCONUS PDSs

a. HHG transportation time limitation is 2 years from the employee's report date (i.e., the date the employee actually reports to work) at the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, Alaska.***

c. For a HHG transportation that is delayed incident to successive PCS assignments, see par. C5080-E.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's effective date of PCS or return for separation.

(2) If practicable, HHG transportation is concurrent the employee's departure or as soon afterward as appropriate transportation is available.

(3) For HHG movement delayed because of successive PCS assignments, see par. C5080-E.

b. New PDS Reassignment. Under no circumstances can HHG transportation begin later than 2 years (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the effective date of the new PDS reassignment.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

- (1) The HHG transportation authorization (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (not to exceed 2 years) after separation.
- (2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.
- (3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination begins within 2 years from the effective date of the employee's separation.
- (4) Temporary Storage (Storage in Transit - SIT) of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. *SIT in excess of 180 days at Government expense cannot be authorized/approved under any circumstances.*

I. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

C5170 DETERMINING THE NET WEIGHT

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,
2. Is 60% of the gross weight, and
3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. Is the weight shown on the bill of lading or weight certificate;
2. Includes the weight of barrels, boxes, cartons, and similar packing materials; and

3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments (FTR §302-7.12). When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight (FTR §302-7.12). A constructed weight based on 7 pounds per cubic foot (See NOTE 2 below.) of properly loaded space is to be used:

1. When an adequate scale is not available at origin, en route or at destination,
2. For a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
3. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.

NOTE 2: PBP&E weight is based on 40 pounds per cubic foot.

C5175 EXCESS CHARGES

A. Policy

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

1. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.
2. The employee's signature on the Application for Shipment and/or Storage of Personal Property (DD Form 1299) constitutes agreement to be financially responsible for excess weight charges.
3. When an excess weight status is known prior to transportation, Transportation Officers must notify the employee and the AO providing transportation funds.

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

1. Army: See AR 55-71, Transportation of Personal Property and Related Services;
2. Navy: See Transportation of Personal Property (NAVSUP P-490);
3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;
4. Department of Defense (DoD) Components: (See Appendix A for a list of DoD Components.)
OSD/WHS/Defense Agencies: Headquarters DCAA, Administrative Management Division, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

C5180 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The Government's cost obligation cannot exceed the costs over a usually traveled route between the old PDS and the new PDS.
4. When the travel is to a first PDS, the Government's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C7002.
2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

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

C. HHG Transportation from OCONUS to CONUS PDSs

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

2. Advance Return Transportation of HHG

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

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

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

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

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

b. Unauthorized Return

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

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

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

c. Employee Returning for Separation

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

(2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination may not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's transportation agreement. Similarly, reimbursement for

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

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

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

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

C5190 STORAGE IN TRANSIT (SIT)

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

B. Time Limitation

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

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

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,
- f. Strikes,
- g. Acts of God,

- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

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

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

C5195 NON-TEMPORARY STORAGE (NTS)

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

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

2. Agreement and Liability Conditions

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

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

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

3. Authorization

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

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

- (1) Available housing at the PDS can accommodate the HHG,
- (2) Adequate housing is available within daily commuting distance, or
- (3) It is for the employee's convenience.

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

- a. Conversion of HHG in SIT to NTS,
 - b. Conversion of storage at personal expense to NTS at Government expense, and
 - c. An eligible employee or new appointee to have a portion of the HHG transported to the isolated PDS and the remainder stored at Government expense.
5. Time Limitation. NTS at Government expense: (FTR §302-8.108)
- a. Should be authorized for the duration of the employee's assignment length at a designated isolated CONUS PDS.
 - b. However
 - (1) A periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation;
 - (2) Eligibility for NTS at Government expense terminates on the last day of active duty at the isolated official station. However, if approved, the HHG may remain in temporary storage for NTE 90 additional days;
 - (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.

EXAMPLE	
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 nd 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;

(3) Inform the transportation officer if the employee's NTS authorization stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

(4) Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

5. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with this Chapter's provisions.

6. Removing HHG from NTS

- a. Partial or Full Removal. An employee, whose HHG are in NTS at Government expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.
- b. Government-paid Expenses. The Government is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:
- (1) Place to which HHG are delivered is in the commuting area of employee's actual residence, and
 - (2) Return transportation is authorized by this Volume for the employee.
- c. Employee-paid Expenses
- (1) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C7003-D1.
 - (2) When the employee earns return transportation at Government expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Government expense.
- EXAMPLE:** After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent.
- d. Documentation. Paid expense receipts of \$75 or more are required.
- e. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Government expense prior to receiving a new PCS travel authorization.

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

1. Storage between School Years

- a. NTS of HHG is not allowed for DoDDS employees who are separated from the rolls during the summer recess.
- b. NTS between school years may be authorized for DoDDS employees on a school-year basis if the:
 - (1) DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;
 - (2) Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;
 - (3) DoDDS employee meets the eligibility conditions for NTS; and

(4) Storage is in lieu of:

(a) Government quarters occupancy,

(b) A quarters allowance ***NOTE: If a quarters allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs,*** or

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

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

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

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

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

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

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

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

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

d. Cannot exceed the applicable weight allowance for which there is authorization in this Volume;

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

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

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

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

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

C5626 EXPENSE DOCUMENTATION

1. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts (see par. C1310).
2. An employee paid per diem under par. C5624-B1, using the Lodgings-plus method must itemize lodging expenses and have lodging receipts (see par. C1310).
3. An employee paid for a HHT using the fixed amount computation under par. C5624-B2, does not require itemization or receipts for payment.

C5628 STATUS WHILE ON HHT

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

***C5630 NO RETURN TO OLD PDS**

A house-hunting trip consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS. If a house-hunting trip is authorized under the Lodging-plus method (HHT(AE)) and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE allowances, if authorized, are payable in lieu of house-hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, not to exceed the number of days authorized for the house-hunting trip. The one-way transportation is PCS travel (GSBCA 16339-RELO, 18 February, 2004). (Under the circumstances in this paragraph an employee is *not* in a duty status while house-hunting. See DoD 1400.25-M, SC630.7.4.3 about granting an excused absence for PCS purposes.)

C5632 HHT ADVANCE (FTR §302-5.16)

1. An advance may be paid for HHT expenses if a HHT under the 'Lodgings-plus' method is offered and elected.
2. The advance may not exceed the sum of the anticipated transportation costs and the maximum per diem allowable under the Lodgings-plus method in par. C5624-B1 for the location and duration of the HHT.
3. If a HHT using the fixed amount under par. C5624-B2 is offered and elected, payment of the 'subsistence-related' expenses does not constitute an advance and may be made before travel is performed whereas the transportation-related expenses may be paid in advance just as for the HHT under the 'Lodgings-plus' method.
4. See also par. C1101-G for house-hunting travel and transportation advances.

C5634 HHT IN CONNECTION WITH TQSE ALLOWANCE

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

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 or fewer day period,
2. 6.25-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 or fewer day period, or
3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 or fewer day period.

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

**PART K: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES
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PART B: DEATH CASES ALLOWABLE EXPENSES (FTR Chapter 303 Part 303-70)

***NOTE:** See Chapter 6, Part O for Emergency Visitation Travel (EVT).

C6050 GENERAL

A DoD component must provide assistance in arranging, and must pay expenses, for:

1. The preparation and transportation of the remains of an employee who dies while (a) traveling on official business or on a TDY assignment anywhere in the world, (b) assigned to an OCONUS PDS or traveling to or from that PDS, (c) absent from duty as indicated in par. C6053, or (d) reassigned away from the actual residence under a mandatory mobility agreement executed as a condition of employment;
2. The preparation on a reimbursable basis (see par. C6055) and transportation of the remains of a dependent who dies while residing (a) at an employee's OCONUS PDS or while traveling to or from that PDS, or (b) away from the employee's HOR pursuant to a mandatory mobility agreement executed as a condition of employment; and
3. Transportation of the deceased employee's and surviving dependents' baggage, HHG, and POV while (a) assigned to an OCONUS PDS, or (b) assigned away from the employee's actual residence pursuant to a mandatory mobility agreement executed as a condition of employment.

This Part applies whether or not: (1) an employee's death is work related, and (2) the employee is serving under a transportation agreement, including locally hired employees at an OCONUS PDS.

C6051 RESPONSIBILITY

A commander, or designee, upon being informed of an employee's death covered by this Part, must immediately:

1. Inform the decedent's next of kin or legal representative of the entitlements under this Part;
2. Render every reasonable assistance in arranging for the preparation and transportation of the remains of the decedent when death occurs during travel status, TDY assignment, or at an OCONUS PDS (or CONUS in the case of an employee residing away from the HOR pursuant to a mandatory mobility agreement executed as a condition of employment); and
3. Provide necessary assistance for the return of the decedent's dependents' baggage, HHG and POV to the actual residence when the decedent's PDS was OCONUS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement).

Departmental regulations apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

C6052 DEATH RELATED TO THE PERFORMANCE OF OFFICIAL DUTY

When an employee's death results from injuries sustained while actually performing official duty, the expenses for preparation and transportation of the remains properly are payable under regulations issued by the Secretary of Labor under authority contained in 5 USC §8134. For further information contact the Department of Labor, Federal Employees' Compensation Division, 200 Constitution Avenue, NW, Washington, DC 20210-0002.

C6053 DEATH DURING AN ABSENCE FROM DUTY

Death related expenses must be paid for an employee who dies while on leave or on a nonworkday while on TDY or assigned at an OCONUS PDS. Payment cannot exceed the amount allowed if death had occurred at the TDY station or the OCONUS PDS.

C6054 PREPARATION OF EMPLOYEE REMAINS

The DoD component must pay all actual costs including:

A. Preparation of Remains

1. Embalming or cremation;
2. Necessary clothing;
3. Casket or container suitable for shipment to burial place;
4. Expenses necessary to comply with local laws at the port of entry in the U.S.; and
5. Similar expenses.

B. Transportation of Remains. Transportation of remains by common carrier (that is ordinarily used for transportation of remains), hearse, or other means, or a combination thereof, from the TDY station or OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement) to the employee's actual residence, PDS, or burial place, including

1. Movement from place of death to a mortuary and/or cemetery;
2. Shipping permits;
3. Outside case for shipment and sealing of the case if necessary;
4. Removal to and from the common carrier;
5. Ferry fares, bridge tolls; and
6. Similar expenses.

NOTE: *Costs for an outside case are not authorized when transportation is by hearse. Cost for transportation by hearse or other means cannot exceed the cost of common carrier (that is ordinarily used for transportation of remains). Transportation costs to burial place cannot exceed the actual cost of transportation to the actual residence.*

C6055 PREPARATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT

When an employee's dependent dies while residing with an employee stationed OCONUS or while in transit to that PDS, if requested by the employee, the DoD component concerned must furnish mortuary services and supplies on a reimbursable basis when:

1. Local commercial mortuary facilities and supplies are not available; or
2. In the opinion of the commander concerned, the cost of available mortuary facilities and supplies is prohibitive.

Reimbursement for the cost of mortuary services and supplies furnished under this paragraph are collected and credited to current appropriations available for the payment of these costs.

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

**NOTE: See Chapter 6, Part O for Emergency Visitation Travel (EVT).*

C6450 GENERAL

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

C6451 DOD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION

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

C6452 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION

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

C6453 DEFINITIONS

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

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

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

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

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

E. Personal Emergency Situation. Personal emergency situation means the death or serious illness or injury of a member of the employee's family. It also means a catastrophic occurrence or impending disaster such as a fire, flood, or act of God that directly affects the employee's home at the official station or the family and occurs while the employee is at, or en route to or from, a TDY location.

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

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

C6454 EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY

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

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

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

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

B. Return to Official Station or Home

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

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

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

1. Conditions and Allowable Expenses. When an employee, with the approval of an appropriate DoD component official, interrupts a TDY assignment because of an incapacitating illness or injury, takes leave for travel to an alternate location to obtain medical services, and returns to the TDY assignment, reimbursement for certain excess travel costs may be allowed as provided in par. C6454-C2, below. The nearest hospital or medical facility capable of treating the employee's illness or injury is not an alternate location (par. C6453-B).

2. Excess Cost Calculation. The reimbursement that may be authorized/approved under par. C6454-C1, is the excess (if any) of actual travel costs from the interruption point to the alternate location and return to the TDY assignment, over the constructive costs of round-trip travel between the PDS and the alternate location. The actual travel cost is the transportation expenses incurred and en route per diem for the travel as actually performed from the interruption point to the alternate location and from the alternate location to the TDY assignment. (No per diem is allowed for the time spent at the alternate location.) The constructive travel cost is the sum of transportation expenses the employee reasonably would have incurred for round-trip travel between the PDS and the alternate location (had the travel begun at the official station) plus per diem calculated under Chapter 4, Part L for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

Effective 24 June 2004

***C6455 PERSONAL EMERGENCY SITUATION**

NOTE: Contract city-pair airfares may be used only when the Government funds the entire cost. Contract city-pair airfares may be used in the circumstances in par. C6455-A but NOT in the circumstances in par. C6455-B.

A. Return to PDS or Home

1. When an employee discontinues a TDY assignment due to a personal emergency situation (see par. C6453-E) transportation expenses and per diem while en route may be allowed.

2. Authorization/approval for return travel from the interruption point to the PDS is required.

3. A new TDY travel authorization must be issued if the DoD component decides that it is in the Government's interest to return the employee to the TDY location after the personal emergency situation is resolved.

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

1. An employee may be allowed to interrupt a TDY assignment due to a personal emergency (see par. C6453-E), take leave for travel to an alternate location where the personal emergency exists, and return to the TDY assignment.
2. Reimbursement may be allowed for transportation and en route per diem as permitted in par. C6454-C.

C. Discount Airfare Use

1. Contract city-pair airfares, as well as other reduced airfares available to Federal travelers on official business, should be used for emergency leave travel authorized in par. C6455-A. The city-pair airfare is always the first choice if the other discount airfare is an airfare that matches the city-pair airfare.
2. If a contract city-pair airfare is not available, the least expensive unrestricted economy airfare (including a lower or equal airfare offered by a non-contract carrier limited to Government travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used.
3. The AO may authorize a lesser airfare (with or without restrictions) and the traveler may seek a lesser airfare (with or without restrictions).

D. Return to the PDS

1. *When the employee is authorized emergency leave return travel, from the interruption/discontinuance point to the PDS, transportation must be arranged through a CTO if one is available. See par. C2203.*
2. An unused portion of Government-funded transportation for the TDY assignment must be used if possible.
3. The DoD component and the employee must ensure proper accountability for all unused tickets.

E. Travel to an Alternate Location

1. If the employee does not have sufficient personal funds to pay for emergency leave travel to an alternate location and return to the TDY assignment, the DoD component may procure transportation or provide an advance of funds for the employee to procure transportation, however, the employee must reimburse the Government for any transportation cost or travel advance that is above the allowable reimbursement that may be authorized/approved.
2. *Contract city-pair airfares may ONLY be used when transportation is entirely Government-funded. Since the Government only funds the excess costs of transportation (including en route per diem) from a TDY location to an alternate location and return over the cost of transportation (including en route per diem) from the employee's PDS to the alternate location and return, city-pair airfares may not be used for travel to an alternate location.*

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

***C6500 GENERAL**

This Part applies to travel of DoD employees accompanying Members of Congress and/or congressional staff under the authority in 31 USC §1108(g). A DoD employee accompanying a Member of Congress or a congressional employee(s) on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. the cost of transportation accommodations on the same class of service as used by the Member of Congress or congressional employee(s) that the DoD employee is accompanying, and
2. per diem or actual expenses in an amount that does not exceed the rate set for the Member of Congress or congressional employee(s) that the DoD employee is accompanying;

provided the DoD employee's travel is in support of congressional travel directed/approved by the Secretary of defense or the Secretary concerned. (*Reference pars. C2204-B3g and C2204-B4i.*)

C6501 DEFINITION OF TERMS

- A. Member of Congress. The term "Member of Congress" for the purpose of this Part means a Member of the Senate or the House of Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.
- B. Congressional Employee. The term "Congressional employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress or congressional agency.
- C. Secretary Concerned. The term "Secretary concerned" for the purpose of this Part includes the Secretary of Defense with respect to civilian employees of the DoD other than a military department.

C6502 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

When travel is authorized under 31 USC §1108(g), class of service on transportation, per diem, or actual expense rates are set by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) typically authorizes/approves a specified per diem rate or may authorize/approve an AEA without regard to any established per diem schedule.

***C6505 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES**

Approval codes required on documentation for premium-class Congressional travel are

- A. First-class (FC). *Reference par. C2204-B3g.*
- B. Business-class (BC). *Reference par. C2204-B4i.*

PART M: TRAVEL FOR HEALTH CARE

***NOTE:** See Chapter 6, Part O for Emergency Visitation Travel (EVT).

C6600 HEALTH CARE TRAVEL AND TRANSPORTATION ALLOWANCES FOR EMPLOYEES ASSIGNED AT A PDS OUTSIDE CONUS AND OUTSIDE NON-FOREIGN OCONUS AREAS

A. Entitlement. When the Secretarial Process determines that local (military or civilian) medical facilities at a location in a foreign OCONUS area (see definition in Appendix A) are not able to accommodate an employee's or dependent's needs, transportation to another location may be authorized for appropriate medical/dental care. Ordinarily, this medical travel should be scheduled to coincide with other non-medical travel (e.g., RAT or EML (funded or unfunded)) to avoid separate medical travel. Required medical treatment that cannot be postponed until the individual's next scheduled travel should be authorized as medical travel (see par. C6600-C). When authorized, eligible individuals assigned at a PDS in a foreign OCONUS area are authorized travel and transportation allowances for travel to and from another location incident to employees and their dependents obtaining required health care (whether or not that care is at Government expense) under the conditions and within the limitations in this Part. (See Chapter 4, Part J for allowances when an employee discontinues or interrupts TDY because of incapacitating illness or injury or a personal emergency situation.)

B. Eligibility. Eligible individuals are those employees, dependents, attendants, and accompanying family members who meet the following criteria.

1. Employees. Employees must be permanently assigned outside CONUS and outside non-foreign OCONUS areas. (These employees are eligible while performing PCS travel outside CONUS and outside a non-foreign OCONUS area).

2. Dependents. Dependents must reside with the employee at a PDS outside CONUS and outside non-foreign OCONUS areas or be performing PCS travel outside CONUS and outside non-foreign OCONUS areas. Dependents who board at school outside CONUS and outside non-foreign OCONUS areas and otherwise reside with the employee at the PDS outside CONUS and outside non-foreign OCONUS areas qualify. Infants born during their mothers' health care travel qualify.

3. Attendants

a. Conditions. The AO may authorize/approve the services of individuals to accompany employees or dependents during health care travel. Before authorizing/approving attendant travel, the AO must determine, on the advice of a professional certifying physician, that the patient is too ill or too young to travel unattended. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

b. Qualifications. Patient family members who are employees or dependents, as well as other persons (including professional health care providers), may be attendants.

4. Accompanying Family Members. The AO may authorize/approve the travel of a patient's family member to travel with the patient if that official determines:

- a. The family member is incapable of self-care at the PDS,
- b. No suitable care arrangements can be made at the PDS, and
- c. The travel is in the Government's best interest.

C. Required Health Care. Required health care is medical and dental care that the AO determines, based on the advice of an appropriate professional certifying physician, is needed by an employee or dependent located outside CONUS and outside non-foreign OCONUS areas where there is no adequate facility to provide suitable care.

1. Included

a. Medical Care. Medical care that qualifies is treatment that must be undertaken before the next scheduled RAT, or EML (funded or unfunded) travel, and which, if delayed, can reasonably be expected to result in a worsening of the condition. Included are specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, 30 April 2003).

b. Dental Care. Emergency and required dental care qualify and are defined as follows:

1. Emergency dental care is treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.

2. Required dental care is treatment that must be undertaken before the next renewal agreement or EML travel and which, if delayed, can reasonably be expected to result in a need for emergency dental care. Orthodontic care is not emergency dental care but qualifies as required dental care when necessary for proper occlusion. Periodontal disease treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

2. Excluded. Examples of treatments that are not required health care are:

a. Medical care: Elective treatment, routine medical examinations, and routine immunizations.

b. Dental Care: Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and cosmetic dental treatment (if elective).

D. Designated Point. The location that the AO determines is the nearest facility to the patient where suitable health care can be obtained, based on advice of the appropriate professional certifying physician, is the designated point.

C6601 HEALTH CARE TRAVEL ADMINISTRATION

A. Applicable Regulations. Individuals performing health care travel in any capacity are subject to the provisions of this regulation, except members of the uniformed services serving as attendants as part of their official duties. The travel of those members is governed by the JFTR.

B. Orders. A DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize health care travel. Family member attendants (except those whose travel is part of their official duties as employees or members of the uniformed services) and accompanying family members should be included in the patient's travel authorization. Other attendants, who are not employees or uniformed service members serving as attendants as part of their official duties, should be issued ITAs.

C. Funding. Health care travel expenses are charged to operating funds of the employee's organization.

D. Excess Costs Agreement. Before the AO may authorize/approve travel to a location elected by the patient other than the designated point for the required health care, the employee who is the patient, or whose dependent is the patient, must agree in writing to pay or reimburse the Government's excess travel and transportation costs incurred by the patient, attendants, and accompanying family members over what such travel to and from the designated point would have cost. See sample excess cost agreement in par. C6606.

E. Attendant Compensation Agreements. If necessary, the AO may authorize the PDS contracting officer to enter into a contract with other person (i.e., non-family member) attendants, including professional health care providers, to provide for reasonable compensation in addition to travel and transportation allowances (including excess baggage shipment expenses) under this Part. The amount of compensation for a nonprofessional attendant may not exceed the prevailing rate in the locality for the type of services rendered. Professional health care provider attendants ordinarily are unnecessary on AMC medical evacuation flights.

Effective 13 May 2004

PART N: FAMILY VISITATION TRAVEL (FVT)

***NOTE:** See Chapter 6, Part O for Emergency Visitation Travel (EVT).

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 authorized allowance, 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 OCONUS 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 OCONUS 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.

CHAPTER 6

TRAVEL UNDER SPECIAL CIRCUMSTANCES

***PART O: EMERGENCY VISITATION TRAVEL (EVT)**

NOTE: See Chapter 6:

1. Part B for allowable expenses in a case of the death of an employee or dependent.
2. Part J for emergency travel and transportation of employees due to illness or injury or a personal emergency situation while on TDY.
3. Part M for health care travel and transportation allowances for employees assigned at PDS outside CONUS and outside non-foreign OCONUS areas.
4. Part N for Family Visitation Travel (FVT) when immediate family evacuated from employee's foreign PDS.

Effective for Travel on or after 19 May 2004

C6675 GENERAL

A. Purpose for Emergency Visitation Travel. The purpose of Emergency Visitation Travel (EVT) is to allow an eligible employee (see par. C6675-G1) and/or eligible family member(s) (see par. C6675-G2) to travel at Government expense to the CONUS, non-foreign OCONUS area, or other location in certain situations of family emergency. EVT expenses are the responsibility of the eligible employee's command. EVT is not permitted for travel within the foreign area/country of assignment. Employees away from the PDS on leave or TDY in CONUS or non-foreign OCONUS are not eligible for EVT. EVT is authorized in circumstances involving:

1. A serious illness or injury of an immediate family member, see pars. C6675-G3 and C6677;
2. Death of an immediate family member, see pars. C6675-G3 and C6678; and
3. Special family circumstances, see par. C6679.

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 PDS (or applicable originating point) to the airport serving the destination authorized for EVT and return; and
2. Airport taxes and transportation between airports (*see NOTE 1*).

See par. C6676-C for limitation on transportation costs.

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 from PDS or home (or destination) to airport is not authorized.*

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

D. 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 ship, 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. US-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.

E. Travel Authorization. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation. Rules concerning transportation accommodations for TDY travel also apply to EVT. See par. C2204 regarding use of commercial aircraft and par. C2207 about arranging official travel.

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

G. Definitions

1. Eligible Employee - An employee who is a U.S. citizen assigned at a foreign OCONUS area/country PDS, who has a transportation agreement that provides for return travel to the employee's actual residence.
2. Eligible family member - The eligible employee's spouse, or children of the eligible employee and/or the spouse who are part of the employee's household.
3. Immediate Family member - For the purpose of this Part means the following relatives of the employee:
 - a. Spouse, and parents thereof;
 - b. Children, including adopted children and spouses thereof;
 - c. Parents;
 - d. Brothers and sisters, and spouses thereof; and

e. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

4. Serious illness or injury – An injury or illness from which, based on competent medical opinion, death is imminent or likely to occur, or an illness or injury during which the absence of the employee and/or eligible family member(s) would result in great personal hardship.

C6676 EVT CIRCUMSTANCES

A. General. Emergency visitation travel is authorized to allow *an eligible employee or an eligible family member(s)* to travel to the CONUS, a non-foreign OCONUS area, or other location in family emergencies.

1. Except as provided in par. C6679, EVT by an employee and/or by an eligible family member, who is either at the PDS or away from the PDS at another foreign country location, is authorized/approved only in instances of serious illness or injury, or death of an immediate family member (see par. C6675-G3).

2. EVT is authorized/approved to enable an employee or eligible family member (one or the other) to accompany to a place of interment anywhere in the world the remains of an immediate family member who (a) ordinarily resides with the employee, (b) is included in the employee's residence and dependency report, and (c) who dies in a foreign country.

3. Ordinarily, only one member of a family may travel at Government expense on EVT. However, in exceptional circumstances, such as critical injury to a dependent child (as defined in Appendix A) attending school away from PDS that requires the presence of the employee and/or eligible family member(s), or the death of a dependent at the PDS which for compassionate reasons requires the employee and eligible family member(s) to accompany the remains to interment, EVT for more than one family member may be authorized/approved. In such cases, the limitations prescribed in these regulations apply to each traveler.

4. In cases involving children, where both parents are eligible employees, EVT is authorized/approved for both parents, regardless of which parent lists the child as a dependent in the residence and dependency report.

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

C. Limitations. In the event the:

1. Seriously ill or injured, or deceased immediate family member (or person described in par. C6679) is outside both the CONUS and all non-foreign OCONUS areas; or

2. Remains of an immediate family member (or person described in par. C6679) who has died in a foreign country are to be accompanied to a place outside both the CONUS and all non-foreign OCONUS areas;

the Government's transportation cost for the employee or eligible family member may not exceed the transportation expense that would have been incurred for travel between the place where visitation travel begins and the employee's actual residence (see par. C4004).

C6677 SERIOUS ILLNESS OR INJURY

- A. Limitation. An employee or eligible family member (see par. C6675-G2) is limited to one round trip for each serious illness or injury of each immediate family member (see par. C6675-G3).
- B. Requests for Travel Authorization. The request must include the name and address of the ailing family member and the attending physician or hospital (if known) and the name, address, and relationship of the person to be contacted in connection with the emergency. The AO must authorize/approve requests for EVT at Government expense that meet the requirements of this Part.
- C. AO's Responsibility. Upon receipt of the request for EVT, the AO must promptly cause appropriate inquiries to be made to determine the seriousness of an illness. If an employee or eligible dependent travels at personal expense before EVT is authorized, reimbursement may be approved after the fact (see par. C6677-E).
- D. Repayment Agreement. As an alternative to traveling at personal expense, as indicated in par. C6677-C, an employee may execute a repayment agreement as follows:

REPAYMENT AGREEMENT

"I, _____, certify that I have read and understand the regulations applicable to
(Name)

emergency visitation travel (JTR, par. C6676), and I hereby agree to repay _____
(Name of Employing DoD component)

for expenditures made in connection with my emergency visitation travel (or emergency visitation travel of my
eligible dependent), _____
(Name of Dependent) (Relationship)

in the event such travel is not approved under the provisions stated in JTR, par. C6676. In the event of my failure
to make such repayment when required, I hereby authorize the deduction of such repayment from my current
salary, allowances, lump-sum leave payment, or other payment which may be or become due me from the U.S.
Government."

(Signature) (Date) (Typed Name)

After execution of the above repayment agreement, the DoD component may procure transportation through official channels.

E. Travel without Prior Authorization. When an eligible individual travels to visit a seriously ill or injured immediate family member prior to EVT authorization, the individual must prepare a statement not more than 30 days after travel completion describing the circumstances. The statement must include the name, address, and relationship of the ailing family member, and a report from the attending physician or hospital describing the nature of the illness or injury. The AO must notify the individual if the circumstances meet the criteria of this Part and include approval/disapproval of the EVT expenses reimbursement decision.

C6678 EVT IN THE EVENT OF DEATH OF IMMEDIATE FAMILY MEMBER

A. General. EVT is authorized in the case of death of an immediate family member (see par. C6675-G3).

B. Authorized Travel. The following EVT is authorized:

1. A round trip in case of death of any immediate family member, and/or
2. One round trip to the place of interment for an eligible family member (see par. C6675-G2) at the employee's PDS in the case of death of an employee *stationed in a foreign OCONUS country* (whether death occurs at the employee's PDS or elsewhere).

The circumstances determine if one or the other or both of the above EVT trips are required.

C. Statement Preparation and Submission. An eligible individual must prepare a statement not more than 30 days after travel completion providing the name and relationship of the deceased to the individual.

D. Reimbursement for Travel at Personal Expense. If an eligible employee or family member:

1. Travels at personal expense to visit an ill or injured immediate family member, and
2. That immediate family member dies during the visit, or within 45 days after the individual's departure from the PDS to make that visit,

the eligible employee or family member is eligible for, and may elect, either (but not both);

3. Reimbursement for the round trip travel already undertaken at personal expense, or
4. Subsequent EVT round trip travel for the interment of that immediate family member.

Reimbursement is limited to the cost of transportation procured or that would have been procured through a CTO as required in par. C2203. Reimbursement is not authorized for transportation on a non-certificated (i.e., foreign flag) air carrier unless a U.S. flag air carrier is or was not available as indicated in par. C2204-C.

C6679 EVT BASED ON SPECIAL FAMILY CIRCUMSTANCES

EVT is authorized (subject to the same conditions and limitations in pars. C6676, C6677 and C6678) when an eligible employee or family member:

1. Travels to attend funeral services of a deceased person who has stood in the place of a parent, or to visit a seriously ill or injured person who stands in the place of a parent; or
2. Is the sole surviving member of the family of a seriously ill, injured, or deceased person.

PART P: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

C6700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

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

B. Eligibility

1. Employees. An employee is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEML if the:

- a. Employee is authorized to have dependents at the PDS, and
- b. The dependents reside with the employee at the FEML PDS.

C. Limitation

1. Number of FEML Trips

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

Tour Length	Number of FEML Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months	2
(1) tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel signing renewal agreements are authorized additional FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24-month tour, the employee would be eligible for one FEML trip during that 24-month tour.

2. Time Limitation. FEML travel by employees/dependents should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by employees/dependents should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

*3. FEML Cannot Be Combined with other Travel. ***Under the provisions of DoDI 1327.5, FEML may not be taken in connection with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R).***

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS, where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.

3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) an employee selects. Travel to and from the alternate location(s) is official travel, and therefore contract city-pair airfares may be available for use. ***If the employee travels to a more expensive alternate destination city-pair airfares are not authorized to the alternate destination.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1:

Employee's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

No city-pair to Frankfurt, Germany and the least cost unrestricted economy airfare (incorporating some city-pair airfare connections) is \$1,200.

Employee desires to utilize FEML to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair airfare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city-pair airfare may not be used to Boston. The employee is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

Example 2:

Employee's PDS is in Brazil and the authorized destination is Miami, FL.

City pair trip cost is \$980.

Employee desires to utilize FEML to St. Louis, MO.

City-pair airfare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the employee is authorized city-pair airfare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

- a. Designating Authority. USD (P&R) is the designating authority for FEML locations/destinations.
- b. Designation Requests. Forward requests for designations through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.
- c. Re-certification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) ***before*** the indicated recertification date.

E. Transportation

1. Employee/Dependent. Employees and dependents may travel together or independently.
2. Restrictions. An employee/dependent(s) taking a FEML trip:
 - a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
 - b. May use commercial air transportation if military air transportation is not reasonably available, and
 - c. May not use cruise or tour packages.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling FEML.

Effective 2 November 2002

PART Q: REST AND RECUPERATION (R&R) LEAVE TRAVEL

C6750 R&R LEAVE TRAVEL

* A. Policy. The policy for designating locations eligible for funded R&R leave transportation for DoD employees is the same policy used for military R&R established in DoD Directive 1327.5, subsection 6.17 (37 USC §411c). ***Under the provisions of DoDI 1327.5, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R).***

B. Eligibility. An employee is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour. A contingency tour is in connection with and directly tied to a contingency operation (see Appendix A, Definitions, Part I: Terms). R&R is for DoD employees who are serving tour lengths under TDY travel authorizations for duty of 180 or more consecutive days (to include extensions), and who have served at least 60 consecutive days in one or more of the locations listed in Appendix U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5.
2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.
3. Alternate Destination. Employees may select a destination different from the authorized destination in Appendix U and be reimbursed not to exceed the cost of Government-provided travel to the authorized destination. The alternate location is an official travel location, and therefore available contract city-pair airfares may be available for use. ***If the employee travels to a more expensive alternate destination city-pair airfares are not authorized to the alternate destination.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

EXAMPLE 1	
Employee's PDS is in Albania and the authorized destination is Frankfurt, Germany.	
No city pair to Frankfurt, Germany. The least cost unrestricted economy airfare (incorporating some city-pair airfare connections) is:	\$1,200
Baltimore, MD is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,000
Employee desires to utilize R&R to Boston, MA. City-pair to Boston is:	\$1,400
Least cost non-city-pair airfare to Boston is:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD the city-pair airfare may not be used to Boston.	
Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.	
The employee is financially responsible for the additional cost (\$1,600 - \$1,200 =).	\$ 400

EXAMPLE 2	
Employee's PDS is in Croatia and the authorized destination is Frankfurt.	
City pair trip cost to Frankfurt is:	\$ 980
Baltimore, MD is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,400
Employee desires to utilize R&R to St. Louis, MO. City-pair airfare to St. Louis is:	\$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the employee is authorized city-pair airfare to St. Louis (\$1,200) NTE the \$1,400 cost to Baltimore.	

4. Location Designation/Re-designation

- a. Designating Authorities. OASD (MPP) designates R&R locations/destinations for DoD employees.
- b. Designation Requests. Designation requests must be through Combatant Command channels to OASD (MPP). OASD (MPP) must re-designate R&R location/destination designations every two years.
- c. Re-designation Requests. Re-designation requests must be sent through Combatant Command channels to reach OASD (MPP) before the indicated re-designation date.

D. Transportation

1. Employees only.
2. Restrictions. An employee taking a R&R trip may use:
 - a. Military air transportation on a space-required basis if reasonably available to the R&R/alternate destination, or
 - b. Commercial air transportation if military air transportation is not reasonably available, and
 - c. May not use cruise or tour packages to and from the authorized destination.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling.

3. Procurement. Commercial air transportation must be arranged in accordance with par. C2203.
4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between an employee's duty station and the authorized destination as determined in par. C6750-C2.

5. Time Limitation

a. Standard Tour: An employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.

b. Contingency Tour: An employee must have served at least 60 days in the R&R location prior to taking R&R leave.

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

F. Travel Authorization. The DD Form 1610 (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL) is used to authorize R&R transportation. See par. C3150. The rules concerning TDY travel transportation accommodations also apply to R&R travel. See par. C2204 regarding commercial aircraft use and par. C2203 about arranging official travel.

G. Per Diem. *Per diem is not authorized for R&R travel.*

H. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6) and (8).

APPENDIX A**DEFINITIONS****PART I: TERMS**

As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

- A. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
- B. Coach or Chair Car (Rail). A type, not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
- C. Lowest First Class. The lowest cost offered by commercial carriers to the general public as first class.
- D. Security (Enclosed). Any private room space that can be locked for security purposes.

ACCOMMODATIONS, APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

ACCOMMODATIONS, COMMON CARRIER.

NOTE: *On common carrier aircraft with two classes of service, the higher class is first class.*

- A. First/Premium Class. The highest class of accommodations offered by commercial airlines. All classes above the lowest class. Includes suites, offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
- B. Premium Class other than First Class. Any class of accommodations offered by commercial airlines that is between coach-class and first-class accommodations (e.g., business-class).
- C. Coach-class. The basic class of accommodations offered by commercial airlines and passenger rail carriers, that includes a level of service available to all passengers regardless of the fare paid. The term applies when an airline offers only one class of accommodations. The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
- D. Slumber Coach. The lowest level of sleeping accommodations available on a train.
- E. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

F. Lowest First Class. The least expensive first class of reserved accommodations available on a ship.

ACCOMMODATIONS, PUBLIC. Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding:

- A. An establishment owned by the Federal Government;
- B. An establishment treated as an apartment building by State or local law or regulation; or
- C. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent on entitlement to per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL (PLACE OF) RESIDENCE. The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the “home of record”.

AGENCY.

A. Includes:

1. An Executive agency, as defined in 5 USC §101;
2. A military department;
3. An office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include:

1. A Government-controlled corporation;
2. A member of Congress; or
3. An office or committee of either House of Congress or of the two Houses.

AGREEMENT. A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to a transportation entitlement in connection with permanent duty travel.

APPROVE(D). The ratification or confirmation of an act already done.

APPROVING OFFICIAL. See **TRAVEL-APPROVING/DIRECTING OFFICIAL**.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 USC §101(4)).

AUTHENTICATING OFFICIAL. *See AO.*

AUTHORIZE(D). The giving of permission before an act.

AUTHORIZING/ORDER-ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

BAGGAGE. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE: Baggage may accompany a traveler or be transported separately.***

BAGGAGE, ACCOMPANIED. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

BAGGAGE, HOLD. Unaccompanied baggage that is transported in the hold of a ship.

BAGGAGE, UNACCOMPANIED. The part of a member's/employee's prescribed weight allowance of HHG that:

- A. Is not carried free on a ticket used for personal travel,
- B. Ordinarily is transported separately from the major bulk of HHG, and
- C. Usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: Unaccompanied baggage in connection with permanent duty and RAT may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

NOTE 2: In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

Effective 1 March 2004

BLANKET TRAVEL AUTHORIZATION. (Also called Unlimited Open, Limited Open, or Repeat Travel Authorization.) An authorization issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. (Also see Travel Authorization.)

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

NOTE 2: Blanket travel authorizations for TDY travel can only authorize economy-class travel. If premium-class travel becomes necessary for a specific trip, an amendment to the travel authorization for each such trip must be issued.

BUSINESS-CLASS. Travel and accommodations/service that fall between first-class and coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and coach-class accommodations. (*See par. U3125-B2b for business-class transportation authority (restricted to the two-star flag level and civilian equivalents.)*)

CALENDAR DAY. The 24 hour period from one midnight to the next midnight. ***NOTE:*** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).*

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. *Also referred to as Indirect Travel.*

COMMAND, COMBATANT. An organization with a broad continuing mission under a single commander, established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

COMMUTED RATE. A price rate used for HHG transportation and temporary storage. It includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of temporary storage within the applicable weight limit for storage including in-and-out charges and necessary drayage. To get the commuted rates tables for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation you must subscribe to the Professional Movers Commercial Relocation Tariff, STB HGB 400-(Series). See par. C5160-D4.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE:*** *This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.*

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

A. Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or

B. Results in the call or order to, or retention on, active duty of members of the uniformed services under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DoD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://dtod1.sddc.army.mil>.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

DEPENDENT/IMMEDIATE FAMILY. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

A. Employee's spouse;

B. Children of the employee or employee's spouse who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. ***NOTE: "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting completion of the school year by other children (50 Comp. Gen. 220 (1970); 66 id. 497 (1987)).;***

****NOTE: An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The parent of the grandchildren was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBICA held that the power of attorney did not create a "legal guardianship" as that term is used in par. B above to define dependent/immediate family members for the purpose of determining***

eligibility for relocation allowances. Since the term "legal guardianship" is not defined in the JTR, GSBCA turned to Arizona state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under Arizona law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be members of the employee's immediate family and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf (GSBCA 16337-RELO, 19 April, 2004).

C. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and

D. Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 1: *Generally, the individuals named in items C and D are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.*

NOTE 2: *In connection with the Missing Persons Act, "dependent" is defined in par. C6101-A for purposes of transportation eligibility under that Act.*

NOTE 3: *With respect to emergency leave travel, see par. C6453-D.*

NOTE 4: *With respect to threatened law enforcement/investigative employees, see par. C6401.*

DESIGNATED PLACE. A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES

A. The several departments and agencies of the Executive branch of the Federal Government.

B. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. ***NOTE:*** *This distinction is necessary with regard to funding for travel and transportation from one department to another.*

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility minus the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

A. **SHORTEST**—Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

B. **PRACTICAL**—Route a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routings consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of entitlement to HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EFFECTIVE DATE OF PCS TRAVEL AUTHORIZATIONS. The date an employee is required to commence travel to comply with a PCS travel authorization. ***NOTE: In determining the effective date, authorized leave or TDY en route required by the travel authorization is excluded.***

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT. The date an employee or new appointee reports for duty at a new or first PDS.

EMERGENCY TRAVEL. See *TRAVEL, EMERGENCY*.

EMPLOYEE. A civilian individual:

- A. Employed by an agency (as defined in this Appendix), regardless of status or grade;
- B. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
- C. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EMPLOYEE, DISABLED.

A. An employee who has a disability as defined in paragraph (B) of this definition and generally otherwise is covered under the Rehabilitation Act of 1973, as amended (29 USC §701-797b).

B. Disability, with respect to an employee:

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

4. Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

C. Physical or mental impairment:

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:

- a. neurological,
- b. musculoskeletal,
- c. special sense organ,
- d. respiratory (including speech organs),
- e. cardiovascular,
- f. reproductive,
- g. digestive,
- h. genitourinary,
- i. hemic and lymphatic,
- j. skin,
- k. endocrine; or

2. Any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).

3. "Physical or mental impairment" includes such diseases and conditions as:

- a. cerebral palsy,
- b. epilepsy,
- c. muscular dystrophy,
- d. multiple sclerosis,
- e. cancer,
- f. heart disease,
- g. diabetes,

- h. mental retardation,
- i. emotional illness,
- j. orthopedic, visual, speech and hearing impairments, and
- k. similar impairments.

D. "Major life activities": Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

E. "Has a record of such an impairment": the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

F. "Is regarded as having such an impairment" means the employee has:

1. A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
2. A physical or mental impairment that substantially limits major life activities as a result of the attitudes or others toward such an impairment; or
3. None of the impairments defined under "physical or mental impairment", but is treated by the employing agency as having a substantially limiting impairment.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. See **NON-TEMPORARY STORAGE.**

FAMILY. See **DEPENDENT.**

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations during which:

A. The individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises, or

NOTE: Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate.).

B. Students are participating in survival training, forage for subsistence, and improvise shelter.

NOTE: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.

FIRST-CLASS. The highest travel and accommodations available -- See JFTR, par. U3125-B2a and/or JTR, par. C2204-B2a for first-class transportation authority.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN SERVICE OF THE UNITED STATES. The Foreign Service as constituted under the Foreign Service Act of 1980.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

FUND-APPROVING OFFICIAL. One who provides the accounting data for authorized/approved travel authorizations or amendments.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Island, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession, are separate geographical localities.

NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

GOVERNMENT-CONTROLLED QUARTERS. Quarters (other than Government or privatized quarters) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters that the Government controls occupancy).

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See Appendix O, par. T4040-A2b. for information on "Government mess available.") by an employee includes:

A. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp;

NOTE: *A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.*

B. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

C. Box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE: *In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.*

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

A. Owned by an agency;

B. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

C. Leased by the Government for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE. The daily rate (discount or standard) charged for meals in a Government dining facility. Effective 1 January 2004.

A. Discount Government Meal Rate: \$7.10 per day

B. Standard Government Meal Rate: \$8.30 per day

NOTE: *Also see DISCOUNT GOVERNMENT MEAL RATE.*

GOVERNMENT MESS. *See GOVERNMENT DINING FACILITY/GOVERNMENT MESS.*

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

- A. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
- B. Lodgings or other quarters obtained by U.S. Government contract;
- C. Quarters in a state-owned National Guard camp;
- D. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
- E. Temporary lodging facilities as defined in this Appendix;
- F. Lodging facilities on a U.S. Installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations;
- G. Family-type housing owned or leased by the U.S. Government (does *not* include privatized housing).

NOTE 1: Government quarters include guest houses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant and a Navy Mine Defense Laboratory offshore platform. Also included are family-type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

NOTE 2: Adequacy standards are prescribed by the Office, Secretary of Defense in DoD 4165.63-M DoD Housing Management (See http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate DoD component regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see Government Conveyance.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same travel authorization (either PCS or TDY) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the travel authorization.

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.

MILEAGE (ALLOWANCE) - FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. C2500 for current rates.

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

- A. Missing;
- B. Missing in action;
- C. Interned in a foreign country;
- D. Captured, beleaguered, or besieged by a hostile force; or
- E. Involuntarily detained in a foreign country.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

- A. Personally-procured commercial transportation (see par. C2203),
- B. Government-procured commercial transportation,
- C. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

NON-FOREIGN OCONUS AREA. The States of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

OCONUS. Outside CONUS.

NOTE: For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the actual residence is located.

OFFICIAL STATION. See *PERMANENT DUTY STATION*.

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING/AUTHENTICATING OFFICIAL. See *AO*.

OVERSEAS. See *OCONUS*.

PER DIEM ALLOWANCE. The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in CONUS and in non-foreign OCONUS areas - see NOTE 2 below*) and service charges where applicable for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, fires furnished in rooms when such charges are not included in the room rate, and in foreign OCONUS areas only lodging taxes (see *NOTE 2* below). **NOTE: The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and is not covered by per diem.**

NOTE 1: *Per diem does not include transportation and other miscellaneous travel expenses.*

NOTE 2: *The maximum amount allowed for lodging in CONUS and in non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in CONUS and in non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign OCONUS areas (see <http://www.dtic.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE: Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.**

3. **Incidental Expenses.** Incidental expenses include:

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. C6552, item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.);
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site **NOTE: If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.;**
- c. Laundry, dry-cleaning, and/or pressing of clothing (*except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below*);

- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. Potable water and ice (28 Comp. Gen. 627 (1949)); and
- g. Taxes and service charges on any of the expenses in items 2 through 3f.

NOTE 3: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

PER DIEM, REDUCED. See **REDUCED PER DIEM.**

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION.** The employee's or invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under these regulations relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other quarters from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

A. For employees:

1. The corporate limits of the city or town in which stationed, or;
2. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

B. For invitational travelers:

1. The corporate limits of the city or town in which the home or principal place of business is located, or

2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., *McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

NOTE: *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

PERMANENT DUTY TRAVEL. First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. (See Chapter 5, Part A.)

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

A. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve Components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

B. In the case of a Reserve Component member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

C. *Effective 1 January 1983:* In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. **NOTE:** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*

NOTE: *The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.*

PLACE OF PUBLIC ACCOMMODATION. See *ACCOMMODATIONS, PUBLIC.*

PLACE OF STORAGE. Residence or authorized storage location.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

A. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.

B. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

- A. Travel by air: the airport at which the traveler boards an international/transoceanic flight.
- B. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. *See "TERRITORIES AND POSSESSIONS OF THE UNITED STATES".*

POST OF DUTY. (*Also see PDS.*) An OCONUS PDS.

PREMIUM-CLASS. Travel and accommodations that are:

- A. First-class (highest class available – (*See definition of FIRST-CLASS*), or
- B. Business-class (*See definition of BUSINESS-CLASS*)

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). (*Also see TRANSPORTATION.*) Any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. ***NOTE: A common carrier, or a conveyance owned by the Government, is not a POC.***

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

- A. Is self-propelled;
- B. Is licensed to travel on the public highways;
- C. Is designed to carry passengers or HHG; and
- D. Has four or more wheels (*see NOTE 3 below*).

NOTE 1: In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

NOTE 2: A trailer, airplane, or any vehicle intended for commercial use is not a POV.

NOTE 3:

A. CONUS: *A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the Government to transport POV(s) than to drive to the new PDS.*

B. OCONUS: *A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same travel authorization.*

PRIVATIZED HOUSING. Housing units on or near military installations in the U.S. and its territories and possessions that are acquired or constructed by private persons, under 10 USC §§2871-2885. The Service Secretary determines which privatized housing is suitable for use as military family housing. ***Privatized housing is not Government or Government-controlled quarters.***

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). *(Also called PRO or PRO-Gear.)*

Articles of HHG in an employee's possession needed for the performance of official duties at the next or a later destination. Examples include:

- A. Reference material;
- B. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- C. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing;
- D. Communication equipment used by employees in association with the MARS (see DoDD 4650.2);
- E. Individually owned or specially issued field clothing and equipment;
- F. An official award given to an employee by a Service (or a component thereof) for service performed by the employee in the employee's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
- G. Personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: *Excluded from PBP&E are sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.*

PROPORTIONAL MEAL RATE. The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <http://www.dtic.mil/perdiem/perdiemrates.html>), rounded to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RENEWAL AGREEMENT TRAVEL. *See PERMANENT DUTY TRAVEL.* Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. See Chapter 5, Part K, for eligibility and limitations.

RESERVE COMPONENT. The:

- A. Army National Guard of the United States;
- B. Army Reserve;
- C. Naval Reserve;
- D. Marine Corps Reserve;
- E. Air National Guard of the United States;
- F. Air Force Reserve;
- G. Coast Guard Reserve; and
- H. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.**SECRETARIAL PROCESS.** Action by the:

- A. Secretary of a Military Department,
- B. Directors of Defense Components,
- C. Deputy Assistant Secretary of Defense (Administration) for:
 - 1. Office of the Secretary of Defense,
 - 2. Washington Headquarters Services,
 - 3. Organization of the Joint Chiefs of Staff,
 - 4. Uniformed Services University of the Health Sciences,
 - 5. U.S. Court of Military Appeals, and
- D. Designated representative for any of the above.

The process is (or the processes are) in administrative procedures issued under par. C1002.

SECRETARY CONCERNED. As defined in 37 USC. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;

- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT. See *DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES*.

SEPARATION TRAVEL. See *PERMANENT DUTY TRAVEL*.

SERVICES. See *UNIFORMED SERVICES*.

SHORT DISTANCE MOVE. A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS. See par. C4108-B for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. (Also see *EMPLOYEE, DISABLED*.) Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS PER DIEM RATE.

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/perdiemrates.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility including the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

SUBSISTENCE EXPENSES. See *PER DIEM ALLOWANCE*.

TEACHER. A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under a travel authorization providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

TEMPORARY DUTY (TDY) LOCATION. See *TEMPORARY DUTY STATION*.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

TEMPORARY STORAGE. Also referred to as "storage in transit" (SIT). See par. C5190.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. (*Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*) An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States. **NOTE:** *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation. (See Chapter 4, Part O.)

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. **NOTE:** *Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).*

TRANSPORTATION-IN-KIND. Transportation provided by the Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-procured transportation via commercial carriers.

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 USC §5564 and is in accordance with Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the employee's responsibility.*

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. **NOTE:** *GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.*

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRANSPORTATION, USUAL MODE OF. A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Government transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

TRAVEL. The term “travel” relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL-APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

Effective 1 March 2004

TRAVEL AUTHORIZATION. *(Also referred to as a travel order.)* A written instrument issued or approved by person(s) to whom authority has been delegated authorizing a traveler or group of travelers to travel. There are four basic types travel authorizations:

A. ***Unlimited Open.*** This is a form of blanket travel authorization allowing an employee to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. *See **NOTE** below for restrictions..*

B. ***Limited Open.*** This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. *See **NOTE** below for restrictions.*

C. ***Repeat.*** This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. *See **NOTE** below for restrictions..*

D. ***Trip-by-trip.*** A travel authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

NOTE: Unlimited Open, Limited Open, and Repeat Travel Authorizations (also called Blanket Travel Authorizations) are not used in DTS. The blanket travel authorization type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel for each such trip must be issued.

TRAVEL CLAIM (VOUCHER). A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, EMERGENCY. Travel that results from:

- A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. The death or serious illness of a member of the traveler’s family; or
- C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler’s home.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed by the Government, or employed (under 5 USC §5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel solely in connection with business of the DoD or the Government.

***NOTE 1:** Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

***NOTE 2:** Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

TRAVEL REQUEST. A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL-REQUESTING OFFICIAL. The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel-requesting officials for their own travel authorizations. However when travelers are permitted to be travel requesting officials for their own travel authorizations, under no circumstances may the travel requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE:** A travel request is subject to approval/disapproval by a travel-approving/directing official.*

TRAVEL STATUS. The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel authorization, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

UNACCOMPANIED BAGGAGE. See *BAGGAGE, UNACCOMPANIED.*

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a Government mess, and
- C. Where there are U.S. Government operations.

NOTE: *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

Effective 13 September 2002

WEIGHT ADDITIVE. *See HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

APPENDIX A

DEFINITIONS

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	AO
AOR	Area of Responsibility
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (formerly BAQ and VHA)
BAS	Basic Allowance for Subsistence
*CBA	Centrally-billed Account
CFR	Code of Federal Regulations
CMTR	Combined Marginal Tax Rate
COLA	Cost-of-Living Allowance
CONUS	Continental United States
COSTEP	Commissioned Officer Student and Extern Program
CSRS	Civil Service Retirement System
CTD	Civilian Travel Determination
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DODEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DOJ	Department of Justice
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulations
DTS	Defense Travel System
EUM	Essential Unit Messing
*EVT	Emergency Visitation Travel
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System
FHA	Federal Housing Administration
FTA	Foreign Transfer Allowance
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
*FVT	Family Visitation Travel
FWS	U.S. Fish and Wildlife Service
FUTA	Federal Unemployment Tax Allowance
FWTR	Federal Withholding Tax Rate
GAO	General Accounting Office
GARS	Government Administrative Rate Supplement
GBL	Government Bill of Lading

GMR	Government Meal Rate
GOCO	Government-Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHT	House Hunting Trip
HOR	Home of Record
*IBA	Individually-billed Account
IRC	Internal Revenue Code
IRS	Internal Revenue Service
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LWOP	Leave without Pay
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem (PDT Travel)
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance
MIA	Missing in Action
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTR	Marginal Tax Rate
NIST	National Institute of Standards and Technology
NOAA	National Oceanic and Atmospheric Administration (Same as USNOAA)
NTE	Not to exceed
NTS	Non-temporary Storage
O&M	Operations and Management
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PHS	Public Health Service (Same as USPHS)
PIN	Personal Identification Number
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place from Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
PTA	Prepaid Ticket Advice

RAT	Renewal Agreement Travel
RIT	Relocation Income Tax
SEA	Subsistence Expense Allowance
SDDC	(Military) Surface Deployment and Distribution Command
SES	Senior Executive Service
SIT	Storage in Transit
SMA	Separate Maintenance Allowance
SR&R	Special Rest and Recuperative Absence
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board
STS	Specialized Treatment Services
TCS	Temporary Change of Station
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance
TQSE	Temporary Quarters Subsistence Expenses
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
USSM	Under Secretary of State for Management
VA	Department of Veterans Affairs
VPC	Vehicle Processing Center
WAE	When Actually Employed
WTA	Withholding Tax Allowance

APPENDIX E**INVITATIONAL TRAVEL AUTHORIZATIONS**

JFTR NOTE: *Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, Appendix E, for the DoD Services and in agency regulations for non-DoD Services. The Invitational Travel Authorization provisions in JTR, Appendix E, are reproduced in JFTR, Appendix E, for convenience. See Part I, Invitation to Travel, paragraph D, for information concerning travel by a contractor and a contractor's employees.*

PART I: INVITATION TO TRAVEL**A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE****B. RESTRICTIONS****C. ALLOWANCE EXPENSES****D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES****E. AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS****PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION**

PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel of individuals:

- a. Not employed by the Government,
- b. Employed (under 5 USC §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or
- c. Serving without pay or at \$1 a year

when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by item 13 of this paragraph for spouse invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
- c. An individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; ***ITAs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));***
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);
- e. An individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
- f. An individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;
- g. An individual is authorized pre-employment interview travel under JTR, par. C6200;
- h. Individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;

- i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;
- j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;
- k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);
- l. When an individual is an attendant for a/an:
 - (1) Disabled employee on official travel (56 Comp. Gen. 661 (1977)); or
 - (2) Employee who interrupts TDY because of incapacitated illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone;
- m. Travel is for a family member and all pertinent conditions in items a through e are met before allowances are authorized/approved:
 - (1) The AO determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.
 - (2) Travel is allowed on a mission noninterference basis only, and must be supported with ITAs that ordinarily authorize reimbursement of only transportation costs.
 - (3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.
 - (4) Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.
 - (5) AOs for all other travel under this item are the:
 - (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

- (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
- (c) Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***);
- (d) Secretaries of the Military Departments, or their designees, for requests from their staffs;
- (e) Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

An ITA issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***“This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled”***;

- n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and Combatant commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));
- o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

Effective 1 January 2003

- p. Travel allowances are authorized for Defense Personnel of Developing Countries in accordance with JFTR, par. U7970; ***NOTE: The ITA should state “JFTR vice JTR allowances are used.”***; or

Effective 1 January 2003

- q. A Coalition Liaison Officer from a developing country is authorized travel and transportation allowances in accordance with JFTR, par. U7980. ***NOTE: The ITA should state “JFTR vice JTR allowances are used.”***

B. Restrictions. Invitational travel must not be authorized for:

1. Non-appropriated fund officials or employees traveling on non-appropriated fund business;
2. Contractor employees (except as provided in par. D);
3. Transportation of dependents and/or HHG or other property of individuals for whom ITAs are issued;

4. Either of the following:
 - a. Federal Government employees; or
 - b. Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY travel authorizations unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, 29 September 1986)). An employee/member may be included on an ITA issued to a patient when traveling as a non-medical attendant.

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in JTR, Chapter 2 as appropriate to mission requirements.
3. Witness at a Military Court martial. A person not in the Government's employ, when called as a witness before a military court martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832; see par. A-10), is authorized travel and transportation allowances under Service administrative regulations.
4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITAs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITA issued to each competitor.
5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided the:
 - a. Travel and transportation is authorized by the head of the DoD component concerned or designee; and,
 - b. Individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony

(including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. See JTR, par. C7005 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual expenses, and not a mileage allowance, may be paid when a POC is the authorized mode.*** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in par. C1410 may be authorized/approved.

D. Travel of Government Contractor's/Contractor Employees. Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at <http://www.arnet.gov/far/pdf/frame.html>. ITAs may not be used to authorize travel and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city-pair airfares or any travel-related items restricted to Government employees. See par. E below for availability of contract fares and prices to Government contractors. Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. E-8.

E. Availability of Government Travel and Transportation Contract Fares or Prices to Government Contractors. Individual contracts or agreements between GSA and the vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. ***Contract city-pair fares must not be provided to or used by Government contractors.***

1. Contractor(s) means contractors working:

a. Under a cost reimbursement contract; and

b. For the Government at specific sites under special arrangements with the contracting agency, and that are wholly Federally funded (e.g., Government-owned, contractor operated, federally funded research and development, or management and operating contracts).

2. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DoD 4500.9-R), Part I, Chapter 103. ***As of October 1, 1998, under GSA's contracts for air passenger transportation services, contractors are not eligible to use GSA's contract city-pair fares. ITAs must not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.*** For more information contact:

Services Acquisition Center (FCXB)
Federal Supply Service
General Services Administration
Washington, DC 20406
(703) 305-7261

3. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8).

4. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount-lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8). For more information contact:

GSA Travel and Transportation (9FBT-1)
450 Golden Gate Avenue, 4th Floor W
San Francisco, CA 94102
(415) 522-4671

5. DoD Car Rental Practices. DoD's Military Surface Deployment and Distribution Command (SDDC) negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (see subpar. 8). For more information contact:

Military Surface Deployment and Distribution Command
ATTN: SDDC-AQ
Hoffman Building II, Room 10N35
200 Stovall Street
Alexandria, VA 22332-5000
(703) 428-3270/1, DSN (312) 328-3270/1
Complaints/Discrepancies/Claims (703) 428-3008

or see the SDDC website at <http://www.sddc.army.mil>.

6. Vendor Requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Paragraph 8 illustrates a standard letter of identification to request eligible Government contractors' use of and/or transportation discounts negotiated by the Government, where available.

7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's (Contracted) Commercial Travel Offices (CTOs) have this information.

All DoD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin
Service Acquisition Center
Service Contracts Division (FCXB)
Crystal Mall #4, Room 506
Washington, DC 20406
(703) 305-7640

8. **Contractor Letter of Identification.** DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government. *Letters of identification/introduction must not contain any accounting information/data or in any way be made to resemble an official travel authorization.*

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT:OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a Government contract number (CONTRACT NUMBER) with this agency. ***Government contractors and Government contractor employees are not eligible for Government Contract City Pair airfares.*** During the period of the contract (GIVE DATES), AMTRAK, hotels/motels and rental car companies may elect to provide transportation, lodging and rental cars to contractors and contractor employees at discounted rates specified for Government employees in Government contracts and/or agreements. AMTRAK, hotels/motels and rental car companies, however, are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

SIGNATURE, Title and telephone number of Contracting Officer

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all Services) to prepare an ITA. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION NUMBER _____

Address _____

DATE APPROVED _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately-Owned Conveyance

The authorizing/order-issuing agent has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does

not permit the CTO to arrange transportation for travelers who are not Government employees, reimbursement for transportation may not exceed the least expensive coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) Accommodations selected must be the least costly unrestricted service that permits satisfactory accomplishment of the traveler’s mission, and
- (b) U.S. carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; *otherwise reimbursement for the cost of transportation is not allowed.*

Effective 1 January 2004

You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.375 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, US territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/perdiemrates.html> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. (See JTR, Chapter 4, Part M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: *The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on Government travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.*

The JTR is available at <http://www.dtic.mil/perdiem/trvlregs.html>. Address any inquiries regarding this travel to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to: _____

***APPENDIX P**

CITY-PAIR PROGRAM

PART I: CITY-PAIR PROGRAM

A. POLICY

B. SCHEDULED AIR CARRIERS

PART II: CITY-PAIR PROGRAM FREQUENTLY ASKED QUESTIONS

PART I: CITY-PAIR PROGRAM

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

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

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

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

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

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

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

b. DOD recruits traveling from Military Entrance Processing Stations (MEPS).

c. Groups of 21 or more passengers.

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

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

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

- b. The contractor carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006/JTR, par. C1059);
- c. A non-contract (DoD-approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares);***
- d. Rail service is available and that service is cost effective and consistent with mission requirements;
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. Scheduled Air Carriers (DoD 4500.9-R, Part L. Chap. 103, par. A2)

1. Contract air service between city-pairs shall be used for all domestic travel, and for international travel when AMC-procured channel airlift Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the AO retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.
2. ***Government contractor personnel must never be in possession of invitational travel authorizations while in the performance of their contracts and are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

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

PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

1. How does the program work?

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

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

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

2. What are the advantages of the program?

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

3. Who can use it?

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

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

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision to neither jeopardize the program nor the \$2 billion savings it generates for taxpayers. ***GSA agencies that the purchase of contract fare tickets on behalf of Government contractors is a misuse of the city-pair program and could jeopardize its future success.***

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

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

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

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

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

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

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

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

8. How is Quality of Service Evaluated?

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

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

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

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

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

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

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

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

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

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

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

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

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Gov't funded travel to and from RAT leave locations and when ordered TDY while on leave is official travel and therefore contract fares may be used to and from this leave location (see JTR, pars. C4162 and C4440 for RAT).***

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

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

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

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

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

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

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

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

Travelers can use the airport that best suits their needs in areas/locations with multiple airports, except when the AO determines that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only air fares, but also transportation to and from airports). Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. What if one of the multiple airports within a city does not offer a city-pair fare? May I still use the airport with no city-pair fare if I choose?

In areas/locations serviced by multiple airports, there is no “requirement” that a traveler use an airport based on a city-pair fare being offered at one airport, and the other airport does not have a city-pair fare *except as noted in the last sentence*. The traveler should use the “usual travel route” (the airport location from which the traveler would ordinarily travel). The traveler’s command has the authority to authorize/approve use of any airport for the traveler but must consider best value, mission requirements, travel, and the most cost-effective routing and transportation means. Sometimes this results in a determination that the traveler must use a specific airport. ***In a multiple airport area, a city-pair fare must be used, if available, for international travel.***

18. If airfares are booked "early" the Gov't receives a discount to the normal city-pairs' fare. How early is early?

Travelers should book their reservations with the CTO as early as possible once it is determined that a trip is necessary. The earlier the reservation the better the chances are that a capacity controlled city-fare is available.

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

Ms. Linda L. Smith Contract Specialist (703) 305-7640	Ms. Andrea Dingle Contracting Officer (703) 305-6190	Mr. Gene Lee Contract Specialist (703) 308-1618
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APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

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

Columbia	Southern	Miami	30 Apr 2005
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
Croatia, Zagreb	European	Frankfurt	31 Mar 2005
Cuba, Guantanamo Bay	Southern	Jacksonville	31 Dec 2004
Cuba, Havana (<i>for Coast Guard uniformed members only</i>)	USCG	Miami	18 Dec 2005
Cyprus, Nicosia	European	Frankfurt	31 Mar 2005
Democratic Republic of Congo, Kinshasa	European	Frankfurt	30 Apr 2005
Djibouti	Central	Frankfurt	31 Oct 2004
Dominican Republic	Southern	Miami	30 Apr 2005
Ecuador	Southern	Miami	30 Apr 2005
Egypt	Central	Frankfurt	31 Oct 2004
El Salvador	Southern	Miami	30 Apr 2005
Eritrea, Asmara	Central	Frankfurt	31 Oct 2004
Estonia, Tallinn	European	Frankfurt	31 Mar 2005
Ethiopia, Addis Ababa	Central	Frankfurt	31 Oct 2004
Fiji	Pacific	Honolulu	31 Mar 2006
Gabon, Libreville	European	Paris	31 Oct 2004
Georgia, Tbilisi	European	Frankfurt	31 Mar 2005
Ghana, Accra	European	Frankfurt	30 Apr 2005
Greece, Athens	European	Frankfurt	31 Mar 2005
Greece, Larissa	European	Frankfurt	31 Mar 2005
*Greenland, Thule 1/	European	Baltimore	*31 May 2006
Guatemala	Southern	Miami	30 Apr 2005
Guinea, Conakry	European	Paris/Frankfurt	31 Jan 2005
Guyana	Southern	Miami	30 Apr 2005
Haiti	Southern	Miami	30 Apr 2005
Honduras	Southern	Miami	30 Apr 2005
Hong Kong	Pacific	Los Angeles	31 Mar 2006
India, New Delhi	Pacific	Honolulu	31 Mar 2006
Indonesia, Jakarta	Pacific	Honolulu	31 Mar 2006
Israel, Tel Aviv	European	Frankfurt	31 Mar 2005

Ivory Coast, Abidjan	European	Frankfurt	31 Mar 2005
Jamaica	Southern	Miami	30 Apr 2005
Jordan	Central	Frankfurt	31 Oct 2004
Kazakhstan, Almaty	Central	Frankfurt	31 Oct 2004
Kenya	Central	Frankfurt	31 Oct 2004
*Korea 2/ (<i>eff 28 May 2004</i>)	Pacific	Chicago or Los Angeles	28 May 2005
Kuwait	Central	Frankfurt	31 Oct 2004
Kyrgyzstan, Bishkek	Central	Frankfurt	31 Oct 2004
Latvia, Riga	European	Frankfurt	30 Apr 2005
Lithuania, Vilnius	European	Frankfurt	31 Mar 2005
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Mar 2005
*Madagascar, Antananarivo (<i>eff 28 May 2004</i>)	Pacific	Frankfurt	31 May 2006
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Mar 2006
Mali, Bamako	European	Frankfurt	30 Apr 2005
Marshall Islands, Majuro	Pacific	Honolulu	31 Aug 2003
Mexico	Southern	San Antonio	30 Apr 2005
Moldova, Chisnau	European	Frankfurt	30 Apr 2005
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Mar 2006
Morocco, Rabat	European	Frankfurt	31 Mar 2005
Mozambique, Maputo	European	Frankfurt	31 Mar 2005
Namibia, Windhoek	European	Frankfurt	30 Apr 2005
Nepal, Kathmandu	Pacific	Honolulu	31 Dec 2004
Nicaragua	Southern	Miami	30 Apr 2005
Niger, Niamey	European	Frankfurt	31 Mar 2005
Nigeria, Lagos	European	Frankfurt	31 Mar 2005
Oman	Central	Frankfurt	31 Oct 2004
Pakistan	Central	Frankfurt	31 Oct 2004
Panama	Southern	Miami	30 Apr 2005
Paraguay	Southern	Miami	30 Apr 2005
Peru	Southern	Miami	30 Apr 2005
Philippines, Metro Manila	Pacific	Honolulu	31 Mar 2006
Poland, Warsaw	European	Frankfurt	31 Mar 2005
Qatar	Central	Frankfurt	31 Oct 2004
Romania, Bucharest	European	Frankfurt	31 Mar 2005
Russia, Moscow	European	Frankfurt	31 Mar 2005

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

1/ Exception to the 24-month tour requirement approved by ASD(FMP) on 18 Mar 2002 memo.

Effective 28 May 2004

*2/ Only for uniformed members of the 2d Brigade Combat Team, 2d Infantry Division on unaccompanied tours in Korea preparing for deployment for Operation Iraqi Freedom. Exception to the 24-month tour requirement and the 6 months begin/end of the tour limitation approved by PDUSD (P&R) on 28 May 2004.

APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

NOTE 1: See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation.

NOTE 2: The footnoted locations are authorized R&R for specific missions only!

The following are authorized Rest and Recuperation (R&R) locations/destinations *for members of the Uniformed Services and for civilian employees:*

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Bahrain 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Djibouti 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Iraq 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	31 Dec 2002
Jordan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Kuwait 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Kyrgyzstan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Macedonia, Former Yugoslavia, Republic of	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Oman 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005

Pakistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Qatar 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Saudi Arabia 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Tajikistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
United Arab Emirates 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Uzbekistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Yemen 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005

1/ Only for the mission of Operation Southern Watch.

Effective 21 June 2004

*2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 Feb 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

Per PDUSD(P&R) memo dated 21 June 2004, as of that date, ***a member of the US Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the APOD in the U.S. to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO and city-pair fares were not available at that time, the member is authorized reimbursement of transportation costs NTE the least expensive unrestricted commercial coach fare (JFTR, par. U3120-D2). This authority for retroactive reimbursement does not extend to civilian employees.***