

VOLUME 2  
JOINT TRAVEL REGULATIONS  
CHANGE 468

Alexandria, VA

1 October 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 October 2004 unless otherwise indicated.

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This change includes all material written in CAP items 21-04(E); 27-04(E); 43-04(E)-47-04(E); and civilian editorials C04039-C04041; and C04043-C04045. Remove pages H-1; O-12-1; O-14-1. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 467 cover page.

**BRIEF OF REVISION**

These are the major changes made by Change 468:

C2000-A2 and A2c. Implements standards and procedures for documenting the approval of premium-class travel.

C2102-B2b. Changes the address for SDDC.

C2156-A4. Removes excess baggage costs from the cost comparison for POC use for personal reasons.

C2204-B3-B5. Implements standards and procedures for documenting the approval of premium-class travel.

C2204-B3e and B4e. Removes the authority/requirement for the transportation officer/agent to annotate travel order/authorization when the reason for premium-class travel is because regularly scheduled flights are not available.

C2205-E. Implements standards and procedures for documenting the approval of premium-class travel.

C2208-B. Implements standards and procedures for documenting the approval of premium-class travel.

C2308. Updates references.

C3101. Implements standards and procedures for documenting the approval of premium-class travel.

C3150-B-13(a). Shows additional circumstances when an authorized fixed per diem rate should be indicated on the travel authorization.

C3150-B-16. Implements standards and procedures for documenting the approval of premium-class travel.

C3151-B-28. Implements standards and procedures for documenting the approval of premium-class travel.

C4005-C1a. Clarifies that the renewal agreement tour length for non-standard tours is the same as the original tour length listed in App Q.

C4554-B. Adds a ***NOTE*** to see Chapter 4, Part I.

C4554-A1c. Clarifies that the Combatant Commander/JTF Commander can delegate authority to deal with individual travel cases and aligns the JFTR/JTR wording on Joint Task Force TDY Options IAW MAP 20-04(E).

C4678-C3. Allows lodging reimbursement up to the maximum rate for the TDY location when a traveler goes to a location other than the PDS/home on weekends while TDY; and clarifies that transportation expenses to locations other than the PDS while TDY are not reimbursable.

Ch 4, Part I. Adds Part I to Ch 4 to clarify that the Combatant Commander/JTF Commander can delegate authority to deal with individual travel cases and aligns the JFTR/JTR wording on Joint Task Force TDY Options IAW MAP 20-04(E).

C6250-B. Clarifies that no travel authorization is issued if an employee travels at no expense to the Government in a non-duty status.

C6601-B. Implements standards and procedures for documenting the approval of premium-class travel.

App A, Part I. Updates DoD Components.

App A, Part II. Adds acronym for Meal-Ready-To-Eat (MRE).

App E, Part I, par. E5. Changes the address for SDDC.

App H. Implements standards and procedures for documenting the approval of premium-class travel.

App O, par. T4000. Adds a ***NOTE*** that Invitational Travel may be authorized under the rules in JFTR/JTR, App E.

App O, par. T4040-C. Clarifies that the Combatant Commander/JTF Commander can delegate authority to deal with individual travel cases and aligns the JFTR/JTR wording on Joint Task Force TDY Options IAW MAP 20-04(E).

App Q, par. A. Clarifies that the renewal agreement tour length for non-standard tours is the same as the original tour length listed in App Q.

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.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
430	i	468	C2E-7	464	C4C-3	462	C4N1-5
468	iii	468	C2E-9	463	C4D-1	462	C4N1-7
468	v	467	C2E-11	459	C4E-1	458	C4N2-1
456	vii	468	C2E-13	459	C4F-1	461	C4N2-3
456	ix	468	C2E-15	459	C4G-1	468	C4N2-5
457	C-i	461	C2F-1	446	C4H-1	468	C4N2-7
459	C-iii	468	C2G-1	461	C4H-3	462	C4O-1
465	C1-i	468	C2G-3	462	C4H-5	459	C4P-1
464	C1-iii	455	C2H-1	462	C4H-7	454	C4Q-1
464	C1A-1	462	C2H-3	462	C4H-9	420	C4R-1
459	C1B-1	461	C2I-1	468	C4I-1	455	C4S-1
459	C1B-3	443	C2J-1	468	C4I-3	462	C4S-3
462	C1B-5	455	C3-i	420	C4J-1	462	C4S-5
454	C1B-7	463	C3A-1	458	C4J-3	453	C4T-1
454	C1B-9	463	C3A-3	440	C4J-5	453	C4T-3
465	C1B-11	463	C3B-1	465	C4K-1	465	C5-i
467	C1C-1	463	C3B-3	465	C4K-3	465	C5-iii
447	C1D-1	468	C3C-1	465	C4K-5	465	C5-v
433	C1E-1	463	C3C-3	465	C4K-7	465	C5-vii
464	C1F-1	462	C3C-5	465	C4L-1	465	C5-ix
464	C1F-3	461	C3C-7	465	C4L-3	464	C5A-1
464	C1F-4-1	467	C3C-9	467	C4L-5	459	C5A-3
462	C1F-5	468	C3D-1	467	C4L-7	463	C5A-5
462	C1F-7	468	C3D-3	468	C4L-8-1	464	C5A-7
467	C2-i	468	C3D-5	468	C4L-9	464	C5A-9
462	C2-iii	468	C3D-7	463	C4L-11	466	C5B-1
457	C2-v	465	C4-i	463	C4L-13	459	C5B-3
468	C2A-1	468	C4-iii	465	C4L-15	465	C5B-5
467	C2A-3	468	C4-iv-1	465	C4L-17	464	C5B-7
467	C2A-5	465	C4-v	463	C4L-19	464	C5B-9
467	C2A-7	465	C4-vii	466	C4L-21	465	C5B-11
462	C2B-1	465	C4-ix	466	C4L-23	459	C5B-13
468	C2C-1	465	C4-xi	466	C4L-25	459	C5B-15
467	C2C-3	465	C4A-1	468	C4L-27	462	C5B-17
467	C2C-5	463	C4A-3	433	C4L-29	467	C5D-1
468	C2D1-1	463	C4A-5	452	C4M-1	467	C5D-3
468	C2D1-3	468	C4A-7	458	C4M-3	467	C5D-5
465	C2D2-1	463	C4A-9	464	C4M-5	467	C5D-7
459	C2D2-3	461	C4A-11	458	C4M-7	467	C5D-9
444	C2D3-1	463	C4A-13	458	C4M-9	467	C5D-11
467	C2E-1	459	C4A-15	452	C4M-11	467	C5D-13
467	C2E-3	459	C4B-1	441	C4N1-1	467	C5D-15
468	C2E-5	466	C4C-1	459	C4N1-3	467	C5D-17

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
467	C5D-19	467	C6Q-1	467	A-19	466	L-1
467	C5D-21	467	C6Q-3	467	A-21	466	L-3
467	C5D-23	429	C7-i	467	A-23	449	L-5
465	C5E1-1	464	C7-1	467	A-25	453	L-7
465	C5E2-1	462	C7-3	467	A-27	454	L-9
465	C5E2-3	463	C7-5	468	A-29	454	M-1
465	C5E2-5	464	C7-7	467	A-31	454	N-1
465	C5E2-7	456	C8-i	466	B-1	468	O-1
465	C5E2-1	464	C9-i	433	C-1	468	O-3
465	C5E3-1	457	C10-i	433	C-3	468	O-5
464	C5G-1	461	C10-1	466	D-1	468	O-7
464	C5G-3	457	C10-3	467	E-1	468	O-9
463	C5K-1	457	C10-5	467	E-3	468	O-11
463	C5K-3	465	C11-1	467	E-5	468	O-13
463	C5K-5	435	C12-i	468	E-7	468	O-15
463	C5K-7	457	C12-1	467	E-9	468	O-17
463	C5K-9	465	C12-3	467	E-11	468	O-19
464	C5M-1	423	C13-i	465	F-1	468	O-21
464	C5M-3	451	C13A-1	455	F-3	468	O-23
465	C5M-5	462	C13B-1	411	G-1	468	O-25
467	C5M-7	465	C13B-3	468	H1-1	468	O-27
465	C5O-1	464	C13B-5	468	H2A-1	468	O-29
465	C5O-3	464	C13B-7	468	H2B-1	468	O-31
441	C6-i	464	C13C-1	468	H2C-1	467	P-1
463	C6-iii	458	C13C-3	468	H2C-3	467	P-3
467	C6-v	428	C13D-1	468	H3A-1	467	P-5
467	C6-vii	401	C13D-3	468	H3B-1	467	P-7
414	C6A-1	448	C14-i	468	H3B-3	467	P-9
467	C6B-1	463	C14-1	468	H4A-1	468	Q-1
462	C6B-3	463	C14-3	468	H4B-1	454	Q-3
462	C6B-5	463	C14-5	468	H4C-1	463	R-1
462	C6C-1	463	C14-7	468	H4D-1	467	S-1
431	C6D-1	463	C14-9	468	H4E-1	467	S-3
462	C6E-1	465	C14-11	468	H4F-1	432	T-1
424	C6E-3	465	C14-13	457	IA-1	432	T-3
468	C6F-1	463	C14-15	465	IA-3	467	U-1
462	C6G-1	463	C14-17	465	IA-5	447	i-1
409	C6H-1	455	C15-i	465	IA-7		
462	C6I-1	465	C15A-1	457	IA-9		
462	C6I-3	461	C15B-1	465	IA-11		
467	C6J-1	461	C15B-3	465	IA-13		
467	C6J-3	455	C15C-1	457	IA-15		
467	C6K-1	459	C16-i	465	IA-17		
465	C6L-1	459	C16-1	465	IA-19		
468	C6M-1	467	A-1	465	IA-21		
468	C6M-3	467	A-3	457	IA-23		
468	C6M-5	468	A-5	465	IA-25		
467	C6N-1	468	A-6-1	465	IA-27		
466	C6N-3	467	A-7	435	I-B-1		
467	C6O-1	467	A-9	435	I-B-3		
467	C6O-3	467	A-11	435	I-B-5		
467	C6O-5	467	A-13	435	I-B-7		
467	C6P-1	467	A-15	454	J-1		
462	C6P-3	467	A-17	454	K-1		

**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.)

*Effective 16 August 2004*

\*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 accommodations to be provided. See Appendix H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

**\*NOTE:** *The travel authorization MUST include the cost difference shown in items 12 and 13, and the information in items 15 and 16, of Appendix H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations has been justified and authorized/approved based on JTR, par. C2204-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the approving official."*

*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.*

*Effective 16 August 2004*

*\*c. Premium-class accommodations may be authorized/approved by the premium-class authorizing/approving official due to medical reasons only if competent medical authority certifies that sufficient justification of disability or other special medical need exists and that the medical condition necessitates*

*(for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class authorizing/approving official must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the traveler or dependent is/was so disabled or limited by other special medical needs 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/dependent'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, FEMLE, 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.

## 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.

***Effective 12 July 2004***

\*b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from the Commander, MSDDC, ATTN: SDDC-IP, Hoffman Building II, Room 10S67, 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

***Effective 1 January 2004***

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

**CHAPTER 2****TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION  
REQUESTS, BAGGAGE AND MILEAGE RATES****PART D: POC TRAVEL****SECTION 1: GENERAL****C2150 AUTHORIZATION/APPROVAL**

1. POC use may be authorized/approved for travelers performing official business.
2. *POC travel may not be directed*; but is permitted in the Government's interest or for the employee's convenience, as appropriate, when requested by the employee.
3. An employee (unless traveling as a dependent family member on PDT) may not be required to travel as a passenger in another employee's POC (53 Comp. Gen. 67 (1973)). Use of an employee's POC to transport other employees as TDY transportation is strictly voluntary on the part of the POC owner/operator and potential passengers (FTR §301-10.307).
4. POC use is encouraged when it is advantageous to the Government.
5. Necessary POC travel is authorized in the travel authorization with the appropriate TDY mileage rate for TDY travel (if other than the rate for 'automobile' in par. C2500) or PCS mileage rate for PDT travel.
6. POC travel not authorized in advance of travel may be approved by travel authorization amendment after travel by the AO. See Chapter 3 for travel authorization policy and procedures.
7. POC use may be authorized/approved to begin or end at the employee's residence (from which the employee commutes daily to the PDS) or the place near this residence where the POC is garaged/stored, if advantageous to the Government.
8. An employee may not be prohibited from using a POC on official travel (FTR §301-70.105). If an employee elects to use a POC instead of the transportation mode authorized:
  - (a) Reimbursement must be limited to the constructed cost of the authorized transportation mode, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized transportation mode; and
  - (b) Leave is charged IAW personnel regulations for any duty hours that are missed as a result of POC travel.

**C2153 GOVERNMENT ADVANTAGE DETERMINATION**

A. General

1. POC use is authorized when advantageous to the Government.
2. A determination that POC use is advantageous to the Government is made when common carrier, Government contract rental automobile, or Government-furnished transportation is not available or is not advantageous to the Government.
3. POC use authorization is made in advance of travel.

B. Considerations. The following elements must be considered when determining if POC use is more advantageous to the Government than other available transportation modes:

1. Assignment requirements including transportation of baggage, tools, or equipment;
2. Availability of other transportation and the effect on productive time;
3. Duty locality in relation to traffic conditions, routing, and weather;
4. TDY location in relation to the lodging and meal facilities location(s) and transportation availability, other than POC, between these points;
5. Overall cost advantage when there are accompanying passengers under official travel authorizations in the same POC; and
6. The salary cost represented by the additional travel time and the physical/mental strain on the employee when any substantial distances are involved with TDY travel.

**C2156 COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE**

A. General

1. Limitations. See Chapter 3 for travel authorization policy and procedures.
2. Mileage Rate. Mileage rates in par. C2500 or C2505 are used.
3. Per Diem. Constructed per diem is based on use of the authorized transportation mode.
- \*4. Other Costs. The following costs are allowable in determining constructed costs:
  - a. Tolls, ferry fares, parking fees and other allowable costs in par. C4654; and
  - b. Usual transportation costs to and from common carrier terminals.

5. Boarding and Leaving Carrier. Carrier schedules that require departure from/arrival at home or at the TDY lodging between midnight and 0600 are not used if there are more reasonable departure/arrival times that do not significantly increase the constructed per diem (see par. C1060-A2).

6. Dependent Constructed Cost Comparison. The dependent constructed cost comparison is included with the employee-constructed cost when RAT is involved.

7. Reimbursement

a. Reimbursement is based on the official distance (see par. C1065).

b. The total payment may not exceed the total constructed cost of the authorized transportation mode including constructed per diem for travel by that mode.

c. The lesser of actual POC costs, or the constructed costs, is reimbursed (see par. C4661-B4).

B. Constructed Cost Comparison by Airplane

1. Accommodations. Coach-class accommodations (see par. C2204) on a commercial air carrier are used as the basis for constructed cost.

2. Contract Airfare. If air carrier fares provided under GSA contract are:

a. Available between origin and destination, the constructed cost is limited by the contract airfare.

b. Not available between origin and destination, the constructed cost is limited by the lowest unrestricted coach-class fare between origin and destination.

3. Accommodations. Coach-class accommodations are presumed available from a carrier when coach-class is available on flights serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

C. Constructed Cost Comparison by Train

1. When air accommodations are not provided between origin and destination points, mileage reimbursement is limited by the constructed cost of coach-class train accommodations for the travel performed.

2. The constructed cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical.

3. The constructed cost comparison may be limited by the cost of extra fare service (see par. C2203-D) only when extra fare service has been authorized as Government advantageous.

D. Constructed Cost Comparison by Bus. When neither air nor rail transportation is provided, mileage reimbursement is limited to the constructed cost of bus transportation.

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.

	<b><u>First Class</u></b> (DoDD 4500.9)	<b><u>Business Class</u></b>
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.

***Effective 16 August 2004***

\*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: ***NOTE: See Appendix H, Part II, Section C, for a first-class decision support tool.***

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 considered for use 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.

***Effective 15 June 2004***

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.

***Effective 23 July 2004***

\*e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.

\*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](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).) One of the preceding criteria must also be met (pars. C2204-B3 a through e). 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.*)

***Effective 16 August 2004***

\*4. Business-class Accommodations Use. (***Only the officials listed in par. C2204-B2b may authorize/approve business-class airline accommodations.***) ***Use of business-class accommodation must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Premium-class authorizing/approving officials (see par. C2004-B2b) must consider each request for business-class airline accommodations 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. (See Appendix H, Part III, Section B, for business-class accommodations procedures/requirements.)*** 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.)

***Effective 23 July 2004***

\*e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.

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](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.

***Effective 16 August 2004***

\*5. Documentation Requirements. (See Appendix H for document requirements/procedures.)

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.***

*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.

*Effective 16 August 2004*

\*E. More Costly First-class Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See Appendix H, Part II, Section C, for a first-class decision support tool.) 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, 1 May 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.

*Effective 16 August 2004*

\*B. First-class Train Accommodations Use. (See Appendix H, Part II, Section C, for a first-class decision support tool and procedures.)

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 G: BAGGAGE ALLOWANCE

### C2300 FREE CHECKABLE BAGGAGE

A. General. The rules governing free baggage allowances and charges for excess baggage are outlined in the carrier's tariff. Weight limitations for free checkable baggage for the different transportation modes are as stipulated in pars. C2300-B, C2300-C, C2300-D, and C2300-E.

B. Rail/Bus Travel. Normally, for rail/bus travel totally within CONUS, 150 pounds of free checkable baggage is allowed on each full ticket and 75 pounds of free checkable baggage is allowed on each half-fare ticket. For travel in connection with transoceanic travel, 350 pounds of free checkable baggage is allowed on each full ticket and 175 pounds of free checkable baggage is allowed on each half-fare ticket.

#### C. Commercial Aircraft

1. Travel within CONUS. Free checkable baggage applies to employees performing official travel within CONUS. Generally, most domestic carriers authorize free baggage on the number of pieces concept as opposed to weight. Carriers who have adopted the number of pieces concept apply this concept to both permanent and TDY traffic. Under the "piece" concept, the air carrier will transport, free of charge, three pieces of luggage not to exceed certain overall dimensions; two pieces may be checked, plus one may be carried aboard if it can be stowed under the passenger's seat. Under the piece baggage plan, carrier's tariffs prescribe different dimensional limitations and conditions with regard to pieces of checked baggage and unchecked carry-on baggage allowable as free baggage. Carrier's tariffs should be consulted in this connection.

2. OCONUS Travel. Free baggage allowances for travel to, from, or between OCONUS points vary, but ordinarily, the carriers allow:

a. U.S. Flag Carriers (Including Conventional Premium Class and Coach Class). Two pieces may be checked and one piece may be carried aboard the aircraft if it can be stowed under the passenger's seat. Weight and dimensional limitations are prescribed in the carrier's tariffs.

b. Foreign Flag Carriers. Sixty-six pounds are allowed when traveling in premium class accommodations; 44 pounds when traveling in coach class.

#### D. AMC Procured Airlift (Including Categories A, B, and M)

##### 1. Checked Baggage

a. Two pieces of baggage, each weighing no more than 70 pounds, may be checked.

b. Each piece must not exceed 62 linear inches (L + W + H).

c. An oversized bag such as duffel bag, sea bag or B-4 bag may be substituted for one checked piece.

d. Single items exceeding 70 pounds and/or 62 linear inches will be counted as two pieces and, therefore, fulfill the allowance for a passenger.

e. Items exceeding 100 pounds are not accepted.

2. Carry-on Baggage

- a. Each passenger is permitted to hand carry one article for storage in the passenger cabin area.
- b. The weight of this item is not part of the passenger's checked baggage authorization.
- c. The carry-on bag must fit under the passenger's seat, in the overhead rack, or on the garment bag rack.
- d. Carry-on baggage may not exceed 45 linear inches.

***NOTE:*** For more detailed information on baggage requirements and limitations, see AMC Instruction 24-101, Volume 15; or view this information at the following website:  
<http://public.scott.af.mil/hqamc/pubs/amci/24series/24-101v15.pdf>.

E. MSC or Commercial Ships. On MSC or commercial ships, 350 pounds is allowed for the employee and each dependent 12 years of age or over and 175 pounds is allowed for each dependent under 12 years of age.

### **C2302 EXCESS BAGGAGE**

Baggage in excess of the weight, size, or number of pieces carried free by transportation modes is classified as excess baggage. ***Excess baggage does not include pets.*** Excess baggage charges are allowed only when authorized/approved (for TDY) or approved (for PCS/TCS). ***NOTE: Travelers should be financially prepared to pay for excess baggage charges.***

See par. C1410-C2 regarding excess baggage on PCS/TCS moves. See par. C1410-B4h regarding excess baggage on TDY travel.

### **C2303 PUBLIC PROPERTY**

Public property which cannot be transported as baggage will, when authorized, be shipped in accordance with the regulations of the separate departments.

### **C2304 RELATIONSHIP TO HHG WEIGHT ALLOWANCE**

A. Free Checkable Baggage. Allowances for free checkable baggage stipulated in par. C2300 are in addition to HHG weight allowances.

B. Expedited Shipments. The weight of expedited shipments will be a part of the maximum weight allowance for HHG when permanent duty travel is involved.

C. Excess Baggage. When excess baggage is allowed in connection with permanent duty travel, except in connection with renewal agreement travel, the excess weight will be a part of the maximum weight allowable for HHG. If the baggage moves as accompanied baggage, the authorized excess amount will be treated as gross weight. If it is shipped as unaccompanied baggage the authorized excess amount will be considered as net weight. See also JTR, par. C4720-A11.

D. Unaccompanied Baggage. The weight of any unaccompanied baggage shipped or transported by any mode, at Government expense, will be considered part of the HHG weight allowance when permanent duty travel is involved.

#### **C2305 RENEWAL AGREEMENT TRAVEL**

The maximum baggage allowance that may be authorized at Government expense for employees and dependents returning to place of actual residence for the purpose of taking leave between overseas tours of duty will not exceed 350 pounds for each eligible adult and 175 pounds for each dependent under 12 years of age when travel is performed by ship. When travel is performed over ocean by air, the maximum baggage weight allowance that may be authorized at Government expense will not exceed 100 pounds per person (excluding free checkable baggage). If the baggage moves as accompanied baggage, the authorized amount will be considered as gross weight. If it is shipped as unaccompanied baggage, the authorized amount will be considered as net weight. Overseas commanders will hold baggage weight authorization to a minimum on an individual basis consistent with the trip requirements. Subject to the total weight limitation, baggage that cannot be transported free on the passenger ticket may be authorized in the travel authorization for shipment at Government expense to, from, and between ports of embarkation. The shipment of HHG at Government expense as baggage is prohibited in connection with renewal agreement travel. Baggage allowance will be limited to personal clothing and articles necessary for the trip.

#### **C2306 UNACCOMPANIED BAGGAGE SHIPMENT/BAGGAGE STORAGE FOR STUDENT DEPENDENTS PERFORMING EDUCATIONAL TRAVEL**

A student dependent (of a civilian employee in a foreign area), who is performing authorized travel at Government expense to/from a school, is authorized unaccompanied baggage (see the definition in Appendix A) shipment of 350 pounds net weight (see par. C8020-B). Shipment must be made by the least costly transportation mode that meets the student dependent's needs. During a student's annual trip between the school and the employee's PDS, an employee may have the student's unaccompanied baggage commercially stored in the school's vicinity instead of transporting the unaccompanied baggage. The funding DoD component may pay directly, or an employee may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation of the stored weight NTE 350 pounds.

#### **C2307 STOPPAGE OF BAGGAGE IN TRANSIT**

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket, full explanation of the facts should be made to the transportation officer who issued the GTR at the time of transmitting the unused ticket for redemption. Failure to observe this rule will result in any excess cost to the Government being charged to the employee.

*Effective 26 July 2004*

#### **\*C2308 TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE**

For reimbursement for charges for transferring, storing, checking, and handling of baggage, see pars. C1430-B, C1430-C, C1430-D, C1430-E and C1430-F.

**C2309 UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TDY ASSIGNMENTS**

Unaccompanied baggage may be authorized/approved when justified in connection with a TDY assignment for 30 days or longer. The allowable weight, up to a maximum of 350 pounds, will be limited to that necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the purpose of the mission and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage will not be authorized in conjunction with or in addition to shipment effected under this paragraph.

**C2310 UNACCOMPANIED BAGGAGE OF DODEA TEACHERS AUTHORIZED EXTENDED LEAVES OF ABSENCE**

A teacher performing renewal agreement travel for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized:

1. Shipment of 350 pounds of unaccompanied baggage for each eligible adult, and
2. 175 pounds of unaccompanied baggage for each dependent under the age of 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Excess accompanying baggage is not authorized in conjunction with/in addition to this shipment. Shipment under this paragraph is in place of unaccompanied baggage the employee may be entitled to ship under the provisions of par. C2305.

***NOTE:*** See JTR, par. C5160-B for unaccompanied baggage in connection with permanent duty travel.

**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)*****Effective 16 August 2004***

\*A. General Information. The following information must be included on all travel authorizations: ***NOTE: See par. C2000-A2-NOTE, if premium-class accommodations are authorized.***

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](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).

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

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

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

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

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

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

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

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

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

Item 10,

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

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

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

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

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

- (a) Reduced Per Diem Rates - check block 13b "Other Rate of Per Diem (*Specify*) \_\_\_\_\_"

When the 55% rate prescribed in JTR, par. C4561-D for a long-term TDY or training assignment applies, and the resulting per diem is \$48 (\$86 x 55%), the entry should be "Fixed rate \$48."

**Other Examples:**

When the 55% rate prescribed in JTR, par. C4561-D for a long-term TDY or training assignment would normally apply, but a reduced or higher per diem rate is justified and authorized instead under JTR, par. C4561-D2 and C4550, the entry should reflect the actual rate authorized, for example "Fixed rate \$56"

When anticipated expenses justify a lower per diem rate and a fixed rate of \$60 is authorized under JTR, par. C4550-B; the entry should be "Fixed rate \$60."

Also indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. C4550-C and C4550-D) for the rate shown.

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

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

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

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

***Effective 16 August 2004***

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

- (a) Include the statement " \_\_\_\_\_ pieces or \_\_\_\_\_ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302) if excess baggage is authorized.
- (b) Include an appropriate statement indicating the number of annual leave days authorized if delay en route for personal reasons is authorized.
- (c) When a travel authorization authorizes:
- Effective 16 August 2004***
- \* (1) First-class air accommodations include the statement: "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2a have authorization/approval authority for first-class accommodations.***) in (cite the memo/letter/message reference and date (See Appendix H, Part II, Section B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section B. or
- \* (2) Business-class air accommodations, include the statement: "The use of business-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol (***Only officials listed in par. C2204-B2b have authorization/approval authority for business-class accommodations.***) in (cite the memo/letter/message reference and date (See Appendix H, Part III, Section A.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E, and Appendix H, Part II, Section A.
- (d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.
- (e) Include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor) if the traveler accompanies or is accompanied by other persons in an official travel status in a POC.
- (f) See DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used.
- (g) Include a statement indicating whether (and if so, the number/dates) or not meals and/or lodgings are included in the registration fee (see par. C4955-E1) if a registration fee is authorized (see par. C4720-B4j).
- (h) Include any administrative restriction precluding or limiting other allowable POC costs (see par. C4654).
- (i) Cite JTR, par. C6150 or C6151 when traveling as escort for a Service member's dependents.
- (j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

(k) Include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the travel authorization, and actually used, instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The authorization should contain a statement similar to “Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.”)

(l) Travel at No Expense to the Government -- This travel authorization is issued in the DoD’s interest but voluntary (permissive) in nature. ***If used, it must result in no cost to the U.S. Government.*** The employee is financially responsible for all travel and transportation expenses. ***No accounting information should be placed on the travel authorization.*** There is no penalty if the traveler chooses not to use this travel authorization; however, the AO should be notified without delay that this travel authorization has not been used.

(m) If a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (see pars. C4950-M and C4950-N)) is authorized, include the statement: “***Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination).*** Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

(n) Include the dollar amount/call for authorized calls home (see par. C4705).

(o) Costs for Expenses not Fully Covered by Non-Federal Source - State on the travel authorization that the traveler is being reimbursed for the difference between the full Government allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)) covers some but not all of the allowable travel and subsistence expenses. See Chapter 4, Part L to determine the applicable maximum allowances.

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

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

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

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

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

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

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

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

C. Distribution. See par. C3057.

#### **C3151 PERMANENT DUTY TRAVEL**

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

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

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

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

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

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

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

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

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

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

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

***Effective 1 August 2000***

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

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

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

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

(a) When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item.

(b) If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions.

\* (c) When a travel authorization authorizes:

(1) First-class air accommodations include the statement: "The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol (*Only officials listed in par. C2204-B2a have authorization/approval authority for first-class accommodations.*)) in (cite the memo/letter/message reference and date (See Appendix H, Part II, Section B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section B. or

(2) Business-class air accommodations, include the statement: "The use of business-class transportation is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol (*Only officials listed in par. C2204-B2b have authorization/approval authority for business-class accommodations.*)) in (cite the memo/letter/message reference and date (See Appendix H, Part III, Section A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class fare and the coach-class fare is (\$XXX.XX)." See Chapter 2, Part E and Appendix H, Part II, Section A.

(3) When the AO has determined that an employee and/or dependents should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons), include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government. This helps to justify travel reimbursement based on the transportation mode authorized on the travel authorization, and actually used, instead of the constructed cost of the mode otherwise apparently most advantageous to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is precluded due to a disability or other special medical need. The travel authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

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

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

***Effective 26 September 2002***

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

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

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

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

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

C. Distribution. See par. C3057.

D. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 USC §552a) by adding a Privacy Act Statement for “Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel” (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

## **PART F: RESERVED**

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## **PART G: RESERVED**

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## **PART H: AGREEMENT VIOLATIONS**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C4350</b>	<b>RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>A. Employee</li><li>B. Various Officials</li><li>C. Civilian Personnel Officer</li><li>D. Finance, Fiscal, or Disbursing Officer</li></ul>
<b>C4351</b>	<b>AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. To CONUS</li><li>C. Within or from the CONUS</li><li>D. Appointees to First PDS</li></ul>
<b>C4352</b>	<b>AGREEMENT VIOLATIONS FOR OVERSEAS EMPLOYEES</b> <ul style="list-style-type: none"><li>A. Failure to Satisfy Service Requirement</li><li>B. Violation during the First Year of Service under an Initial Agreement</li><li>C. Violation after 1 Year of Service under an Initial Agreement</li><li>D. Employees Serving under Renewal Agreements</li><li>E. Teachers in the DoDDS</li></ul>
<b>C4353</b>	<b>COMPUTATIONS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs</li><li>C. Commercial Carrier Transportation Costs</li><li>D. Travel Time Compensation</li><li>E. Per Diem Allowance</li><li>F. Extent of Employee Financial Responsibility to the Government</li><li>G. Return Travel Costs: Government's Obligation</li><li>H. Return Travel Costs: Employee's Obligation</li></ul>

## **PART I: REIMBURSEMENT OPTIONS FOR TRAVELERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF OPERATIONS**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C4360</b>	<b>DEFINITIONS</b> <ul style="list-style-type: none"><li>A. Combatant Command Area of Operational Responsibility (AOR)</li><li>B. Joint Task Force (JTF)</li><li>C. Operational Deployment</li><li>D. Exercises</li><li>E. TDY Options</li></ul>

## **PART J: TEMPORARY DUTY TRAVEL**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>C4405</b>	<b>JUSTIFICATION</b>
<b>C4410</b>	<b>WHAT CONSTITUTES TDY TRAVEL</b>
<b>C4415</b>	<b>TDY ASSIGNMENT SELECTIONS</b>
<b>C4420</b>	<b>ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS</b> <ul style="list-style-type: none"><li>A. Advance Notice</li><li>B. Clearances</li><li>C. Other Requirements</li></ul>
<b>C4425</b>	<b>ITINERARY VARIATION</b> <ul style="list-style-type: none"><li>A. Variation Authorized in the Travel Authorization</li><li>B. Variation Not Authorized in the Travel Authorization</li></ul>
<b>C4430</b>	<b>TDY TIME LIMITATION (EXCEPT TDY FOR TRAINING)</b> <ul style="list-style-type: none"><li>A. General</li><li>B. 180-consecutive-day Time Limitation</li><li>C. TDY Periods in Excess of 180 Consecutive Days</li><li>D. Temporary Change of Station (TCS) instead of an Extended TDY</li><li>E. Income Taxation of Reimbursable TDY Allowances</li><li>F. Extensions</li></ul>
<b>C4435</b>	<b>TDY PRIOR TO REPORTING TO FIRST PDS</b>

- C4440**                    **ORDERED TO TDY WHILE ON LEAVE**  
A.    General  
B.    TDY at Leave Point  
C.    TDY at other than Leave Point
- C4445**                    **ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION**
- C4450**                    **OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS**
- C4455**                    **NOT USED**
- C4460**                    **TDY ASSIGNMENTS ON SUBMARINES**
- C4465**                    **ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS**
- C4470**                    **TDY ASSIGNMENT ABANDONED OR NOT COMPLETED**
- C4475**                    **TDY DEPARTURE FROM DEPENDENTS' RESIDENCE**

3. Documentation. The information developed concerning the actual residence must be placed in the employee's official personnel folder.
4. Change in Actual Residence. Where actual residence has been determined in accordance with par. C4004-B2, no change is authorized during a continuous period of overseas service and none may be approved except in case of an error (35 Comp. Gen. 101 (1955); 39 id. 337 (1959)). In the event of an error, the appropriate agreement must be corrected to show the employee's correct actual residence.

#### **C4005 PERIOD OF SERVICE REQUIREMENT (TOUR OF DUTY)**

- A. Transfers to and within CONUS. The tour of duty in connection with transfers to or between PDSs within CONUS is 12 months.
- B. Appointment to First PDS. The tour of duty for first PDS travel in connection with appointment/assignment to first PDS in the CONUS or in a non-foreign OCONUS area is 12 months.
- C. OCONUS Employment

1. General

- \*a. OCONUS Tours of Duty. To the fullest practicable extent, tours of duty established by ASD (FM&P) for DoD civilian employees in OCONUS localities are uniform within each area. Standard tours of duty are 36 months under initial, and 24 months under renewal, agreements negotiated with employees assigned OCONUS. Exceptions to the standard tours of duty (specific tours) are provided in Appendix Q, pars. A, B, C and D. Appendix Q, par. E provides instructions for requesting a change in tours of duty. The initial and renewal tour lengths are the same for the non-standard tour locations listed in Appendix Q (e.g., the initial and renewal tour length are both 18 months for Greenland).
- b. Administratively Reduced Tours. A tour of 24 months may be administratively reduced by 2 months for employees signing a renewal agreement to serve an additional tour at the same or another post. Similarly, the 36-month period of service prescribed under an agreement may be reduced up to 6 months for the purpose of beginning authorized renewal agreement travel, provided that the renewal agreement is for duty in a 24-month tour area. Except as provided in par. C4005-C1d, when an agreed tour of 24 or 36 months is administratively reduced, the period of service under a renewal agreement must be increased by the length of the reduction. Use of these reduced tours is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for employees having dependents attending school OCONUS.
- c. Administratively Extended Tours. A 24-or 36-month tour may be extended, allowing employees to perform renewal agreement travel after the extended tour. Except as provided in par. C4005-C1d, the length of the renewal tour must be established as equal to 24 months minus the period of service completed under the administrative extension of the initial agreement, or 12 months whichever is greater. A Component must not execute an administrative extension of an initial agreement to negate an employee's authorization for separation travel and transportation allowances. Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period prescribed in the initial agreement. The administrative extension of the initial agreement must be signed by the employee and appropriate authority of the DoD component concerned. (See B-199643, 30 September 1981.)
- d. Length of Renewal Tour for Employees Subject to the 5-Year OCONUS Service Limitation. When an initial agreement of 36 months is administratively reduced by a period up to 6 months for an employee subject to the 5 year OCONUS service limitation, the renewal agreement must prescribe a period of service that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave incident to the renewal agreement, equals 60 months. Likewise, a 36-month tour may be extended, allowing employees to perform renewal agreement travel after the extended tour, so long as the employee serves a period of at least 12 months after returning to the OCONUS area. The length of the renewal tour, however, must be established as equal to 60 months (5 years) minus the sum of (i) the period of service completed under an initial transportation agreement; (ii) the period of service

completed under the administrative extension of the initial agreement, and (iii) the period of time authorized as leave incident to the renewal travel; or 12 months, whichever is greater.

e. Employees Released from 5-Year OCONUS Service Limitation. If an employee's 5-year OCONUS service limitation is extended beyond the 5-year period so the employee can perform renewal agreement travel following completion of the initial tour and an administrative extension of the initial tour (for example: 36-month initial tour plus 15-month administrative extension), the length of the renewal tour is determined in accordance with par. C4005-C1c. In this case, the length of the renewal tour must be established as equal to 24 months minus the period of service completed under the administrative extension of the initial tour (example 15 months), or 12 months, whichever is greater. (In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.)

f. Employee Serves Additional Tour(s) after the 5-Year OCONUS Service Limitation. The length of renewal tour(s) served after the 5-year service limitation is determined in accordance with pars. C4005-C1b and C4005-C1c, except that a renewal tour of 12 months under which an employee is serving may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same or another post (37 Comp. Gen. 62 (1957)). DoD component policies concerning extensions in OCONUS areas beyond 5 years must be applied in conjunction with pars. C4005-C1e and par. C4005-C1f.

2. Tour of Duty Areas. See Appendix Q for tours of duty and for information about requests to establish other than standard tours of duty.

3. Credit for Prior Service. The following personnel must serve the employing DoD component for 1 year (1 school year for persons in teaching positions under the DoD Education Activity) from the date of employment under their own transportation agreement or a period of time which, when added to their immediate prior period of civilian or military service before signing the agreement, totals the prescribed tour of duty for the area, whichever is greater (see par. C4006-C1 for when tour of duty begins):

a. Persons appointed by transfer from another Government agency whose immediate prior service has been in an OCONUS area and who transfer without performing renewal agreement travel;

b. Military personnel who separate locally and accept Government employment, and with whom agreements are negotiated;

c. Government contractor personnel who separate locally to accept Government employment and with whom agreements are negotiated;

d. Locally hired dependents of military or civilian employees with whom an agreement was negotiated;

e. Persons in the employ of an international organization in which the U.S. Government participates, who are separated in OCONUS areas to accept DoD employment and with whom agreements are negotiated;

f. Employees of nonappropriated fund activities who separate in OCONUS areas to accept other DoD employment and with whom agreements are negotiated under the conditions in par. C4002-B2a(2); and

g. Persons re-employed from a reemployment priority list with whom agreements are negotiated as provided in par. C4002-B2a(3).

4. Reassignment or Transfer in Same Geographical Locality

a. Without Incurring PCS Costs. When an employee is reassigned within a DoD component or transferred to another DoD component in the same OCONUS geographical locality before completing a tour of duty, without incurring PCS costs, the tour of duty specified in the transportation agreement under which the employee is serving at the time of reassignment or transfer continues in effect. At the end of

## \*PART I: REIMBURSEMENT OPTIONS FOR TRAVELERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF OPERATIONS

### C4360 DEFINITIONS

A. Combatant Command Area of Operational Responsibility (AOR). A specified area of operations location where various forces are moved to complete operational actions in low or high intensity operations/ exercises. Organizations in the AOR are composed of direct units, coalition forces, CJCS, JTFs and other operating forces supporting the Combatant Commander's operations.

B. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the Combatant Command commander or an existing joint task force (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms).

C. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or Combatant Commander's mission. These include UN and JTF peacekeeping, nation building, humanitarian missions, and similar missions; and operations against an actual or potential enemy. (See Appendix A for a definition of Contingency Operations.)

D. Exercises. Those Service, Combatant Commander, or CJCS training military maneuvers or simulated wartime operations whose primary purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers, which may or may not involve more than one Service. Travelers/units are placed in field duty.

#### E. TDY Options

##### 1. General

##### a. The Combatant Commander/JTF Commander:

- (1) Provides equity for the payment of travel and transportation allowances in the area of operations and actions within the AOR.
- (2) Determines the appropriate TDY option for all assigned personnel within the AOR which establishes the per diem meal rate and lodging conditions, after consultation with Service component commanders;
- (3) May delegate authority to a subordinate commander that directs the travel in individual travel cases or specific circumstances to prescribe a different per diem rate, which includes lodging, meal and incidental expense and/or lodging rate, and
- (4) Must communicate these decisions (including the appropriate meal rate and/or lodging rate) to the appropriate Services for inclusion in travel authorizations. **NOTE: JTF exercises must be field duty.**

b. These decisions apply to all travelers temporarily assigned for operational deployment to a Combatant Command and/or JTF performing duty under similar conditions within the same area of operations.

c. The Secretarial Process for each Service may direct a TDY option different than the one used for Combatant Command and/or JTF travelers for travelers who are:

- (1) Not located in the Combatant Command's/JTF's area of operations but who are operating in a support capacity, or
- (2) Located in the Combatant Command's/JTF's area of operations but are not part of the Combatant Command/ JTF.

## 2. Regular TDY

a. General. For regular TDY, a traveler:

- (1) Travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days (see par. C4430-C for exceptions and waiver authority to the 180 day limit);
- (2) Is reimbursed for lodging, meals and incidental expenses in Chapter 4, Part L or par. C4360-E2b; and
- (3) Receiving the GMR rate while TDY to a Combatant Commander's/JTF Commander's AOR, who travels within that AOR, is not traveling for M&IE purposes (e.g., if a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).

b. Temporary Dining Facilities – Combatant Command or JTF. If:

- (1) A traveler consumes meals at the Combatant Command's/JTF's temporary dining facility and is charged the discount GMR for meals, the traveler is reimbursed the discount GMR plus an incidental expense of:
  - (a) \$3.00 in CONUS, or
  - (b) The applicable locality incidental expenses rate (see <http://www.dtic.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS when on a U.S. Installation (see Appendix A) or the Combatant Commander/JTF commander determines \$3.50 to be adequate.
- (2) The traveler's statement is accepted to support increased per diem for a missed meal at a Combatant Command's/JTF's temporary dining facility, the PMR is authorized (see par. C4554-A1a3) for that day.

(3) Combatant Command/JTF travelers outside the AOR or en route to the AOR pay the meal rate IAW the DoD Financial Management Regulation at [http://www.dtic.mil/comptroller/fmr/12/12\\_19.pdf](http://www.dtic.mil/comptroller/fmr/12/12_19.pdf), they are reimbursed IAW Chapter 4, Part L.

- c. Operational Deployment. Travelers on an operational deployment are on “regular” TDY (see exceptions for exercises in par. C4360-E4 below).
3. Essential Unit Messing (EUM). The traveler is paid the incidental portion of the daily M&IE rate and reimbursed the discount Government meal rate (GMR).
4. Field Duty. During field duty (Appendix A) the traveler is:
- Subsisted in a Government mess or with an organization that is receiving field rations, and is serving with troops on maneuvers, war games, field exercises, or similar types of operations.
  - Furnished Government quarters or quartered in accommodations ordinarily associated with field exercises.
  - Reimbursed the discount Government meal rate (GMR) but not incidental expenses..

***NOTE: A Combatant Commander-/JTF- determined official may place the traveler in a field duty status if quarters and subsistence, obtained by contract, are furnished.***

**JOINT TASK FORCE OPERATIONS TDY OPTIONS  
SUBSIST ASHORE**

<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Traveler Pays for Lodging and Government Meals at the Full Gov’t Meal Rate (GMR) 1/
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Traveler Pays for Lodging and for Government Meals at the Discount Gov’t Meal Rate (GMR)2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Traveler Pays for Lodging and Meals
	Commercial Lodging and Government Meals <b>(In AOR only)</b>	Lodging and M&IE	Traveler Pays for Lodging and Government Meals at the Full Gov’t Meal Rate (GMR)
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Traveler Pays for Government Meals at the Discount Gov’t Meal Rate (GMR)
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Traveler pays for Government Meals at the Discount Gov’t Meal Rate (GMR)



(3) PMR on any day when at least one, but not all three, meals are consumed in a Government mess. The PMR plus \$3 for incidental expenses.

b. CONUS. The

(1) Applicable locality rate (see <http://www.dtic.mil/perdiem/perdiemrates.html>), (use \$3.50 for the incidental rate, when quartered on a U.S. Installation and a Government mess is not used, instead of the incidental expense rate for the locality concerned see **NOTE** below on incidental expense)), or

(2) Standard GMR for meals in a Government mess plus the incidental expense rate (see **NOTE** below) on any day all three meals are consumed in a Government mess, or;

(3) PMR plus the incidental expense rate (see **NOTE** below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

**NOTE:** *The incidental expense rate OCONUS is the applicable locality rate (see <http://www.dtic.mil/perdiem/perdiemrates.html>), or \$3.50 when the employee is TDY to a U.S. Installation and Government quarters are available. There are two exceptions, the AO can determine:*

**1. \$3.50 to be adequate when the employee is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.**

**2. That \$3.50 is not adequate on a U.S. Installation and authorize/approve the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/perdiemrates.html>). In this case, payment of the locality incidental expense rate must be stated in the travel authorization.**

c. Joint Task Force (JTF) Operations. See Chapter 4, Part I.

2. Partial Days. On partial days (days of departure from and days of return to PDS), the GMR or PMR do not apply.

3. Schoolhouse Training (Formal Courses of Instruction). The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY travel authorization to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the travel authorization. If that information is not available prior to travel authorization issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher authority can authorize the PMR for that day.

B. Deductible Meals. The PMR prescribed in par. C4554-A above applies on any day when one or two deductible meals are provided (see par. C4955-E3). A deductible meal is a meal:

1. Made available pursuant to an agreement between a DoD Component or agency and any organization, if the travel authorization indicates the facility providing the meal(s) is available;

2. Included in a registration fee ultimately paid by the Government;

3. Furnished at no cost to the traveler by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
4. Furnished by the Government at no cost to the traveler.

The following are not deductible meals:

***Effective 5 August 2004***

\*1. Box lunches (which include such things as C Rations, K Rations, MREs) -- except when MREs and/or box lunches are the ***only method*** of providing adequate subsistence to travelers ***NOTE: See Chapter 4, Part I, for travelers on TDY within a Combatant Command or Joint Task Force Area of Operations.***

2. In-flight meals,
3. Rations furnished by the Government on military aircraft,
4. Government meals paid for by the traveler and consumed in a Government mess,
5. Meals furnished on commercial aircraft, or
6. Meals provided by private individuals.

***NOTE: If all three meals are provided/consumed at no cost to the traveler only the incidental expenses for that day (\$2 in CONUS; or the locality incidental expenses (see <http://www.dtic.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) are payable.***

C. Absence of Commercial OCONUS Establishments which Prepare and Serve Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and
2. The AO determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally used by travelers at that place. The AO must determine and state in the travel authorization, the applicable per diem rate. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses or the incidental rate in <http://www.dtic.mil/perdiem/perdiemrates.html>, when the AO determines \$3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of Military Units on Field Duty. No per diem is payable to civilian employees under civilian travel authorizations who, as part of their assigned duties, accompany military units on field duty, or provide noncombatant support to military units. See Appendix A for the definition of field duty. The prohibition on payment of per diem applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents).

**\*C4566 QUICK REFERENCE TABLES - PER DIEM AUTHORIZATIONS**

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part L. See Chapter 4, Part I for meal allowances when JTF operations are involved.

<b>Quick Reference - Per Diem Authorizations</b>						
<b>TDY Travel of More Than 24 Hours</b>						
<b>(1) Departure Day from PDS</b>		<b>Abbreviation used:</b> Govt. = Government		<b>GMR = Government meal rate</b>		
<b>Footnotes: See table # 4</b>				<b>NTE = Not to exceed PMR = Proportional meal rate</b>		
	<b>a</b>	<b>B</b>	<b>C</b>	<b>d</b>	<b>e</b>	<b>f</b>
	Arrived at TDY location (not on U.S. Installation) on same day as departed PDS.	Arrived at TDY location (on U.S. Installation) on same day as departed PDS. Traveler occupied Govt. quarters.	Arrived at TDY location (on U.S. Installation - Govt. quarters available) on same day as departed PDS. Traveler elected not to occupy available Govt. quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to TDY.	Arrived at a long-term TDY or training location on same day as departed PDS.
<b>Per Diem for Departure Day from PDS <sup>6/</sup></b>	75% of M&IE Rate for TDY Locality <sup>1/</sup> plus lodging cost NTE maximum lodging prescribed for TDY locality. <sup>2/, 5/</sup>	75% of M&IE rate for TDY locality <sup>1/</sup> plus cost of Govt. quarters NTE maximum lodging prescribed for TDY locality.	75% of M&IE rate for TDY locality <sup>1/</sup> plus cost of lodgings occupied NTE maximum lodging amount prescribed for TDY locality. <sup>8/</sup>	75% of M&IE Rate for destination TDY Locality <sup>1/</sup> for departure day.	75% of M&IE rate for en route stopover locality plus lodging cost NTE maximum lodging amount prescribed for stopover locality. <sup>2/, 5/</sup>	75% of M&IE rate for long-term TDY/training location plus cost of lodging NTE rate prescribed for that location. (The fixed reduced or 55% rate authorized for long-term TDY/training does not apply on travel day to that location.)

<b>(2) Whole Days of Travel in CONUS</b>						
<b>Footnotes: See table # 4</b>			<b>Abbreviations used: Govt. = Government GMR = Government meal rate</b>			
			<b>NTE = Not to exceed PMR = Proportional meal rate</b>			
	a	b	c	d	e	f
	Traveled overnight & arrived at a CONUS TDY location (not on U.S. Installation) on day after departing PDS.	Traveled overnight & arrived at CONUS TDY locality (on U.S. Installation) on day after departing PDS. Traveler occupied Govt. quarters.	Each whole day at CONUS TDY locality (not on U.S. Installation).	Each whole day at a CONUS TDY locality (on U.S. Installation) when traveler occupies Govt. quarters.	Each whole day at a CONUS TDY locality (on U.S. Installation) when traveler elects not to occupy available Govt. quarters.	Each whole day at a CONUS long-term TDY or Training location where the employee is authorized a fixed per diem at a reduced rate or 55% rate.
<b>Per Diem for Whole Days of Travel <sup>6/</sup></b>	M&IE applicable to CONUS TDY locality (when three meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality <sup>2/</sup> .	M&IE plus cost of Govt. quarters. (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3 if one or two deductible meals are provided <sup>7/</sup> , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	M&IE applicable to CONUS TDY locality (when 3 meals are other than Govt. mess or deductible meals) plus cost of lodging NTE maximum rate prescribed for TDY locality <sup>2/</sup> (If one or two deductible meals are provided, M&IE is PMR plus \$3 (see par. C4554-B)).	M&IE plus cost of Govt. quarters. (M&IE may be at (1) rate prescribed for TDY locality, if 3 meals are other than Govt. mess or deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR plus \$3 if one or two deductible meals are provided <sup>7/</sup> , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	M&IE plus cost of occupied lodging NTE maximum rate prescribed for TDY locality <sup>8/</sup> . (M&IE may be at (1) The rate prescribed for the TDY locality, if 3 meals are other than Govt. mess or Deductible meals, (2) Standard GMR plus \$3, if all three meals are consumed in a Govt. mess, (3) PMR plus \$3 if at least one, but not all three, meals are consumed in a Govt. mess, (4) PMR rate plus \$3 if one or two deductible meals are provided <sup>7/</sup> , or (5) see par. C4554-D when field duty is involved and par. C4554-A3 when schoolhouse training is involved) (see par. C4554-A for determination of M&IE rate)).	Per diem at the authorized fixed reduced or 55% rate without itemization or receipts for meals, lodgings or incidental expenses. <sup>2/ 6/8/</sup>

**C4678 RETURN TO PDS DURING EXTENDED TDY****A. General**

1. For this paragraph, "extended TDY" means directed travel of 3 or more weeks.
2. An employee on extended TDY may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the employee commutes daily to the PDS, on weekends or other non-workdays.
3. ***Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the employee remained at the TDY location.***

**B. Cost Analysis**

1. Prior to authorizing return travel, the AO must determine that the savings (i.e., increased employee efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.
2. The TDY assignment length and purpose and the return travel distance must be considered.
3. An analysis must be conducted at least every other year.

**C. Authorized Return**

1. Authorized return travel is intended for an employee whose employment ***requires frequent extended TDY*** assignments away from the PDS.
2. An employee on extended TDY (as defined in par. C4678-C1) may be authorized to return to the PDS (or place of abode from which the employee commutes daily to the PDS) as frequently as every other weekend provided the return is:
  - a. Justified by the cost analysis required in par. C4678-B, and
  - b. The AO determines the round-trip travel and transportation cost does not substantially exceed the cost of remaining at the TDY location.

***\*3. A traveler, who travels to a location (other than the PDS or place of abode from which the traveler commutes daily to the PDS) for personal reasons, (and returns to the TDY location) is not authorized reimbursement for transportation expenses.*** The traveler is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the employee remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

**Example 1:** Traveler TDY from Location A to Location B (with a per diem rate of \$173 (\$122 for lodging and \$51 for M&IE)) drives to Location C on Friday night and returns to Location B Sunday night. The traveler checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40) on Friday and stays in a Location C hotel Friday and Saturday nights. The traveler pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging on Friday and Saturday. Even though the per diem rate in Location C is \$196 (\$149 for lodging and \$47 M&IE), the traveler is limited to \$122/night for lodging (and

lodging taxes on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday. This is because the Location B rate is \$173 (\$122 for lodging and \$51 for M&IE) and the traveler is being paid per diem that would have been paid (max \$122 for lodging plus \$51 for M&IE) had the traveler remained in Location B. The traveler's lodging tax in Location C each night is limited to \$14.64 per night (12% of the \$122). The traveler is reimbursed up to \$29.28 for lodging tax while in Location C. ***The traveler is not authorized any TDY mileage for driving between Locations B and C.***

**\*Example 2:** Traveler TDY from Location X to Base Y (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)), where the traveler is staying on the installation at a cost of \$20/night with no charge for taxes and will be paid the \$31 proportional meal rate (PMR) based on the use of 1 or 2 Government meals daily. The traveler drives to Location Z on Friday night and returns to Base Y Sunday night. The traveler checks out of the Base Y bachelor quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The traveler paid \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$111 (\$70 for lodging and \$43 M&IE), the traveler is paid \$75/night for lodging, and reimbursement of Location Z lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Base Y. The fact that the traveler was using Government quarters and 1 or 2 Government meals per day has no effect on the traveler's M&IE on days when not using those meals. ***The traveler is not authorized any TDY mileage for driving between Locations Y and Z.***

**\*Example 3:** Traveler TDY from Location D to Location E (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)), where the traveler is staying with friends and incurring no lodging costs. The traveler drives to Location F on Friday night and returns to Location E Sunday night. The traveler stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$111 (\$70 for lodging and \$43 M&IE), the traveler is paid \$75/night for lodging, and reimbursement of Location F lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the traveler is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the traveler remained in Location E. The fact that the traveler was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The traveler is not authorized any TDY mileage for driving between Locations E and F.***

4. A statement that return travel 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 duty hours.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

5. In the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling required travel to minimize payment of overtime, including scheduling travel during regular duty hours where necessary (55 Comp. Gen. 1291 (1976)).

#### **C4679 LODGING RETAINED AT TDY LOCATION**

A. Lodging Retained at TDY Location during Voluntary or Required Return. If the employee retains lodging at the TDY location during a voluntary (per par. C4677) or required (per par. C4676) return, the employee is financially responsible for the retained room cost while gone.

B. Lodging Retained at TDY Location during Authorized Return - Lodgings Plus. When an employee is authorized lodgings plus per diem, the AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

1. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;
2. The traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement; and
3. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the capability of the establishment to store those belongings, and the traveler's ability to secure a room upon return.

If authorized/approved, the cost of lodging retained at the TDY site are paid as a reimbursable expense (up to the maximum lodging rate).

C. Lodging Retained at TDY during Authorized Return - Fixed Reduced (55%) Per Diem. When an employee is being paid a fixed reduced (e.g., 55%) per diem and is out-of-pocket for lodging retained during an authorized return, the AO may authorize/approve reimbursement of the amount the employee is out-of-pocket. However, the amount allowed for lodging cost as a reimbursable expense may not be more than the amount the employee would have received if the return trip to the PDS was not taken.

#### EXAMPLE

1. The employee is on long term TDY renting an apartment at a cost of \$1,000 per month.
2. The authorized per diem rate is \$55 (i.e., 55% of the locality rate of \$100).  
55% of \$34 (M&IE) = \$18.70  
55% of \$66 (Lodging) = \$36.30  
Total = \$55 or 55% of \$100 = \$55
3. The employee is reimbursed  $\$36.30 \times 30 = \$1,089$  per 30-day month for lodging.
4. The travel authorization authorized the employee a return trip home every 3 weeks.

#### SCENARIO 1

1. The employee returned to the PDS once during the first month. The employee is not paid for the 2 nights lodging spent at the PDS.
2. The employee is authorized \$1,016.40 (28 x \$36.30) for lodging for the first month.
3. Since the employee is authorized \$16.40 more than actual lodging cost (\$1,016.40 vs. \$1,000), the employee is not out-of-pocket for lodging costs and therefore is not authorized additional reimbursement.

**SCENARIO 2**

1. The employee returned to the PDS twice during the third month. One weekend was a holiday (3-day) weekend; the employee is not paid lodging for 5 nights spent at the PDS.
2. The employee is authorized  $25 \times \$36.30 = \$907.50$  for lodging for the third month.
3. The employee is out-of-pocket \$92.50 for lodging costs (\$1,000 vs. \$907.50).
4. The employee would have been reimbursed \$181.50 ( $5 \times \$36.50$ ) for those 5 nights had the employee not returned to the PDS.
5. The \$92.50 out-of-pocket cost is less than the amount the employee would have been paid had the employee not returned to the PDS (\$181.50).
6. At the AO's option, the employee may be authorized \$92.50 as a reimbursable expense to cover the out-of-pocket lodging costs.

**PART F: TRAVEL AT NO EXPENSE TO THE GOVERNMENT****C6250 GENERAL**

A. Policy. When travel at Government expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. C1050-B for policy on travel at Government expense.

\*B. Employee Status. An administrative determination must be made in accordance with civilian personnel policy to determine if the employee is in a duty or leave status. *If the employee is in a duty status, a TDY travel authorization must be issued. If the employee is in a leave or other non-duty status, a travel authorization must not be issued.*

C. Travel Authorization. The travel authorization must indicate that:

1. Attendance is in the DoD's interest, but travel is at no expense to the Government and no per diem or other reimbursement is authorized;
2. Travel is at the employee's request and no accounting information is placed on the travel authorization, and
3. The employee may choose not to perform the travel without penalty.

**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.

**Effective 16 August 2004**

\*B. Travel Authorizations. A DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize travel for medical reasons. Family member attendants (except those whose travel is part of their official duties as employees or who are uniformed service members) 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. If premium-class accommodations are used, the requirements for premium-class accommodations use must be met for full reimbursement. See par. C2000-A2.

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.

**C6602 TRANSPORTATION**

A. Types. Health care transportation must be in accordance with Chapter 2, except as otherwise provided in this Part. AMC resources should be used when, in the judgment of the AO, after consultation with an appropriate health care provider, it is suitable under the circumstances and reasonably available. For AMC flight scheduling information please see the following website: <https://business.transcom.mil/gpmrc/>. The AO, after consultation with a professional certifying physician, may authorize/approve travel by private airline, ambulance service, or other specialized medical transportation provider, if necessary.

B. Limitation. An eligible individual is entitled to health care transportation from the PDS outside CONUS and outside non-foreign OCONUS areas to the designated point and return to the PDS.

1. Travel to other Locations. The AO may authorize/approve health care transportation to a location other than the designated point, if the patient elects and the employee executes an excess cost agreement (par. C6601-D).

2. Obstetrical Patients. Instead of travel to the designated point, an obstetrical patient may elect to return to the CONUS or non-foreign OCONUS area. In such cases, transportation at Government expense is authorized to the nearest CONUS POE. If an obstetrical patient elects to travel to an OCONUS location that is not the designated point, par. C6602-B1 applies.

3. Dental Patients. A patient is authorized health care transportation for required dental care no more than once a year, in addition to required dental care done during any other travel. The year begins on the first day of health care travel for required dental care.

**C6603 PER DIEM**

A. General. Patients and attendants authorized transportation for health care travel also are authorized per diem under Chapter 4, Part L subject to the limitations in pars. C6603-B, C6603-C and C6603-D below, or the JFTR, if applicable. See par. C4555-B3 regarding per diem when lodging with friends or relatives.

**B. Patients**

1. Maximum Number of Days. Subject to the following subparagraphs, the AO may authorize/approve per diem for up to, but in no case for more than, 180 consecutive days including:

- a. Travel to and from the designated point or elective destination,
- b. Necessary delays before treatment and while awaiting return travel, and
- c. Necessary outpatient treatment periods.

2. Elective Destinations. If a patient elects travel to a destination other than the designated point, per diem may be authorized/approved for periods of travel to and from the elective destination, but for no longer than the constructed travel time to and from the designated point.

3. Hospital Stays. Per diem is not authorized/approved for patients during periods of hospitalization.

4. Dental Care. Unless the AO specifically authorizes/approves a longer period because of extraordinary circumstances, per diem for periods described in pars. C6603-B1b and C6603-B1c for dental patients may not be authorized/approved for more than:

- a. 3 days for emergency dental care, and
- b. 1 day for required dental care.

Extraordinary circumstances are limited to those situations that, because of the severity of the dental condition, more time is required to complete emergency dental care.

5. Obstetric Care. A patient traveling for obstetric care ordinarily leaves the PDS about 6 weeks before the expected delivery date and returns 6 weeks thereafter. The AO may not authorize/approve per diem for obstetric care travel for a period longer than 90 days, unless an early departure from, or delayed return to, the PDS is medically required.

6. Newborns. Newborn infants are authorized per diem under the same circumstances and conditions as their mothers, except at one-half the applicable locality rate.

C. Attendants. In addition to per diem for travel periods, attendants are authorized up to 3 days' per diem after arrival at the treatment site to consult the treating health care providers and to make necessary return travel arrangements. The AO may authorize/approve longer periods of per diem only for non-health care professional attendants who are family members of:

1. Adult patients, in extraordinary cases, if the attendant's presence is necessary to the patient's treatment regimen, or
2. Minor patients, if the attendant's presence is required to resolve medical or legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

D. Per Diem Rates. The applicable locality per diem rate applies. If the patient elects health care travel to a location other than the designated point, the per diem rate may not exceed the rate for the designated point.

**C6604 BAGGAGE**

The AO may authorize/approve the shipment of excess baggage for health care travel if necessary because of climatic factors, health care necessity, or other adequate reasons (See par. C2302).

**C6605 SEPARATE MAINTENANCE ALLOWANCE (SMA) IN CONNECTION WITH HEALTH CARE TRAVEL**

An employee may be eligible for a separate maintenance allowance (SMA) if an eligible dependent, while undergoing treatment away from the foreign OCONUS PDS, is delayed for at least 90 consecutive calendar days (30 days when an eligible dependent in the CONUS or a non-foreign OCONUS area is detained for medical clearance under the provisions of DSSR, section 262.4a). SMA is not paid on behalf of a dependent when the dependent is hospitalized at Government expense, or for the same period for which per diem is paid. SMA payment regulations are in DSSR, section 260 (<http://www.state.gov/m/a/als/1739.htm>).

**C6606 SAMPLE EXCESS COST AGREEMENT**

Following is a sample excess cost agreement required in par. C6601-D.

DoD Component Letterhead

(Date)

Subject: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Name of Employee or Dependent: \_\_\_\_\_

has been determined to be: \_\_\_\_\_  
(Designated Point)

I agree 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.

\_\_\_\_\_  
(Employee's Signature)

Date \_\_\_\_\_

**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);  
Department of the Army;  
Department of the Air Force;  
Department of the Navy (including the Marine Corps);  
DoD Inspector General  
U.S. Court of Appeals for the Armed Forces;

**\*DOD FIELD ACTIVITIES:**

American Forces Information Service  
Defense Prisoner of War/Missing Personnel Office;  
Defense Technology Security Administration;  
DoD Counterintelligence Field Activity;  
DoD Education Activity;  
DoD Human Resources Activity;  
Office of Economic Adjustments;  
TRICARE Management Activity;  
Washington Headquarters Services;

**\*DEFENSE AGENCIES:**

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 Security Cooperation Agency  
Defense Security Service  
Defense Threat Reduction Agency  
National Geospatial Intelligence Agency  
National Geospatial Intelligence College

National Security Agency/Central Security Service  
Missile Defense Agency  
Pentagon Force Protection Agency

**\*JOINT SERVICE SCHOOLS:**

Joint Military Intelligence College  
Defense Acquisition University  
National Defense University  
Joint Professional Military Education Colleges  
Uniformed Services University of the Health Sciences

**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. GSBCA 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.

**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 U.S.
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
*ITA	Invitational Travel Authorization
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
*MRE	Meal-Ready-To-Eat
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 U.S.
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

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 (see Appendix P) 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 1 October 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, 4<sup>th</sup> Floor W  
San Francisco, CA 94102  
(415) 522-4671

***Effective 12 July 2004***

\*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 par. 8). For more information contact:

***Effective 12 July 2004***

\*Commander, Military Surface Deployment and Distribution Command  
ATTN: SDDC-IP  
Hoffman Building II, Room 10S67  
200 Stovall Street  
Alexandria, VA 22332-5000  
(703) 428-3270/1, DSN (312) 328  
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.

*Effective 16 August 2004*

**\*APPENDIX H**

**\*PART I**

**TRAVEL PURPOSE IDENTIFIERS**

<b>Travel Purpose Identifier Codes</b>	<b>Purpose</b>
0. Site Visit	Personally perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance) at a particular location.
1. Information Meeting	To attend meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, the entire trip is for a site visit (See 0 above.).
2. Training Attendance	To receive training.
3. Speech or Presentation	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
4. Conference Attendance	To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
5. Relocation	Transfer from one PDS to another (same as a PCS move.) This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station.
6. Between Tours Travel	Travel and transportation authorizations for which an employee/uniformed member and/or dependent(s) may be eligible while serving at an OCONUS duty station; e.g., RAT or COT/IPCOT travel for the purpose of taking leave between OCONUS tours of duty; educational travel, etc. This travel is ordinarily performed in conjunction with travel resulting from a permanent change of station assignment or renewal of a tour of duty at OCONUS duty stations.
7. Special Mission Travel	To carry out a special agency mission (e.g., non-combat military units); provide security to a person or shipment (such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees.

8. Emergency Travel	To return a traveler from a temporary duty assignment location at Government expense to the designated post of duty or home, or other alternate location, where the travel would ordinarily be present to take care of the emergency situation if the Government had not directed or assigned the traveler to another location to perform official business. In the case of a uniformed member, the provisions of JFTR, par. U7205 or U7206, and for civilian employees JTR, Chapter 6, Part O, which are far more extensive, would apply.
9. Other Travel	All travel performed for reasons (purposes) not shown in one of the other nine categories listed above. Even though stated as "other travel," the travel order/authorization must also detail the specific purpose.

Effective 16 August 2004  
\*PART II

## SECTION A

### REPORTING DATA ELEMENTS AND PROCEDURES FORMAT

#### PREMIUM-CLASS TRAVEL REPORTING DATA ELEMENTS AND PROCEDURES

1. **Traveler's Name** (Last/First/MI; e.g., Smith, John. Q.): \_\_\_\_\_  
and **Sponsor's Name** (if applicable) \_\_\_\_\_
2. **Traveler's Rank/Grade** (e.g., O-7, E-6, GS-14, Civ): \_\_\_\_\_  
and **Sponsor's Rank/Grade** (if applicable) \_\_\_\_\_
3. **Last 4 SSN** (Last 4 digits of traveler's Social Security Number) \_\_\_\_\_  
and **Sponsor's Last 4 SSN** (if applicable) \_\_\_\_\_
4. **Service/Agency** of traveler (e.g., U.S. Army, DIA): \_\_\_\_\_
5. **Organization** of traveler (e.g., 434 ARW/FMF): \_\_\_\_\_
6. **Work Phone** (Comm and DSN (both with area codes): \_\_\_\_\_
7. **Email Address:** \_\_\_\_\_
8. **Mode** (Airplane, Ship or Train)  
0 = Air  
1 = Ship  
2 = Train
9. **Travel Purpose** (See Appendix H, Part I.) **NOTE:** These codes are a means to categorize a particular trip; they do not in any way convey authorization to use premium-class accommodations  
0 = Site Visit  
1 = Information Meeting  
2 = Training  
3 = Speech/Presentation  
4 = Conference  
5 = Relocation  
6 = Between Tours Travel  
7 = Special Mission Travel  
8 = Emergency Travel  
9 = Other
10. **Origin** Location at which premium-class accommodations segment starts (e.g., Washington, D.C.) \_\_\_\_\_  
(Other) Origin: \_\_\_\_\_
11. **Destination** (Location at which premium-class accommodations ends (e.g., London, U.K.)) \_\_\_\_\_  
(Other) Origin: \_\_\_\_\_

**NOTE:** For multiple stops on a single trip:

a) If the entire roundtrip is by premium-class, list the origin and each destination on one line (e.g., Washington to Tokyo to Honolulu to Washington all performed premium-class. List Washington under Origin and list "Tokyo/Honolulu/Washington" under Destination column. Only the date travel is to begin from Washington is listed.)

*b) If some legs are premium-class and others are not, then report each leg involving premium-class on a separate line with the appropriate origin/destination for that leg and the date travel is to begin for that leg (e.g., Washington to Paris to Guam to Tokyo to Honolulu to Washington. Only Washington to Paris and Tokyo to Honolulu are premium-class; the other legs are coach-class. List the Washington to Paris information on one line and the Tokyo to Honolulu information on another line with departure dates and cost for each premium-class trip leg listed separately.*

12. **Date Travel to Begin** (YYYYMMDD; e.g., 20040313 for 13 Mar 04): \_\_\_\_\_

13. **Fare Paid** for premium-class accommodations (nearest dollar): \$\_\_\_\_\_

14. **Coach Fare** amount leg would cost if coach class used (nearest dollar): \$\_\_\_\_\_

15. **Ticket Issuing Location** (Name and Location of (Contracted) Commercial Travel Office (CTO)): \_\_\_\_\_

16. **Approval reason code and JTR/JFTR par.** justification reference:

**Approval Code:** (e.g., B2) \_\_\_\_\_ **Par. Reference:** (e.g., JTR, par. C2204-B3b) \_\_\_\_\_

*(First-class see Part II, Section B; Business-class see Part III, Section A of Appendix H)*

17. **Approval Authority** of Premium-class Accommodations (i.e., title) \_\_\_\_\_

Effective 16 August 2004

**\*PART II**

**SECTION B**

**FIRST-CLASS AIR ACCOMMODATIONS CODES**

(See JTR, pars. C2204-B3 and C6505; JFTR, pars. U3125-B3 and U7755)

**APPROVAL CODE/REFERENCE/REASON**

<b>APPROVAL CODE</b>	<b>JTR &amp; JFTR PARAGRAPH REFERENCE</b>	<b>REASON FOR TRAVEL</b>
F1	JTR, par. C2204-B3a or JFTR, par. U3125-B3a	Lower Class Not Available in Time
F2	JTR, par. C2204-B3b or JFTR, par. U3125-B3b	Medical
F3	JTR, par. C2204-B3c or JFTR, par. U3125-B3c	Security
F4	JTR, par. C2204-B3d or JFTR, par. U3125-B3d	Mission
F5	JTR, par. C2204-B3e or JFTR, par. U3125-B3e	Only first class provided
F6*	JTR, par. C2204-B3f* or JFTR, par. U3125-B3f*	Non-Federal source*
FC	JTR, par. C6505 or JFTR, par. U7755	Congressional Travel

*\*One of the first 5 reasons (F1 through F5) must also apply.*

Effective 16 August 2004

**\*PART II**

**SECTION C**

**FIRST-CLASS DECISION SUPPORT TOOL**

*Effective March 1, 2004, authorization/approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult service/agency regulations or directives for the current first-class AO.*

First-class accommodations requests.

Is the request for first-class accommodations because lower-class accommodations are not reasonably available (F1)?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Are accommodations, other than first-class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

**Yes** - Would traveler arrive later than the **required** reporting time at the duty site?

**Yes** - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

**Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.**

**No** - First-class accommodations **may** be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

**No** - Would the traveler be required to depart earlier than the traveler is scheduled to complete duty?

**Yes** - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

**Yes - First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.**

**No** - First-class **may** be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

Is the request for first-class accommodations because of medical reasons (F2)?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first-class accommodations?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or a business-class seat or shorter flights) meet the traveler's requirements?

**Yes - First-class accommodations must not be authorized/approved.**

**No** - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations due to exceptional security circumstances (F3)?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Would use of other than first-class accommodations entail danger to the traveler's life or Government property?

**Yes** - First-class accommodations *may* be authorized/approved.

**No** - Are travelers agents of protective details accompanying individuals authorized to use first-class accommodations?

**Yes** - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - First-class accommodations *may* be authorized/approved.

**No** - Are travelers, couriers or control officers accompanying controlled pouches or packages?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Can adequate security of the pouch or package be maintained in coach-or business-class?

**Yes - First-class accommodations must not be authorized/approved.**

**No** - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations mission required (F4)?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Is travel in connection with Presidential, Congressional or Secretarial designated Boards, Commission, or Task Forces?

**No - First-class accommodations must not be authorized/approved.**

**Yes** - Is the traveler a high-level invited guest?

***No - First-class accommodations must not be authorized/approved.***

***Yes - First-class accommodations may be authorized/approved. For DoD, the Executive Secretary, Office of the Secretary of Defense is the only authorization/approval authority.***

Is the request for first-class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations (F5)?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Has the transportation officer/agent documented that there are no other scheduled coach or business-class flights/seats?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations because a non-Federal source is paying (F6)?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Does the non-Federal source want the traveler to use first-class accommodations and has the traveler met at least one of the other first-class accommodations criteria (F1 through F5)?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Have the transportation services been paid in advance by a non-federal source?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - First-class accommodations *may* be authorized/approved.

*Effective 16 August 2004*

**\*PART III**

**SECTION A**

**BUSINESS-CLASS AIR ACCOMMODATIONS CODES**

*(See JTR, pars. C2204-B4 and C6505; JFTR, pars. U3125-B4 and U7755)*

**Approval Code/Reference/Reason**

<b>APPROVAL CODE</b>	<b>PARAGRAPH REFERENCE</b>	<b>REASON FOR TRAVEL</b>
B1	JTR, par. C2204-B4a or JFTR, par. U3125-B4a	Lower Class Not Available in Time
B2	JTR, par. C2204-B4b or JFTR, par. U3125-B4b	Medical
B3	JTR, par. C2204-B4c or JFTR, par. U3125-B4c	Security
B4	JTR, par. C2204-B4d or JFTR, par. U3125-B4d	Mission
B5	JTR, par. C2204-B4e or JFTR, par. U3125-B4e	Only business class provided
B6*	JTR, par. C2204-B4f* or JFTR, par. U3125-B4f	Non-Federal source*
B7	JTR, par. C2204-B4g or JFTR, par. U3125-B4g	Foreign flag coach not adequate
B8	JTR, par. C2204-B4h or JFTR, par. U3125-B4h	Overall savings
B9	JTR, par. C2204-B4i or JFTR, par. U3125-B4i	Over 14 hours
BC	JTR, par. C6505 or JFTR, par. U7755	Congressional Travel

*\*For business-class accommodations, this is a 'stand-alone' reason.*

*Effective 16 August 2004*

**\*PART III**

**SECTION B**

**BUSINESS-CLASS DECISION SUPPORT TOOL**

*Effective March 1, 2004, approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult Service/agency regulations or directives for the current business-class AOs.*

Business-class accommodations requests.

Is the request for business-class accommodations because there are no coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B1)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is the mission so urgent that it cannot be postponed?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

*Yes - Business-class accommodations must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.*

**No** - Business-class accommodations *may* be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations because of medical reasons (B2)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business-class accommodations?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

*Yes - Business-class accommodations must not be authorized/approved.*

**No** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations due to exceptional security circumstances (B3)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Would use of other than business-class accommodations entail danger to the traveler's life or Government property?

**Yes** - Business-class accommodations **may** be authorized/approved.

**No** - Are travelers agents of protective details accompanying individuals authorized to use business-class accommodations?

**Yes** - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Business-class accommodations **may** be authorized/approved.

**No** - Are travelers, couriers or control officers accompanying controlled pouches or packages?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Can adequate security of the pouch or package be maintained in coach-class?

**Yes - Business-class accommodations must not be authorized/approved.**

**No** - Business-class accommodations **may** be authorized/approved.

Is the request for business-class accommodations mission required (B4)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Is travel in connection with Presidential, Congressional or Secretarial designated Boards, Commission, or Task Forces?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Is the traveler a high-level invited guest?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Business-class accommodations **may** be authorized/approved. For DoD, the Executive Secretary, Office of the Secretary of Defense is the only authorization/approval authority.

Is the request for business-class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations (B5)?

**No – Business-class accommodations must not be authorized/approved.**

**Yes** - Has the transportation officer/agent documented that no other scheduled coach-class flights are available?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because a non-Federal source is paying (B6)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Does the non-Federal source want the traveler to use business-class accommodations?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Have the transportation services been paid in advance by a non-federal source?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B7)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Does the aircraft have more than two cabins?

**No – Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.**

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because business-class accommodations would result in an overall savings to the Government (B8)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes** - Is this 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?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Is there an actual cost-comparison showing the overall savings details?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Does the aircraft have more than two cabins?

*No - Business-class accommodations must not be authorized/approved. **NOTE:** The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.*

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because the scheduled flight time is in excess of 14 hours (B9)?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - 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 more than 14 hours?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Does the traveler have to begin work immediately after arrival?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - Can a rest period be scheduled en route or at the TDY site before starting work?

*Yes - Business-class accommodations must not be authorized/approved.*

**No** - Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

*No - Business-class accommodations must not be authorized/approved.*

**Yes** - **Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?**

*Yes - Business-class accommodations for these types travel must not be authorized/approved.*

**No** - Business-class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach 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.

*Effective 16 August 2004*

**\*PART IV**

**SECTION A**

**PREMIUM-CLASS ACCOMMODATIONS FOR DISABILITY OR OTHER SPECIAL MEDICAL NEEDS REASONS**

It is Department of Defense policy (See JTR, par. C2000-A2c and JFTR, par. U2000-A2c.) that premium-class travel accommodations, due to a disability or other special medical needs, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the premium-class AO in advance of travel. This requirement is in the JTR and JFTR. Certifications validating the disability or other special medical need remain in effect for a period up to six months or the duration of the disability or special need, whichever is shorter. Disabilities or special medical needs described as permanent require review and renewal on an annual basis by a physician.

Travelers who request premium-class accommodations due to disability or other special medical need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required premium-class authorization prior to travel. *If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate premium-class AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for premium-class transportation either before or after travel may result in the traveler being financially liable for costs over the coach-class fare.*

**PART IV**  
**SECTION B**  
**RESERVED**

**PART IV**  
**SECTION C**  
**RESERVED**

**PART IV**  
**SECTION D**  
**RESERVED**

**PART IV**  
**SECTION E**  
**RESERVED**

*Effective 16 August 2004*

**\*PART IV**

**SECTION F**

**PREMIUM-CLASS ACCOMMODATIONS DETERMINATION FORMAT**

The request for first/business -class accommodations for (enter full name of traveler)

\_\_\_\_\_ is authorized/approved/disapproved.

\_\_\_\_\_  
Type Full Name, Rank and Office Symbol of  
*Premium-class AO*

Date \_\_\_\_\_

\_\_\_\_\_  
Premium-class Authorizing/Approving Signature

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ENTITLEMENTS

#### \*T4000 INTRODUCTION

##### *Effective 20 August 2004*

This Appendix describes the travel and transportation allowances and responsibilities of travelers who perform the most common TDY travel types as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. The provisions in this Appendix are to be used in place of TDY entitlements in the JFTR and JTR (with exceptions and references as noted herein), except that the provisions in JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees are to be used for travel of:

1. Senior ROTC,
2. Reserve Component Member travel for medical and dental care,
3. Retirees called to active duty,
4. Ready Reserve Component members authorized muster duty allowance,
5. Midshipmen and cadets,
6. Patients, and escorts and attendants,
7. Pre-employment travel; and
8. For rules that apply when emergency situations occur while TDY is being performed.

See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chapters 4. Except where differences are identified, the allowances and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. *The provisions of this Appendix must not be supplemented.*

**\*NOTE:** See JFTR/JTR, Appendix E for Invitational Travel Authorizations

## T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when travelers and/or AOs fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must *not* be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is *not* allowed.

## T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. Government mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in website <http://www.dtic.mil/perdiem/perdiemrates.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

## T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs must choose that method.

### B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money (see JFTR, par. U2010 and JTR, par. C1058).
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. It is **mandatory** that travelers arrange commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a “should-cost” estimate) forming the reimbursement basis.
4. It is **mandatory** that travelers make their official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. Travelers:
  - a. Who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
  - b. Must use coach-class for all official travel, unless premium-class accommodations are authorized prior to travel by the appropriate level listed in par. U3125-B2a or U3125-B2b.

- (1) *See JTR, par. C2000-A2c/JFTR, par. U2000-A2c for medical reasons, or*
  - (2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized because the mission timing is "so urgent it cannot be postponed," premium-class travel should only be authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and traveler can rest before reporting back to work. *See JFTR pars. U3125-B2a and U3125-B2b and JTR, pars. C2204-B2a and C2204-B2b.*
- c. Must *not* use foreign flag transportation even if U.S. flag carrier fares are higher,
  - d. Who use premium-class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
  - e. Should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.
5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.
  6. Travelers should have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."
  7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This ensures travelers are paid for expenses in about the same time as charge card bills are received.
  8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8 (series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if the Government would incur additional costs or if it would affect the mission.
  9. Retaining Promotional Items
    - a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

- b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
- c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

1. Mandatory Policy. It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DoD component/Service regulations for CTO use information.
3. Failure to Follow Regulations
  - a. Commands/units are expected to take appropriate disciplinary action when travelers and/or AOs fail to follow the regulations concerning CTO use (see par. T4005).
  - b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must *not* be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is *not* allowed.
4. Reimbursement Not Allowed. Reimbursement *shall not be allowed* when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

### B. Requirements

1. When making travel arrangements, travelers should use the following:
  - a. Services available under a TMS (see Appendix A), or
  - b. In-house travel offices.
2. All travel arrangements must be made in accordance with:
  - a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
  - b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized/ approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

D. Transportation Reimbursement

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

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

### T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that CTOs arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city-pair flights, or to arrange foreign flag carriers, or business- (but not first-) -class accommodations (*see JTR, par. C1060, NOTE 1 and JFTR, par. U4326, NOTE 1*) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, par. C2204-B2 and JFTR, par. U3125-B2 may authorize business or first-class accommodations use.

***Effective 1 January 2004***

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U1410 and JTR par. C1410). When possible, official business is not authorized.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to

cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops shall not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

## T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

### A. Lodging Overnight Required -Business Travel Standards

#### 1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes non-availability (by confirmation number, if provided by the Service in its registration process.)

#### c. Civilian Employees

(1) ***Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

(2) The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <http://www.dtic.mil/perdiem/perdiemrates.html> are without effect. The locality rates in <http://www.dtic.mil/perdiem/perdiemrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See ***NOTE 1*** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ( $300\% \times \$110 = \$330 - \$34 = \$296$ ). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* by PDTATAC or Secretary concerned for *only uniformed members* (see JFTR, par. U4250). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*

***NOTE 1:*** *The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the U.S. and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

***NOTE 2:*** *The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

e. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

## 2. Eating

- a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point, as appropriate.
- b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. Installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.
- c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

***Effective 1 October 2003***

3. **Incidental Expenses (IE)**. Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$3.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

***Effective for TDY travel performed on or after 1 January 1999***

***NOTE 1: Applicable to civilian employees:***

1. ***The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.***
2. ***The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.***

***Effective for TDY travel performed on or after 1 January 2001***

***NOTE 2: Applicable to uniformed members:***

1. ***The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.***

**2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.**

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).***
2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.
3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

**C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels.** Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.***
2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians

also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

***Effective 31 January 2003 for members and 31 July 2003 for employees***

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty.

Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY Aboard Ships

- a. No per diem is payable when TDY aboard a U.S. ship since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.
- b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

**JOINT TASK FORCE OPERATIONS TDY OPTIONS****SUBSIST ASHORE**

<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals <b>(In AOR only)</b>	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

**SUBSIST ABOARD GOVERNMENT VESSEL 3/**

	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

***NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.***

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits (*see JFTR, par. U4510 for occasional meals authority*).

***NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.***

E. Miscellaneous Expenses. Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

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

2. ATM Fees

a. **UNIFORMED MEMBERS**. Administrative fees for ATM use to obtain money with:

(1) The Government-sponsored Contractor-issued Travel Charge Card (Government charge card), or

(2) An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

up to the amount authorized for an advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 Jul 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: [http://www.dtic.mil/comptroller/fmr/09/09\\_03.pdf](http://www.dtic.mil/comptroller/fmr/09/09_03.pdf), for information on personnel exempt from the requirement to use the Government charge card;

- b. **CIVILIAN EMPLOYEES.** Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned. *Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.;*
3. Fees for passports, visas (including green cards), and photographs for OCONUS travel (see JFTR, par. U1415 & JTR, par. C1415)
- a. *Expenses are not reimbursable for legal services for processing applications for passports, visas (including green cards), or changes in status even though local laws or custom may require the use of lawyers in processing such applications.;*
- b. A traveler ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on official order is to and/or from high threat areas or high risk airports (see [http://travel.state.gov/warnings\\_list.html](http://travel.state.gov/warnings_list.html)) by commercial air and travelers are authorized to obtain and use regular fee passports. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.
- c. *The costs of travel and/or medical examinations required to obtain passports and/or visas (including green cards), are not reimbursable.*
- d. Dependents' fee is reimbursable *except* in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.
- e. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent are not reimbursable, except as in JFTR, par. U1410-A5 and JTR, par. C1410-A5 for inoculations.
- f. Legal service expenses in obtaining passports or visas (including green card), for TDY or PCS, are not reimbursable even though local laws or custom may require the use of lawyers.
4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. T4040-E3e and T4040-E3f in this appendix apply to this expense).
5. Taxes on lodging in the U.S. and non-foreign OCONUS areas
- a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the taxes on \$55, which is the maximum authorized lodging amount); and
- b. Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are *not separately reimbursable*;

6. Fees for:

a. Currency conversion. Travelers:

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

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

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

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

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

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

7. CTO service and processing fees;

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

9. Transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chapter 3, Part E; and JTR, Chapter 2, Part C);

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

11. Trip insurance in a foreign country to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

12. Authorized expenses for:

a. Services, including associated equipment needed for reports/correspondence preparation;

- b. Clerical assistance;
  - c. Services of guides, interpreters, packers, or vehicle drivers;
  - d. Storage of property used on official business;
  - e. Room rental (used for official business) at a hotel/other place;
  - f. Inoculations that are not available through a Federal dispensary for OCONUS travel, (*this does not include travel expenses incurred for obtaining the required inoculations*);
  - g. Official phone calls (see par. T4060-B5);
  - h. Connections used for computers to perform official Government business;
  - i. Excess baggage transportation costs;
  - j. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. C4955-E3 for civilian employees, and par. U2555-E3 for uniformed members;***
  - k. Dual lodging costs, ***NOTE: Reimbursement must not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.***; and
  - l. Non-refundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled, ***NOTE: Reimbursement must not exceed the remaining amount of the per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;
  - m. Expedited charge card delivery;
  - n. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card only for those personnel who are placed in the category of mission critical travel or, who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements; and
  - o. *Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the convenience of the traveler).*
13. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
14. Parking fees at the transportation terminal, NTE the cost of taxi fares (including allowable tips) for one round-trip to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);

15. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
16. Tips for handling Government property at terminals and hotels;
17. **UNIFORMED MEMBERS ONLY**: Customary tips for handling any baggage at transportation terminals; and
18. **CIVILIAN EMPLOYEES ONLY**: The cost during TDY travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing:
  - a. *Is* a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights TDY lodging in CONUS.
  - b. *Is not a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the per diem/AEA authorized for OCONUS travel.*
19. **UNIFORMED MEMBERS ONLY**: The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing:
  - a. Up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);
  - b. *Is not a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the per diem/AEA authorized for OCONUS travel;*
20. Any per-day administrative fee called for by the SDCC rental car agreements (including GARS); and
21. Similar travel related expenses.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,
  - d. Drugstores,

- e. Barber shops,
  - f. Places of worship,
  - g. Cleaning establishments, and
  - h. Similar places required for the traveler's subsistence, health or comfort
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
  4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
  5. Travelers must note the required miles driven.

**T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL (48 Comp. Gen. 301 (1968))**

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.
3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. Deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. Active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. Active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member’s residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

**SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL**

**ACTIVE DUTY WITH PAY 1/**

<b>SITUATION 2/</b>	<b>TRANSPORTATION 3/4/</b>	<b>PER DIEM</b>
Annual training duty 5/	Par. T4030 applies.	Not authorized if Gov’t qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov’t qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
Active duty for less than 20 weeks at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks).	Par. T4030 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies.

**ACTIVE DUTY WITHOUT PAY**

	<b>TRANSPORTATION</b>	<b>PER DIEM</b>
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.

- 1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).
- 2/ Except as noted in JFTR, par. U2146.
- 3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.
- 4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.
- 5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.
- 6/ Temporary lodging facilities are not Government quarters for purposes of this table.
- 7/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
- 8/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

**INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/**

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home.	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Standby Reserves voluntarily performing without pay.	Not authorized.	Not authorized.

*Table is for informational purposes only. Entitlements are prescribed in par. T4045.*

- 1/ For travel allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.
- 3/ Reservists on inactive duty for training who are not otherwise entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Entitlements for Reserve Component Personnel

## T4050 TAKING A TYPICAL BUSINESS TRIP

### A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the entitlement maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also shall reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.
4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must guard tickets carefully.*** However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the CTO. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen transportation ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket. The traveler must return unused transportation tickets to the CTO.
5. Paying for Arranged Services and Getting Cash to Pay for Expenses While Traveling. The CTO shall charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other

expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

#### B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO shall update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

#### C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler shall not have to write a check to the travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

### **T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES**

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO shall determine the purpose of the travel (see JTR/JFTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO shall have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

## B. What's Allowable and Not Allowable

### 1. Transportation

a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on contract flights use. ***NOTE: Contract fare travel must not be used for personal travel. (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.)*** The CTO shall use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:

- (1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;
- (2) The contract carrier's flight schedule does not operate during normal working hours;
- (3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;
- (4) Rail service is available, cost effective, and consistent with mission requirements;
- (5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or
- (6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO ensures that the rationale for not using contract flights is recorded on the Trip Record.

***NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City-pair Program.***

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, par. C2204-B2b, and JFTR, par. U3125-B2b may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

**NOTES:**

1. *If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.*
  2. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*
  3. *The 14-hour rule only (in par. T4060-B1c(6) above) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.*
  4. *When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.*
  5. *When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.*
3. **Using American Flag Carriers.** Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S. flag carriers are not considered “available” if:***
- a. Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
  - b. Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
  - c. Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
  - d. The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
  - e. The travel can only be financed with excess foreign currency and available U.S. flag carriers do not accept the currency;
  - f. Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

g. Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. **However, contract fare travel must not be used for personal travel.** (See *JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.*) The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, JTR, par. C4563-C applies. A member is not entitled to per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. **The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.** The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. **An analysis must be conducted at least every other year.** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

12. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. To uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

16. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

18. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. *Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.* A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

19. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is authorized limited PCS allowances rather than TDY allowances (see JTR, Chapter 5, Part I).

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, 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.

## T4070 TDY GLOSSARY

**Authorize.** The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

**Government travel card.** This is the Government-sponsored, contractor issued travel charge card.

**Group movement.** A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. ***NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.***

**Must, Shall, Should, May, Can, Will.** The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

**Temporary Duty (TDY) Travel.** Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

**Business Travel.** Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

**Schoolhouse Training Travel.** Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

**Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel.** Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

**Trip Record.** This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

## Activities Authorized To Use Appendix O

DoD Component	Organization/Location	Effective Date
<b>U.S. Army</b>	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	May 1, 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Pending [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
<b>U.S. Navy</b>	USS Eisenhower <i>Discontinued</i>	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	June 20, 1996 March 31, 1997
<b>U.S. Marine Corps</b>	Marine Corps Air Station, Beaufort, SC	Pending [1]
	Marine Corps Air Station, New River, NC	Pending [1]
	Marine Corps Air Station, Cherry Point, NC	Pending [1]
	Marine Forces Reserve, New Orleans, LA	Pending [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Pending [1]
	Marine Corps Recruit Depot, Parris Island, SC	Pending [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Pending [1]
	Sixth Marine Corps District, Atlanta, GA	Pending [1]
<b>U.S. Air Force</b>	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996

DoD Component	Organization/Location	Effective Date
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
<b>Washington Headquarters Services</b>	Designated organizations	April 1, 1997
<b>Defense Commissary Agency (DeCa)</b>	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
<b>Defense Finance and Accounting Service (DFAS)</b>	Kansas City Center, Kansas City, MO <i>Discontinued</i>	May 1, 1996 March 31, 1997
<b>Defense Logistics Agency (DLA)</b>	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
<b>National Imagery &amp; Mapping Agency (NIMA)</b>	Multiple locations - all NIMA components	May 1, 1996
<b>National Security Agency (NSA) [2]</b>	Fort Meade, Maryland	March 1 1996
<b>Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)</b>	Dulles, VA	June 1, 1996
<b>Organization of the Joint Chiefs of Staff</b>	Washington, DC	May 1, 1996
<b>Defense Information Systems Agency</b>	Washington, DC	June 16, 1997
<b>Ballistic Missile Defense Organization</b>	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified entitlements is pending; site is waiting for computation software certification or installations, or working to correct network problems.

[2] This includes TDY travel by, on behalf of, and/or processed by the NSA.

***NOTE:*** Use of Appendix O is authorized for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

## APPENDIX Q

## TOURS OF DUTY FOR DOD CIVILIAN EMPLOYEES

(See Chapter 5, Part A for Applicable Regulations)

***NOTE 1:*** The 24-, 18- and 12-month tours prescribed in pars. A, B and C apply to the entire listed country or state for employees accompanied or not accompanied by dependents unless a statement appears beside the country or state name limiting applicability to (a) specific area(s) within that country or state, (b) employees authorized and accompanied by dependents, or employees not authorized dependent(s), and/or (c) employees serving on a renewal agreement tour.

***NOTE 2:*** For a location at which one tour length is prescribed for employees authorized and accompanied by dependents and a shorter tour is prescribed for employees not authorized dependents, the shorter tour length applies if the employee is authorized but is not accompanied by dependents.

***\*NOTE 3:*** The tour lengths listed below are for both the initial tour and the renewal tour.

A. 24-Month Tour of Duty Areas. 24-month tour of duty areas are:

Afghanistan  
Australia (Northwest Cape)  
Azores  
Bahamas: Andros Island  
Bahrain Island, for employees authorized and accompanied by dependents  
Bosnia-Herzegovina  
Burma  
Canada: Newfoundland (Argentina) only, for employees authorized and accompanied by dependents  
Croatia  
Cuba (Guantanamo Bay), for employees authorized and accompanied by dependents  
Dominican Republic  
Egypt, for employees authorized and accompanied by dependents  
Finland (all locations outside Helsinki)  
Greece  
Guam  
Haiti, for employees authorized and accompanied by dependents  
Hong Kong  
Iceland, for all employees on initial agreements authorized and accompanied by dependents  
Iran (Tehran and Isfahan only)  
Israel, for employees authorized and accompanied by dependents  
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa), for employees on initial tour authorized and accompanied by dependents  
Japan (Kure and Wakkanai and Ryukyu Islands), for employees authorized and accompanied by dependents  
Johnston Island, for all employees on initial agreements authorized and accompanied by dependents  
Jordan  
Korea, for employees authorized and accompanied by dependents  
Kuwait for employees authorized and accompanied by dependents (Eff: September 3, 1996)  
Kwajalein Atoll  
Laos  
Liberia  
Mexico: Coatzacoalcos, Vera Cruz, for employees authorized and accompanied by dependents  
Morocco  
Nigeria, for employees authorized and accompanied by dependents  
Northern Mariana Islands: Saipan, only  
Oman, for employees authorized and accompanied by dependents  
Panama

Philippines  
Puerto Rico  
Qatar, for employees authorized and accompanied by dependents  
Russia, Moscow  
Saudi Arabia, for employees authorized and accompanied by dependents  
Serbia-Montenegro  
Taiwan  
Thailand, for employees authorized and accompanied by dependents  
Turkey, except as indicated in par. C  
Venezuela  
Yemen Arab Republic: Sanaa only, for employees on initial agreements authorized and accompanied by dependents  
Zaire

B. 18-Month Tour of Duty Areas. 18-month tour of duty areas are:

Bahrain, for employees not authorized dependents  
Canada: Newfoundland (Argentia) only, for employees not authorized dependents  
El Salvador, for employees not authorized dependents  
Greenland  
Honduras, for employees not authorized dependents  
Israel, for employees not authorized dependents  
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa) for employees on initial tour not authorized dependents; and for all employees serving a renewal agreement tour  
Libya  
Mexico: Coatzacoalcos, Vera Cruz, for employees not authorized dependents and for all employees serving a renewal tour  
Pakistan (Except as indicated in par. C)  
Somali Republic

C. 12-Month Tour of Duty Areas. 12-month tours of duty areas are:

Alaska: Adak; Aleutian Islands, isolated mainland bases, Kodiak Island  
Ascension Island  
Canada: Newfoundland: Gander, Labrador, St. Anthony, only, and Northwest Territories  
Christmas Island  
Cuba (Guantanamo Bay), for employees not authorized dependents  
Diego Garcia Island, Chago Archipelago, Indian Ocean  
Egypt, for employees not authorized dependents  
Eniwetok Atoll  
Ethiopia  
Haiti, for employees not authorized dependents  
Iceland, for all employees not authorized dependents and all employees serving on a renewal agreement  
Indonesia, for all employees not authorized dependents  
Iran (all places except Tehran and Isfahan)  
Iwo Jima  
Japan (Kure and Wakkanai), for employees not authorized dependents  
Johnston Island, for all employees not authorized dependents and all employees serving on a renewal agreement  
Korea, for employees not authorized dependents  
Kuwait, for employees not authorized dependents (Eff: September 3, 1996)  
Mahe Island  
Midway Islands  
Nigeria, for employees not authorized dependents  
Oman, for employees not authorized dependents  
Pakistan: Unaccompanied tour of duty in Islamabad, Karachi, Lahore, and Peshawar effective 18 September 2002.