

VOLUME 2  
JOINT TRAVEL REGULATIONS  
CHANGE 469

Alexandria, VA

1 November 2004

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 November 2004 unless otherwise indicated.

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This change includes all material written in CAP Items 42-04(E) and 48-04(E); and civilian editorials C04042, C04046-C04050, C04053, C4064 and C04067. Delete pages A1-A31, and P1-P9. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 468 cover page.

**BRIEF OF REVISION**

These are the major changes made by Change 469:

Introduction. Revises date format of GSBCA decision reference.

C1051-B, C1052-F, and C1053-A. Updates website references for DoD Directives and DoD Instructions.

C1410-A12. Deletes the authority to reimburse employees for cost of handling baggage at transportation terminals since there is no authority for such reimbursement.

C2203-B2. Updates website references for DoD Directives and DoD Instructions.

C2204-B2a. Corrects reference from the regulation DoD 4500.9-R to the directive DoDD 4500.9.

C5080. Clarifies that the restrictions in par. C5080-F concerning short distance transfers (PCS within Same City or Area) do not apply to first duty station travel and, when first duty station travel is involved.

C13302-7. Adds references to GSBCA decision.

C14006. Adds references to GSBCA decision and adds new table.

Appendix A. Adds the term **MULTIPLE OCCUPANCY DWELLING**. Deletes the term **BAGGAGE, HOLD** that is no longer used.

Appendix L. Updates Special Operations Command South information for AEA submission channels.

Appendix O, par. T4025-B2. Updates website references for DoD Directives and DoD Instructions.

Appendix O, par. T4060-B8. Clarifies that only members (not employees) may be authorized storage of HHG while deployed.

Appendix P. Changes the job titles of GSA's Airline City Pairs Program POCs.

VOLUME 2

JOINT TRAVEL REGULATIONS

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

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## INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

### FOREWORD

These regulations are published by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). The Committee is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary for each of the DoD military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (MPP).

### PURPOSE AND AUTHORITY

The regulations in this Volume pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DoD civilian employees.

With the exception of DoD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 USC §2385(d)), who are entitled to per diem, travel, and transportation allowances in accordance with Volume 6, State Department Foreign Affairs Manual (FAM), these regulations are the sole entitlement regulations for DoD components.

If there is a headquarters dispersal, the authority for prescribing the entitlements in these regulations becomes vested in each DoD Committee member. Each DoD Committee member may issue necessary regulations prescribing entitlements applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized. ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees.*** At that time, regulation-issuing authority again becomes vested in the Committee.

The JTR is issued under the following authorities:

1. Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM)(CFR, title 5);
2. The United States Code, primarily sections found in title 5 (especially chapter 57, concerning allowances for travel, transportation, and subsistence) and title 10;
3. Executive Orders, General Services Administration (GSA) Commuted Rate Schedule, and DoD directives; and
4. Decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA) and the OSD General Counsel (OSDGC).

### CLAIMS AND ADVANCE DECISIONS

Under 31 USC §3702, the Office of Management and Budget (OMB) settles claims involving civilian federal employees' travel, transportation and relocation allowances. OMB delegated this authority to the General Services Administration (GSA), GSA Board of Contract Appeals (GSBCA). The GSBCA also may issue an advance decision with respect to the same subject matter.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to GSBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was.

An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to GSBCA should be addressed to:  
General Services Administration  
GSA Board of Contract Appeals  
18<sup>th</sup> & F Sts., NW  
Washington, DC 20405

\*Throughout the JTR, Comptroller General Decisions from the General Accounting Office (GAO) and decisions from the General Services Administration Board of Contract Appeals (GSBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. Website decisions of the GSBCA are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBCA 14401-TRAV, 1 June 1998. In the JTR, these decisions are cited by GSBCA case number, category, and date, e.g., (GSBCA 14515-TRAV, 22 July 1998).

For GSBCA information/decisions visit their website at: <http://www.gsbca.gsa.gov/>.

### PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4 or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the breakdown below.

***NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.***

Paragraph C1052-B2b(3)  
JTR: C  
Chapter: 1  
Paragraph: 1052  
Subparagraphs:  
B  
2  
b  
(3)

References and citations to the JTR should be in the following format:

JTR, par. C1052  
JTR, par. C1052-B2  
JTR, par. C1052-B2b(3)  
JTR, pars. C1052-C1058

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JTR, par. C1052-B2b(3)b

JTR, par. C1055-A2

The most specific unit of reference should be used.

### CHANGES

Changes to the entitlements in the JTR are initiated by DoD Civilian Travel Determinations (CTDs), Department of State Travel Per Diem Supplements, Per Diem (PD) Bulletins, and General Services Administration (GSA) Bulletins, memoranda, or amendments.

CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated by message.

PDs make changes in the per diem rates contained in <http://www.dtic.mil/perdiem/perdiemrates.html>. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/perdiemrates.html>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements or administrative memoranda included in a printed change are shown on the cover sheet of that printed change.

New or revised provisions appearing on a change page are indicated by a \* symbol placed next to the new or revised portion.

### FEEDBACK REPORTING

Recommendations for changes in the JTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

1. Army. Army Civilian Advisory Panel Member, Department of the Army, Assistant G-1 for Civilian Personnel Policy, ATTN: DAPE-CP, Hoffman Building II, Room 4S37, 200 Stovall Street, Alexandria, VA 22332-0300.
2. Navy. Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.
3. Marine Corps. Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO-33), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force. Air Force Civilian Advisory Panel Member, HQ USAF/DPRCE, 1040 Air Force Pentagon Room 4C236, Washington, DC 20330-1040.
5. OSD/WHS/Defense Agencies. Headquarters DCAA, Administrative Management Division, Attn: Ms. Pat Savage, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

### HOW TO GET THE JTR

Requests for copies of the JTR and its changes should be routed as follows:

1. Army. The Army no longer purchases printed-paper JTR copies. You can download and print copies at your desktop by accessing the following site: <http://www.dtic.mil/perdiem/trvlregs.html>.
2. Navy. Navy distribution of changes to the JTR (NAVSOP P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate MILSTRIP requisition must be submitted for *each* change/basic.
  - a. Up to 3 copies. Requisition through the normal supply channels in accordance with NAVSUP P2002 and NAVSUP P-437. You may order the changes on website [www.nli.navy.mil](http://www.nli.navy.mil), then go into P2003 search/order, fill out the MILSTRIP requisition on line.
  - b. More than 3 copies. Send the request by mail or fax a letter of justification (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to SECNAV/AAUSN Publications Management Branch, 1000 Navy Pentagon, Room 5E784, Washington, DC 20350-1000. FAX COML 703-692-6052, or DSN (312) 222-6052.
  - c. Changes in distribution, mail or fax (including SNDL number, point of contact and phone number (DSN and commercial)). Send to the address in b. above.
3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.
5. DoD Agencies/Components Not Specifically Listed. Through the appropriate agency/component publishing distribution office.
6. Non-Uniformed Service Organizations. For a fee, the JTR and its changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.
7. Internet. Copies of the regulations are available for downloading at PDTATAC Home Page <http://www.dtic.mil/perdiem/trvlregs.html>.

## PART B: CONDITIONS/FACTORS

### C1050 GENERAL

A. Prohibition Not Stated. There may be circumstances when travel and transportation allowances are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized.*

B. Travel Justification (FTR §301-71.101)

1. Directed Travel. Travel and transportation at Government expense may be directed only:

- a. When officially justified, and
- b. By means which meet mission requirements consistent with good management practices.

2. Employee Expenses. Employees must not be directed to:

- a. Perform official travel at personal expense, or
- b. At reimbursement rates/amounts inconsistent with provisions in this Volume.

3. Limited Travel Funds. Limited travel funds is not a basis for:

- a. Denying reimbursement for official travel, or
- b. Reducing allowances.

4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DoD component to another, which is outside an employee's commuting area, is effective after the **employee** has been given reasonable advance notice (at least 30 days). Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. DoD components should give as much advance notice as possible to enable the employee to begin the arrangements necessary when relocating family and residence. See par. C5080-F governing payment of travel and transportation expenses and applicable allowances when short distances are involved. A reasonable advance notice period should not be less than 30 days except when:

- a. The employee and both the losing/gaining agencies agree on a shorter period;
- b. Other statutory authority and implementing regulations stipulate a shorter period (see OPM regulations for specified time frames); or
- c. There are emergency circumstances.

C. PCS

1. Authorization. (FTR §§302-2.102, 2.103, 2.104)

When Government-funded PCS is authorized:

- a. A written travel authorization must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station,
- b. The DoD component should advise an appointee/employee not to incur PCS expenses (in anticipation of a PCS) until the written notification has been received,

c. The travel authorization must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C5080-B for procedural requirements applicable to new appointees.

## 2. Reimbursement Provisions

a. The reimbursement maximums/limitations that apply to certain allowances are not the same for all employees even though claims may be filed within the same time frame because of:

- (1) Successive changes to these regulations governing PCS allowances, and
- (2) The extended period of time that employees retain eligibility for certain allowances (see par. C1057).

b. The provisions of these regulations in effect on the appointee's/employee's appointment/transfer effective date (see Appendix A) apply for payment/reimbursement purposes..

## C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

### *Effective 01 September 2004*

\*A. General. A traveler under an official travel authorization may use:

1. Government quarters,
2. Food services,
3. Exchanges, and
4. Recreational facilities owned, operated, or under the jurisdiction of the DoD.

### *Effective 01 September 2004*

\*B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated 15 December 1992, AAFES Operating Policies at <http://www.usapa.army.mil>, Department of Defense Directive 1330.9, dated 27 November 2002 (PDUSD (P&R)), Subject: Armed Services Exchange Policy at <http://www.dtic.mil/whs/directives/corres/html/13309.htm>, and Department of Defense Regulation 1330.17-R, dated 3 August 1990, Subject: Armed Services Commissary Regulations at <http://www.dtic.mil/whs/directives/corres/html/133017r.htm> and at the local commander's discretion.

## C1052 TRAVEL AND TRANSPORTATION FUNDING

A. General. An employee's pay and leave status during official travel are subject to the hours of duty, pay, and leave regulations of the separate departments. A new appointee is in a duty status while traveling to the first PDS.

***NOTE 1:*** For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DoD 1400.25-M, Section 630-G4c at <http://www.cpm.osd.mil/cpm/docs/630.pdf>.

***NOTE 2:*** See Appendix A for definitions of "Different (or Separate) Departments and Agencies," "DoD component," "Foreign OCONUS Area/Country," and "OCONUS" (overseas).

B. Movement between Different Departments and Agencies or DoD Components (FTR §302-2.105)

***NOTE: This paragraph applies to movements between any of the following: Army, Navy, Air Force, Marine Corps, DoD Components, to or from non-DoD agencies.***

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DoD Component (see par. C5005).
2. Reduction in Force (RIF)/Transfer of Functions (FTR §302-2.105). Necessary costs for a transfer, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DoD activity must endeavor to have a non-DoD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.
3. Movement under the DoD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DoD component are funded in accordance with par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies to an employee serving with an agreement. An employee serving without an agreement may be authorized PCS allowances by the gaining activity and that activity is responsible for the costs. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2.

C. Movement within the Same DoD Component

1. General. Except as indicated in pars. C1052-C2, C1052-C3, C1052-C4 and C1052-C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the discretion of the gaining activity when the gaining activity elects to pay necessary movement costs.
2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.
3. Base Realignment and Closure. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a Base Realignment and Closure (BRAC) action.
4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity up to the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the miscellaneous expense allowance, real estate allowances (if the employee is eligible), and at its discretion for a house hunting trip (if the employee is eligible) and TQSE for an:
  - a. Employee who completes the prescribed tour of duty under the current agreement;
  - b. Employee released from the period of service specified in the agreement for reasons beyond the employee's control that are acceptable to the losing DoD component;
  - c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and

d. Employee with/without transportation agreements moved under the PPP. (If a RIF/transfer of function is involved, par. C1052-C2 above applies.)

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawai'i. The provisions of pars. C1052-C2, C1052-C3 and C1052-C4 above apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD component.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs.

#### D. Renewal Agreement Travel

***NOTE: See Appendix A for the definition of "Actual Residence".***

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. Return to a Different OCONUS PDS. Except for DODEA employees, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD component, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DoD component must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the renewal agreement travel, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DODEA, all PCS costs must be paid by the gaining (area) activity.

3. Obtaining a Position while on Leave in the U.S. An employee who:

- a. Returns to the U.S. under a renewal agreement, and
- b. Arranges a movement to a PDS in the U.S. while on leave,

is authorized reimbursement for travel/transportation expenses to the new PDS instead of the actual residence indicated in the OCONUS agreement. The losing OCONUS activity must pay the necessary travel/transportation costs to the new PDS up to the cost of such transportation to the actual residence. If the Government incurs additional expenses because of renewal agreement travel performed by the employee/dependents to the actual residence, those expenses must be recovered from the employee. Necessary additional travel/transportation costs to the new PDSs may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the travel authorization to provide for return from the losing activity to the actual residence for separation. The travel/transportation expenses are funded as provided in par. C1052-E, below.

#### E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee, eligible for transportation under an agreement, who returns to the actual residence, or an alternate destination up to the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in Government service in a different department/agency in the geographical locality of the actual residence, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity. When an employee under an agreement:

- a. Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- b. After arrival at the destination is employed by another DoD component without a break in service,

the losing OCONUS activity must pay for the allowable separation travel/transportation costs not in excess of that to the actual residence. For the conditions and limitations regarding payment by the gaining DoD component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. C5085-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, 27 June 1968; B-163364, 27 June 1968).

#### ***Effective 01 September 2004***

\*F. DoD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. See DoD Instruction 1342.25, par. 5.4.5, dated 30 October 1996, (available at:

<http://www.dtic.mil/whs/directives/corres/html/134225.htm>) *“School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);”* concerning eligibility for reimbursement for official travel.

### **C1053 IDENTIFICATION CARDS**

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, identification cards issuance is provided in:

#### ***Effective 01 September 2004***

\*1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians) (available at <http://www.dtic.mil/whs/directives/corres/html/10001.htm>), and

\*2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals (available at <http://www.dtic.mil/whs/directives/corres/html/100013.htm>).

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

### **C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES**

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. Passports,
2. Visas,
3. Immunizations,

4. Advance clearance,
5. Special conditions, and
6. Other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green cards) (see par. C1415).
2. Travel Requirements
  - a. The necessary passport, visa (including green cards) when required (see par. C1415), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and
  - b. With few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into a:
    - (1) Foreign country, or
    - (2) Territory under control of a foreign country. ***NOTE: The Ryukyu Islands require a passport for travel.***

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.
2. Visas and immunizations also have time limitations.

### C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. ***Employees may not be directed/required to use Government quarters, nor may lodging reimbursement simply be limited to the Government quarters cost (44 Comp. Gen. 626 (1965)).*** 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.***

B. Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. Government quarters are not available:

1. When TDY/delay is at other than a U.S. installation;
2. When an AO determines Government quarters use would adversely affect mission performance ***NOTE: Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 USC §5703) determine their own quarters availability.***;
3. During en route travel periods; or
4. For TDY/delay of less than 24 hours at one location.

## PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

### C1400 GENERAL

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. ***Incidental Expenses (defined as part of per diem in Appendix A) are different than these expenses.*** Finance regulations should be consulted regarding any required description of the expense on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 2, Part H.

### C1405 COMMUNICATION SERVICES (FTR §301-12.1)

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The AO may determine that certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, 18 August 1998). See par. C1410-B4g.

### C1410 MISCELLANEOUS EXPENSES (FTR, §301-70.300, and §301-70.301)

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

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

1. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel;
2. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card) up to the amount authorized for an advance for the travel concerned. ***Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable.***;
3. Fees for passports, visas (including green cards), and photographs for OCONUS travel (see par. C1415);

- a. Expenses are not reimbursable for legal services for processing applications for passports, visas (including green cards), or changes in status even though local laws or custom may require the use of lawyers in processing such applications.;
  - b. A traveler ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on official travel authorizations is to and/or from high threat areas or high risk airports (see [http://travel.state.gov/warnings\\_list.html](http://travel.state.gov/warnings_list.html)) by commercial air and travelers are authorized to obtain and use regular fee passports. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.
  - c. ***The costs of travel and/or medical examinations required to obtain passports and/or visas (including green cards), are not reimbursable.;***
  - d. Dependents' fee is reimbursable ***except*** in connection with personal travel.
  - e. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the member is sent (either TDY or PCS), are not reimbursable, except as in par. C1410-A5 for inoculations.
  - f. Legal service expenses in obtaining passports or visas (including green card), for TDY or PCS, are not reimbursable even though local laws or custom may require the use of lawyers.
4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. C1410-A3e and C1410-A3f apply to this expense);
  5. charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this ***does not include travel expenses*** incurred for obtaining the required inoculations) when authorized/approved;
  6. Taxes on lodging (except when MALT PLUS per diem for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see Appendix A).
    - a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a member is authorized a maximum lodging rate of \$55 per night, and the member elects to stay at a hotel that costs \$110 per night, the member may only be reimbursed the taxes on \$55, which is the maximum authorized lodging amount); and
    - b. ***Taxes for lodging in foreign OCONUS areas are part of per diem/AEA and are not separately reimbursable;***

7. Fees for:
- a. Currency conversion. Members:
    - (1) ***Are not authorized reimbursement for losses, nor are they liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984)).***
    - (2) Who pay with credit cards for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. They can then use the currency exchange rate at which the credit card bill was settled to determine OCONUS expenses.
    - (3) May have to submit travel vouchers prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, members should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.;
  - b. Cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (***cashing salary checks/drafts is not included***);
  - c. Airport transit, service charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against members on arrival/departure from carrier terminals when not included in the ticket cost (52 Comp. Gen. 73 (1972)); and
  - d. Energy surcharge and/or resort fees (when the fee is not optional);
8. CTO service and processing fees;
9. Transportation-related tips for taxis, limousines, and courtesy transportation;
10. Public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);
11. Any additional costs of paper tickets ***when authorized/approved*** by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***NOTE: Paying for paper tickets sought by a member for personal convenience is the member's financial responsibility.***;
- \*12. Costs for personal laundry, dry-cleaning and pressing of clothing incurred while on TDY or during PCS travel (***not after returning to/arriving at PDS***); only when CONUS TDY/PCS lodging is at least 4 consecutive nights; and
- \*13. Similar travel and transportation related expenses.

B. TDY Travel Only. In addition to the expenses listed in par. C1410-A, reimbursable TDY expenses for travelers include:

1. POC transportation costs to and from the transportation terminal (see par. C4657-B);
2. Parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal (see par. C4657-B);
3. Trip insurance in a foreign country to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
4. AO authorized/approved expenses for:
  - a. Services, including associated equipment, needed for reports/correspondence preparation;
  - b. Clerical assistance;
  - c. Services of guides, interpreters, packers, or vehicle drivers;
  - d. Storage of property used on official business;
  - e. Room rental (used for official business) at a hotel/other place;
  - f. Official phone calls (see par. C1405); (FTR §301-12.1);
  - g. Connections used for computers to perform official Government business (see par. C1405);
  - h. Excess baggage transportation costs (see par. C2302);
  - i. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, the per diem is computed under par. C4955-E3.***;
  - j. Dual lodging costs (see par. C4555-F);
  - k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (*see par. C1445*); ***NOTE: Reimbursement must not exceed the remaining amount of the per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;

l. Expedited charge card delivery;

m. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card only for those personnel who are placed in the category of mission critical travel or, who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements; and

n. ***Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the convenience of the traveler).***;

5. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

6. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;

7. ***Transportation-related tips for handling Government property at terminals and hotel;***

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

9. Similar travel and transportation related expenses.

C. PCS Travelers. Travelers are authorized reimbursement for the expenses listed in par. C1410-A for PCS travel. In addition to the expenses listed in par. C1410-A, the employee is authorized reimbursement for:

1. Fees in connection with dependents' transportation that cover a change in status, health, identity, and of affidavits, except for fees/charges for legal services even though local law or custom require lawyers' services in processing applications for passports, visas (including green cards), or changes in status; and

2. Excess baggage transportation costs if approved after PCS/TCS travel by the AO but ***may not be authorized in advance of PCS/TCS travel***; (see also par. C2304-C).

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

##### A. General for All Travel

1. An employee is reimbursed the associated expenses if officially required to obtain a change of status and/or to renew passports and/or visas (including green cards) for the employee and/or dependents (dependents' fee is reimbursable ***except*** in connection with personal travel.). Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

2. *These expenses do not include any fees/charges for legal services even though local laws or custom may require the use of lawyers to process applications for passports, visas (including green cards), or changes in status.*

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

B. Reimbursement. Reimbursement authority is for an employee who is a U.S. citizen:

1. Hired locally or transported to a foreign OCONUS area at Government expense,
2. Serving under a transportation or renewal agreement, *and*
3. Required to renew passports (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, *or*
4. Described in par. C1415-C.

C. Passport and/or Visa (Including Green Cards) for Emergency Technical Support Personnel. Activities may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports and/or visas (including green cards) in preparation for such travel, may be reimbursed the fees paid for such documents.

D. Reimbursement when No Travel is Involved. Actual travel to obtain the required documents is not required for reimbursement (e.g., the expenses may be related to mail).

E. Voucher Submission. DoDFMR, Volume 9, Travel Policy and Procedures, at website <http://www.dtic.mil/comptroller/fmr/>, prescribes the requirements for voucher submission, with supporting authority. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

## C1420 GOVERNMENT CONVEYANCE

A. General. ***NOTE: See Chapter 2, Part B for Travel by Government Conveyance.*** Except as indicated in par. C1420-B1, the following are examples of allowable (when necessary) expenses for Government conveyance operation that are reimbursable when Government facilities are not available:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;

4. Ferry fares;
5. Bridge, road or tunnel tolls;
6. Trip insurance for travel in foreign countries (par. C1410-B2);
7. Guards; and
8. Storage fees.

B. Aero Club Aircraft Use

1. General. The use of Aero Club owned or Government loaned aircraft does not take precedence over normal Government conveyance use. When the use of these aircraft is authorized/approved, reimbursement is limited to the lesser of the actual necessary expenses or the Government's cost for commercial transportation. When two or more travelers are authorized to travel together to accomplish official travel in an Aero Club aircraft, reimbursement to the operator (pilot) is the lesser of actual necessary expenses or the Government's total commercial transportation costs for the pilot and accompanying passengers. ***The accompanying passengers receive no payments for the transportation in the Aero Club aircraft.*** Necessary expenses include

- a. The hourly fee imposed by the Aero Club,
- b. Fuel charges if not reimbursable by the Aero Club, and
- c. Landing and tie down fees (to include the hangar fee for the aircraft in severe weather conditions) charged at en route and destination airports.

Aero Club aircraft travel authorization is in accordance with Service regulations.

2. Allowable Travel Time for Computation of Per Diem or Actual Expenses. Per diem is payable to all individuals using this transportation mode for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used.

**C1425 COMMERCIAL PASSENGER TRANSPORTATION (FTR, §301-72.3)**

A. When the Commercial Transportation Cost Is \$100 or Less (FTR §301-51.100)

***NOTE: It is DoD policy that, when available, CTO services be used to arrange official travel.***

1. General. When the commercial passenger transportation cost is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may either pay cash, be issued a transportation request in accordance with the provisions contained in pars. C1425-A2 and C1425-A3, or use a Government-sponsored Contractor-issued travel charge card. Cash payment is ordinarily made for transportation when the amount involved is \$10 or less, unless special circumstances justify the use of a transportation request.

2. Purchasing Transportation. The traveler is required to follow par. C2204-A governing the use of less than first-class accommodations when purchasing commercial transportation.

3. Reimbursement (FTR, §301-72.204). Reimbursement is authorized for the cash (or Government-sponsored Contractor-issued travel charge card) purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher. The traveler may have to show the date, carrier, name, accommodations used, origin and destination of travel performed, and, if required by finance regulations, the transportation cost and Federal tax paid. For appropriate documentation to support the reimbursement, see par. C1400. A traveler who has procured passenger transportation services with cash (whether using personal funds, a travel advance, or a Government-sponsored Contractor-issued travel charge card) shall, in accordance with finance regulations, assign to the Government any right to recover any excess payment involving a carrier's use of improper rates.

B. When a Transportation Requests (GTR) Is Not Available (FTR §301-51.100). See par. C2253.

C. When a GTR is Available but Not Used and the Transportation Cost Exceeds \$100. (FTR, §301-72.201, and §301-72.203) When a GTR is available but due to conditions beyond the traveler's control it was not utilized, reimbursement is authorized for the actual cost of authorized transportation and accommodations. In all other cases, when a GTR is available but not used and commercial transportation cost purchased by the traveler exceeds \$100, reimbursement is authorized not to exceed the Government's cost for authorized transportation and accommodations had Government-procured transportation and accommodations been arranged or a GTR had been used.

D. Streetcar and Bus Transportation. (FTR §301-10.190)

Reimbursement for bus or streetcar transportation expenses:

1. Is allowed under the conditions in Chapter 2, Part C, and
2. Includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station.

***NOTE: It is possible that finance regulations may require a statement of the necessity for daily travel involving bus or streetcar to accompany the travel voucher.***

#### **C1430 BAGGAGE EXPENSES (FTR §301-12.2)**

Reimbursement is authorized for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

- A. Excess baggage; ***NOTE: Excess baggage includes an excessive number of pieces and/or excessive weight.***
- B. Baggage transfer; ***Not to exceed the customary local rates, and necessity for the transfer must be explained.***

C. Baggage Storage;

D. Checking Baggage. *Not to exceed the customary local rates.*

E. Terminal Porter Charges. *Terminal porter charges are covered by the incidental expenses portion of per diem and are not items for separate reimbursement except for the following:*

1. When authorized under par. C6552-4, for a traveler with a disability,
2. Charges or tips at transportation terminals for handling Government property carried by the traveler,
3. When handling dependent's personal baggage when dependents are not authorized per diem while traveling at Government expense when unaccompanied by the sponsor, and
4. When handling that portion of dependents' personal baggage that the sponsor cannot handle when dependents are traveling with the sponsor.

F. Charges for Handling Baggage/Government Property. *Charges for Handling Baggage/Government Property at Hotels/Motels are travel expenses payable out of per diem allowances and are not items for separate reimbursement except when:*

1. Authorized under par. C6552-4, for a traveler with a disability, or
2. An employee shows that a separate or additional charge was incurred for handling Government property at a hotel/motel.

#### **C1435 PRIVATELY OWNED CONVEYANCE TAXES AND LICENSE FEE (B-214930, 1 October1984))**

A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state over 30 days. In some states, a TDY traveler can apply for an exemption certificate upon first coming into the state.

B. Charges Paid by a Traveler. Providing a TDY traveler has applied for and been denied an exemption certificate by the state in which assigned, charges paid by a traveler for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met:

1. POC use is authorized as advantageous to the Government in connection with a TDY assignment as provided in par. C2153.
2. The traveler's PDS is not in the state in which the TDY assignment is performed.
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.

4. Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required. See par. C1310.

**C1440 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE TRAVEL AUTHORIZATION IS AMENDED, MODIFIED, CANCELED OR REVOKED (FTR §301-11.16)**

Miscellaneous preparatory travel expenses, such as fees for traveler's checks, passports, visas (including green cards) (see par. C1415), and communications services, incurred prior to travel authorization change are reimbursable provided the action taken is beyond the employee's control, in the Government's interest, and a refund is unobtainable.

**C1445 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT**

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When a traveler has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging costs reimbursement may be approved by the AO. (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.

B. Considerations. The AO should consider if the:

1. Traveler acted reasonably and prudently in incurring lodging expenses;
2. Traveler had a reasonable expectation of the TDY being completed as authorized;
3. Assignment was changed for official purposes or for other reasons beyond the traveler's control that are acceptable; and
4. Traveler took steps to obtain a refund once the TDY was officially canceled, or curtailed.

**SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE****C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE**

A. General. Mileage reimbursement for POC use is based on the cost incurred if a Government-furnished automobile (see definition - Appendix A) were used. The reimbursement rate depends on whether a Government-furnished automobile is obtained by:

1. Purchase,
2. Rental basis from a GSA interagency motor pool, or
3. Lease for 60 days or longer from a commercial firm

and the Government-furnished automobile is available for employee's use, or is not available and would have to be obtained for the employee's use.

B. Mileage Reimbursement Rates. The POC mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. C1065), and the factors in par. C4651-D.

C. Commitments to Use Government-Furnished Automobile or POC

1. The AO must obtain a commitment in writing from an employee who is expected to perform extensive official travel by automobile.
2. The written commitment must indicate whether the employee intends to use a Government-furnished automobile or a POC.
3. The commitment must be for sufficient lengths of time to warrant making arrangements for a Government-furnished automobile if appropriate.
4. Commitment changes are permitted but must be accomplished far enough in advance of their effective dates to permit arrangements to be made for the acquisition or disposal of Government-furnished automobiles.
5. Generally, an employee who commits to using a Government-furnished automobile should not be authorized POC mileage reimbursement; however, if an employee occasionally uses a POC when a Government-furnished automobile is available, POC mileage reimbursement may be authorized/approved in accordance with par. C4651-D.

D. Per Diem. Per diem reimbursement is authorized for the actual en route travel time under this paragraph. Unless satisfactorily explained, travel time in excess of that necessary for the most direct usually traveled route is disallowed for per diem computation.

E. Traveler Statement. When claiming reimbursement for POC mileage instead of the reimbursement prescribed in par. C4651-D2 for a Government-furnished automobile, the employee must provide a written statement (that finance regulations may require to be submitted with the voucher) that a commitment to use a Government-furnished automobile was not made, and that POC mileage reimbursement was not limited under par. C4651-D. See Chapter 3 for travel authorization policy.

### 3. Failure to Follow Regulations

- a. Commands/units are expected to take appropriate disciplinary action when employees and/or AOs fail to follow the regulations concerning CTO use (see par. C1070).
- b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or other personnel means. Action must *not* be through refusal to reimburse. See par. C2203-A4 below for exceptions when reimbursement is *not* allowed.

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

## B. Requirements

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

- a. A CTO (see Appendix A),
- b. In-house travel offices, or
- c. General Services Administration (GSA) Travel Management Centers (TMCs) which are functionally equivalent to CTOs.

### *Effective 01 September 2004*

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

- \*a. DoDD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
- \*b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
- c. Service regulations.

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

## D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized/approved transportation NTE the least expensive unrestricted commercial coach airfare that meets mission requirements.

*Effective 1 March 2004*

## C2204 COMMERCIAL AIR TRANSPORTATION

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

### B. Service Class

#### 1. General. Government policy is that:

- a. Travelers must be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, RAT leave, emergency leave, R&R, FEMLE, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. C2000-A2a) and substantiated to justify premium-class transportation.
- b. Commands and travelers should determine travel requirements in sufficient time to reserve and use coach-class accommodations.
- c. First-class airline accommodations may be used at Government expense only as permitted in par. C2204-B3.
- d. Business-class accommodations may be used at Government expense only as permitted in par. C2204-B4.
- e. See par. C2000-A2a regarding authorizing premium-class transportation before or after travel.
- f. ***IAW the Federal Travel Regulation (FTR), when an airline flight that has only two classes of service (i.e., two cabins), the higher class of service (e.g., the 'front cabin'), regardless of the term used in its identification, is "first class." A traveler must use the 'least expensive unrestricted coach-fare' if available, in the 'back' (economy) cabin of a two-cabin aircraft or the traveler must qualify for a first-class seat for the Government to pay for a seat in the 'front' (first-class cabin) of the two-cabin aircraft. Some airlines have only restricted airfares in the 'economy' cabin of two-cabin aircraft. If that is the case, a restricted airfare in the 'economy' cabin must be used unless the traveler qualifies for a first-class seat in the front cabin. (See par. C2204-B3a for first-class qualification.)***

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

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

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

***Effective 12 August 2004***

\*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. (DoDD 4500.9, 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:

**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).

**C3102 BLANKET TDY TRAVEL**

A blanket TDY travel authorization must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

1. That the travel type is “blanket TDY travel”;
2. That the employee shall proceed at such times, to such places, and at such frequency as may be necessary;
3. Of the general geographic area limitations;
4. Of a specific period of time within a fiscal year;
5. Of the reason(s) for this type of travel;
6. Designating the traveler as an acting transportation officer, if applicable;
7. Authorizing use of special conveyances with reimbursement allowed when approved on claim vouchers as advantageous to the Government, if appropriate;
8. Authorizing excess baggage, if necessary; and
9. Of other conditions, limitations, and instructions, as appropriate.

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

***NOTE 2: A blanket travel authorization must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for specific trips, an amendment to the authorization for each such trip must be issued.***

**C3103 TDY TRAVEL OF CONSULTANTS AND EXPERTS**

An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 days or less in any continuous 365 day period) by the Government (under 5 USC §5703) and paid on a daily-when-actually-employed basis or serving without pay or at \$1 a year (see par. C4975 and Appendix E, Parts I and II). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. ***NOTE: This use of ITAs does not apply to contractors.***

**C3104 PCS TRAVEL**

A. General. Travel authorizations must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A travel authorization for PCS must contain the same basic information prescribed in par. C3151, plus a statement:

1. In all cases:
  - a. Naming the old and new PDSs and their locations;
  - b. Of the reporting date at the new PDS; and
2. If applicable:
  - a. Names and relationships of eligible dependents and children's birth dates who are authorized travel;
  - b. That dependents will accompany employee or travel separately, and if so when, and by what transportation mode, if known and of dependents' travel origin or destination points (when different from the employee's);
  - c. That excess baggage transportation costs may be approved only after PCS travel (see par. C2302). A statement should be added to advise travelers that they should be financially prepared to pay for excess baggage charges (see par. C4720-A11);
  - d. Of the maximum HHG weight the employee may transport including:
    - (1) Temporary storage authority;
    - (2) HHG shipment origin and/or destination points (when different from the employee's);
    - (3) The shipment method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
    - (4) (for Government-arranged moves) How the employee intends to fulfill personal financial responsibility for charges not allowed at Government expense (e.g., borne by, or collected from, the employee);
  - e. That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;
  - f. Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

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

B. CONUS PCS Travel. A travel authorization for a CONUS to CONUS PCS must contain the same information as in par. C3104-A above, plus a statement:

1. That the travel type is "PCS travel," and
2. If applicable:
  - a. That a transportation agreement has been signed (see par. C4001);
  - b. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

- c. Authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE and the number of days authorized;
- d. Authorizing NTS of HHG incident to a transfer or appointment to an isolated CONUS PDS;
- e. Authorizing real estate and unexpired lease expenses;
- f. Authorizing special conveyance use for PCS travel;
- g. That transportation of POV(s) within CONUS is authorized (after the mandatory cost comparison showing a financial savings to the Government has been completed) as more advantageous;
- h. Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

***Effective 1 September 2002***

- i. That a home marketing incentive payment is authorized if earned in accordance with Chapter 15, Part C;
- j. That a reduction in force or function transfer is due to base closure if such is the case; and

***Effective 19 June 2003***

- k. The conditions in par. C2159-C1 for using more than 2 POCs are authorized/approved by travel authorization amendment after the fact.

***Effective 19 June 2003***

C. First Duty Station for Appointees. A travel authorization to the first PDS for an appointee must contain the same basic information prescribed in par. C3104-A, plus a statement:

1. That the travel type is "travel to first duty station (5 USC §5723)";
2. Of the date the required transportation agreement is signed;
3. Of the actual residence;
4. Of the position title and grade to which appointed;
5. If transportation of POV(s) within CONUS is authorized as more advantageous; and
6. That the conditions in par. C2159-C1 for using more than 2 POCs are authorized, or approved by travel authorization amendment after the fact.

D. OCONUS Permanent Duty Travel

1. General. Travel authorizations for OCONUS permanent duty travel must contain the same basic information prescribed in par. C3104-A, plus a statement:

- a. That the travel type is "permanent duty travel," and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip renewal agreement travel, separation, or advance return travel (see par. C5000);
- b. Of the actual residence, as appropriate;
- c. Of the date the required transportation agreement is signed in connection with assignment at an OCONUS PDS;
- d. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
- e. Of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);
- f. For POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation in accordance with par. C2159;
- g. Prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
- h. Of the maximum HHG weight the employee may transport or store; and
  - (1) Any weight limitation imposed by the OCONUS command;
  - (2) The weight allowance for consumables if authorized (par. C5154-D and Appendix F);
  - (3) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Government-arranged move; and
  - (4) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;
- i. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
- j. Of an alternate travel origin or destination point allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;
- k. Whether or not a POV shipment is authorized;
- l. If ocean-going car ferries are authorized (see par. C2166);
- m. If applicable, authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE, and number of days authorized;

- n. If property management services are authorized; and
  - o. If TQSA and/or FTASE are authorized.
2. Conditions Related to RAT. For OCONUS RAT, the travel authorization also must include a statement:
- a. Authorizing round trip travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;
  - b. Of the number of leave days granted;
  - c. That "This employee has completed the minimum period of service for this command and has signed a new transportation eligibility agreement on (date)";
  - d. Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;
  - e. Of the reporting date for duty at the OCONUS PDS following authorized absence;
  - f. Of baggage weight limits;
  - g. Authorizing up to 90 days HHG temporary storage if allowed in par. C5190;
  - h. Of specific instructions about where, when, and how to submit passports and requests for revalidation, renewal, or visas; and
  - i. Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving port call.

### **C3105 TCS TRAVEL**

A. Events Requiring a Travel Authorization. A separate travel authorization is required to:

- 1. Assign the employee from the PDS to the TCS;
- 2. Return the employee from the TCS to the PDS; or if the TCS becomes the employee's new PDS:
- 3. Assign the TCS point as the new PDS; and
- 4. Authorize the employee to return to the former PDS (par. C5720-B1).

B. Travel Authorization Content. Each travel authorization must reference any prior TCS travel authorizations to which it is related. Travel authorizations must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel authorization must contain the same basic information prescribed in par. C3151, plus a statement:

- 1. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS point, return from the TCS point, changing the TCS to a new PDS, or return to the former PDS when the TCS becomes a PDS;

2. Of the PDS(s) and TCS involved and locations;
3. Of the TCS/PDS reporting date; and if applicable;
4. Of eligible dependents' names and relationships who are authorized travel (including children's birth dates);
5. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
6. That excess baggage transportation costs may be approved only after TCS travel (see par. C2302). A statement should be added to advise travelers that they should be financially prepared to pay for excess baggage charges (see par. C4720-A11).;
7. Of the maximum HHG weight the employee may transport;
  - a. Of temporary storage authority;
  - b. Of HHG origin or destination points (when different from the employee's);
  - c. Of the transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
  - d. How the employee intends to fulfill financial responsibility for charges not allowed on a Government arranged move (e.g., borne by, or collected from, the employee);
8. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;
9. If TQSE is authorized for the employee and/or dependents incident to temporary quarters occupancy, TQSE type (actual expense or fixed), and the number of days authorized; and

For OCONUS travel only:

10. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
11. Of transportation modes (see par. C3151);
12. Prohibiting commercial transportation use when Government transportation facilities (see par. C2206) make the travel reservations;
13. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
14. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

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

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

### **C3106 INVITATIONAL TRAVEL**

An invitational travel authorization must contain a statement of the:

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

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

### **C3107 TRAVEL AT NO EXPENSE TO THE GOVERNMENT**

See par. C6250.

## CHAPTER 5

### PERMANENT DUTY TRAVEL

#### **PART A: APPLICABILITY AND GENERAL RULES**

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#### **PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES**

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## CHAPTER 5 PERMANENT DUTY TRAVEL

### PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES

#### C5050 PCS MILEAGE ALLOWANCE (FTR §302-4.300)

##### A. POC Travel

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

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

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

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

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

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

#### C5055 USE OF MORE THAN TWO AUTOMOBILES

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

#### C5060 ALLOWABLE PER DIEM (FTR §302-4.200)

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

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

B. Exception

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

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

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

## C5065 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in this paragraph illustrate the method of computing the PCS mileage rate and per diem incident to PDT by automobile.
  2. The per diem/mileage rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/perdiemrates.html>.
- Effective 4 June 2004***
3. See par. C4550-F or <http://www.dtic.mil/perdiem/perdiemrates.html> for the current Standard CONUS per diem rate.
  4. The per diem allowance is as computed in pars. C7006 and C5060-A, and examples in par. C4565.

B. Reimbursement Computation Example for the Use of One Automobile

<b>Reimbursement Computation for the Use of One Automobile</b>	
<p>An employee performs PCS travel from San Francisco, CA, to Washington, DC, in 9 1/2 days, by automobile, accompanied by spouse and 2-year old child.</p> <p>Allowable mileage from San Francisco to Washington DC = 2,826 miles.</p> <p>Based on an average of 350 miles per day (see par. C5060) the employee may be paid per diem for up to 8 days (2,826 ÷ 350 = 8).</p>	
1. Automobile travel reimbursement is based on 2,826 miles @ \$0.19 a mile (see par. C2505-B). 2826 X \$0.19 = \$536.94	\$ 536.94
2. Allowable per diem for employee based on 8 day maximum is 8 days @ \$86 (Standard CONUS per diem rate). 8 X \$86 = \$688	
3. Per diem for travel time based on actual lodging costs from San Francisco to Washington, DC is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$688) for actual travel under lodging plus system the employee is reimbursed the full amount spent (\$650).	650.00
4. Per diem for accompanying spouse is 75% of the amount due the employee. \$650 X .75 = \$487.50	487.50
5. Per Diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 X .50 = \$325	325.00
6. Amount spent on Tolls	+ 10.00
<b>7. TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>\$2,009.44</b>

C. Reimbursement Computation Example for the Use of Two Automobiles

<b>Reimbursement Computation for the Use of Two Automobiles</b>	
<p>An employee performs PCS travel from San Francisco, CA, to Washington, DC using two automobiles.</p> <p>Allowable mileage from San Francisco to Washington DC = 2,826 miles.</p> <p>Based on an average of 350 miles per day (see par. C5060) the employee may be paid per diem for up to 8 days (<math>2,826 \div 350 = 8</math>).</p>	
1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles @ \$0.15 a mile (see par. C2505-B). $2,826 \times \$0.15 = \$423.90$	\$ 423.90
2. Automobile travel reimbursement for the second automobile, driven by spouse and accompanying child, is based on 2,826 miles @ \$0.17 a mile (see par. C2505-B). $2,826 \times \$0.17 = \$480.42$	480.42
3. Allowable per diem for employee based on 8 day maximum is 8 days @ \$86 (Standard CONUS per diem rate). $8 \times \$86 = \$688$	
4. Per diem for travel time based on actual lodging costs from San Francisco to Washington, DC is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$688) for actual travel under lodging plus system the employee is reimbursed the full amount spent (\$650).	650.00
5. Per diem for accompanying spouse is 75% of the amount due the employee. $\$650 \times .75 = \$487.50$	487.50
6. Per Diem for the accompanying child under age 12 is 50% the amount due the employee. $\$650 \times .50 = \$325$	325.00
7. Amount spent on Tolls	+ 10.00
<b>8. TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>\$2,376.82</b>

D. Computation Example of the PCS Mileage Allowance Rate for Two Separate Trips

<b>Computation of the PCS Mileage Allowance Rate for Two Separate Trips</b>	
<p>An employee performs PCS travel from New York City to Atlanta, GA by automobile.</p> <p>The spouse and two children did not accompany the employee because housing had not been arranged at Atlanta.</p> <p>Two weeks after arrival, the employee finds housing, returns to New York City by automobile over a weekend, and drives the spouse and two children to Atlanta.</p>	
866 miles @ \$0.15 per mile (employee only)	\$129.90
866 miles @ \$0.19 per mile (spouse and 2 children)	<u>+ 164.54</u>
<b>Total PCS mileage allowance rate payable for privately owned automobile travel</b>	<b>\$294.44</b>
<p>In addition to the PCS mileage allowance rate, the employee receives per diem for the number of days required to complete the first trip from New York City to Atlanta on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).</p> <p>No per diem is payable on the employee's behalf for the employee's second trip.</p> <p>The employee is authorized reimbursement for tolls for the first and second trips from New York to Atlanta.</p> <p>The employee is not authorized reimbursement for the trip from Atlanta to New York City.</p> <p style="text-align: center;">Per diem for dependents is computed in pars. C7006 and C5060.</p>	

**C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT**

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. C5005 is authorized the following if PCS allowances are part of the hiring process:

1. Employee and dependents' transportation, including PCS mileage allowance for POC travel, (see par. C5050-A),
2. Per diem for the employee and dependents,
3. HHG shipment, including storage-in-transit,
4. HHG NTS (***NOTE: NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS***),

5. Miscellaneous expenses, and
6. Expenses incurred in the selling and/or buying of a residence, or lease termination (see Chapter 14).

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

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

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

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

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

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

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

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

*Effective 26 August 2004*

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

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

1. General

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

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

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

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

\*c. The restrictions in par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.

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

a. Agreement Requirements. See par. C4001.

b. Service Requirements. See par. C4005.

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

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

\*d. Foreign OCONUS Area PDS Assignment Allowances

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

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

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

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

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

\*B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR §302-3, subpart A)

1. General

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

2. Coverage. A new appointee:

- \*a. May be authorized payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.
- b. Includes:
  - (1) An individual who is employed with the Federal Government for the first time,
  - (2) Presidential Transition Team personnel (see par. C5080-A1a(3)), and
  - (3) An employee returning to the Government after a break in service (except an employee separated as a result of reduction in force/transfer-of-function and is re-employed within one year after such action (par. C5080-C)); or
  - (4) A student trainee assigned to the Government upon completion of college.
- c. Is **not** an employee separated as a result of a RIF/transfer-of-function. Such an employee is treated as a transferee under pars. C1052-B2 and C5080-C.

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

4. Procedural Requirements

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

b. Travel before Appointment

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

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

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

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

\*5. Allowable Expenses. The following expenses are payable when travel to the first PDS at Government expense is authorized/approved by the hiring DoD component. Not all of the listed items are applicable in each situation covered by this Part.

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

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

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

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

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

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

f. Mobile home transportation (see Chapter 10).

\*g. Shipment of a POV when authorized by the DoD component (see Chapter 11).

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

a. Per diem for dependents;

b. A house-hunting trip (HHT);

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

\*d. Miscellaneous Expense Allowance (MEA) (Chapter 9); ***NOTE: Chapter 9 does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***

- e. Residence sale and purchase expenses (Chapter 14);
- f. Lease-breaking expenses (except as in par. C1004-C4); and
- g. Relocation services (Chapter 15).

7. Alternate Origin and/or Destination

- a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.
- b. For Presidential Transition Team personnel (see par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.
- c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

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

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

- 1. General. An involuntary transfer due to a RIF/transfer of function is in the Government's interest (FTR §302-3.205). PCS allowances are authorized.
- 2. Placement Prior to Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function prior to separation, travel and transportation allowances are from the old PDS to the new PDS.
- 3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:
  - a. In the Federal Government,
  - b. Within 1 year of the separation date,
  - c. Under a non-temporary appointment, and
  - d. At a different duty station from the one at which the original separation occurred,

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

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

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

- a. Is scheduled for separation from DoD, other than for cause;
- b. Is selected for appointment to a continuing position with the U.S. Postal Service; and
- c. Accepts the appointment.

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

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

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

#### D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

- a. Authorized mandatory restoration under FPM 353,
- b. Returning from military duty, and
- c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

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

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

### 3. Real Estate Expenses

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

- (1) Sale (or unexpired lease settlement) at the former civilian PDS; and
- (2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

- (1) Sale,
- (2) Settlement of an unexpired lease, or
- (3) Purchase transaction

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

### 4. Travel and Transportation Allowances

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

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

- (1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.
- (2) Civilian Employee. The employee is authorized travel and transportation allowances for self/dependents, and HHG from the civilian PDS, at which the employee resigned to enter the Armed Forces, to the new civilian PDS.

c. The employee is authorized:

- (1) The Miscellaneous Expense Allowance (see Chapter 5, Part G ),
- (2) Reimbursement of expenses incurred in connection with the sale/purchase of a residence or an unexpired lease (see Chapter 14),
- (3) A HHT if authorized in the travel authorization under Chapter 5, Part M, and
- (4) TQSE if authorized in Chapter 13.

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

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

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

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

1. Limitation

a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 2-year time limitation under the authorization for the first transfer has not expired.

b. If the 2-year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 2-year time limitation has not expired, to the last PDS.

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

F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)

***NOTE: The restrictions in par. C5080-F do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5080-B5 without regard to the distance between the employee's actual residence and the first PDS.***

1. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

a. In the Government's interest (responding to a vacancy announcement is not 'at the employee's request'),

b. To a new PDS that is at least 50 miles from the old PDS, and

c. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:

(1) Residence at the time of PCS notification and the old and new PDSs, and

(2) The proposed new residence and the new PDS.

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

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

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

3. PCS Claims Must Satisfy Conditions

- \*a. PCS claims for allowances authorized in a travel authorization must satisfy the conditions in par. C5080-F1 or C5080-F2 before reimbursement is allowed.
- b. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars C5080-F1 and C5080-F2 as applicable.
- c. ***Non-compliance of the new residence location is grounds for denial of the various allowances.***
- d. See Chapter 16 for reimbursement of additional taxes incurred by an employee on PCS allowance reimbursement.

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

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

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

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

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

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

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

a. Criteria. In the circumstances described in par. C5080-G4b or C5080-G4c, any PDS is a remote/isolated location (for the purpose of this paragraph) if listed in par. C5080-G2. For NTS of HHG at an isolated PDS, see par. C5195.

b. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD component management requires employees to remain at the PDS for their workweeks as a normal and continuing part of the employment conditions.

c. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

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

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

1. An agreement providing for return travel and transportation allowances;
2. Served the period required in the current agreement or that requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination not to exceed the constructed cost for travel from the OCONUS PDS to the actual residence.
3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.
2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c))
  - a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/ use them after release from work status in the OCONUS position.
  - b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or less calendar days is reasonable. Under unusual extenuating circumstances that, in the opinion of the OCONUS activity commanding officer warrant a longer delay, return travel may be delayed up to 2 years from the separation date.
  - c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/retire locally to establish an OCONUS retirement residence must not be approved.
  - d. ***If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the approved delay period, the employee loses the allowances.***

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time (see Chapter 7 and Chapter 5, Part D).
2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be a matter of written record.

E. Employees Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously-earned travel and transportation allowances.

F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, not to exceed those payable to the actual residence (see par. C1052-E3), even though the employee is employed, without a break in service, by a different DoD component after arrival at the authorized separation destination.

## 2. New PDS at other than the Authorized Separation Destination

a. General. If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD component, when PCS allowances are authorized by the gaining DoD component. These payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

### b. PCS Allowances Related to the New PDS

(1) Par. C5070 lists the mandatory and discretionary allowances that are the acquiring DoD component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

(2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

(3) Applicable PCS allowances are not authorized until the employee signs a new transportation agreement (see par. C4001).

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) Example 1. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD component with assignment to a new PDS at Dayton, OH. The gaining DoD component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD component;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) Example 2. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) Example 3. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD component with assignment to a new PDS at Denver, CO. The gaining DoD component, at its expense, may authorize:

- 1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD component;
- 2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and
- 3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) Example 4. The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DoD component, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If a break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C5080-B. If there is no break in service and the movement to the new PDS is not in the Government's interest, there is no authority for other than separation travel and transportation allowances.

#### **C5090 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEES UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT**

##### A. Applicability

1. Individuals Covered. This part is applicable to:

- a. Senior Executive Service (SES) positions, and
- b. Non-SES appointees if the appointee:

- (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;
- (2) Was previously an SES career appointee; and
- (3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.

2. Exclusions. This Part does not apply to an SES employee who is a:

- a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 years or less to an SES position, the duties of which expire at the end of that term;

b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, not to exceed 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or

c. Non-career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:

a. Satisfied the eligibility criteria in par. C5090-B; and

b. Dies in Government service;

c. Died after separating from Government service but before travel and/or transportation to home were completed.

B. Eligibility Criteria. An SES career appointee (or a deceased covered employee's dependents), as defined in par. C5090-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. C5090-D, if the employee:

1. Was geographically transferred/reassigned in the Government's interest and at Government expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

a. One SES career appointment to another;

b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or

c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

2. At the time of the transfer/reassignment was:

a. Eligible to receive an annuity for optional retirement under 5 USC §8336(a), (b), (c), (d), (e), (f), or (j), chapter 83, subchapter III (Civil Service Retirement System (CSRS)); or under 5 USC §8412, chapter 84, subchapter II (Federal Employees Retirement System (FERS)); or

b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or

c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under 5 USC §8336(d), chapter 83, subchapter III; or 5 USC §8414(b); or 5 USC chapter 84, subchapter II;

3. Is eligible to receive an annuity upon separation (or, in the case of death in Government service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC chapter 83, subchapter III (CSRS), or 5 USC chapter 84 (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authorization, or disability retirement; and

4. Has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Individuals. An individual who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

- a. Name, grade, and SSN;
- b. Name of spouse;
- c. Name(s) and age(s) of dependent children;
- d. Move origin and destination;
- e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

D. Allowable Expenses. When authorized/approved by the head of the DoD component, travel and transportation expenses are paid for an eligible employee (see par. C5090-A). Allowable expenses and provisions of these regulations that apply are as follows:

1. Travel and transportation expenses, including per diem, under par. C5000 for the employee;
2. Transportation expenses under par. C7000, but not per diem, for the employee's dependents;
3. PCS mileage allowance under par. C5050 if travel is performed by POC; and
4. HHG transportation and temporary storage (see Chapter 5, Part D) not to exceed 18,000 pounds net weight of HHG.

E. Expenses Not Allowable. Expense items not listed in par. C5090-D that are authorized for reimbursement for a transferred employee (e.g., per diem for family, TQSE, MEA, residence sale and purchase expenses, lease-breaking expenses, NTS of HHG, RIT allowance, and relocation services) are not authorized upon the eligible individual's retirement.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.

2. Alternate or more than One Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the Government would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.

3. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F for a short distance transfer are met.

G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months of the separation date (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating).

H. Funds Use. *Travel advances must not be issued to cover any of the expenses authorized by this Part.* Travel and transportation arrangements should be made through Government-procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (see par. C2203), they may be reimbursed for their actual transportation expenses.

***NOTE: Reimbursement is not to exceed the least expensive unrestricted coach airfares for transportation of the individual and dependents, or the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method) for moving and storage of HHG.***

**PART C: TQSE(F)****C13300 PURPOSE**

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

*Effective 19 February 2002*

**C13302 LIMITATIONS**

1. The AO, *not the employee*, determines if TQSE(F) is necessary.
2. If the AO chooses, TQSE(F) may be offered to the employee.
3. The employee may decline the TQSE(F) offer and choose to be reimbursed by TQSE(AE) if the AO authorizes/approves TQSE.
4. TQSE(F) is a lump-sum payment based on the locality per diem rate at the new PDS.
5. TQSE(F) may be authorized for the number of days determined necessary, up to 30 days. ***NOTE: The AO is not required to authorize the full 30 days.***
6. The employee may not be paid any additional TQSE if the TQSE(F) is not adequate to cover TQSE expenses.

*Effective 17 August 2004*

\*7. If the TQSE(F) amount is more than adequate to cover the employee's TQSE expenses any balance belongs to the employee (GSBCA 16408-RELO, 14 July 2004/GSBCA 16420-RELO, 15 July 2004).

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

**C13305 TQSE(F) OPTION**

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

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

1. Administration Ease. TQSE(AE) requires review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount. No review is required for TQSE(F) because receipts and supporting statements are not required.
2. Cost Considerations
  - a. TQSE(AE) may continue for up to 120 consecutive days. ***TQSE(F) is limited to no more than 30 days, with no extensions under any circumstances.***

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

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

### C13310 TIME LIMITATIONS

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

### C13315 RECEIPTS AND SUPPORTING DOCUMENTATION

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

### C13320 COMPUTATION

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

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

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

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

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

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

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

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

## CHAPTER 14

### REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES (FTR PART 302-6)

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**CHAPTER 14**  
**REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE**  
**ALLOWANCES (FTR PART 302-11)**

**C14000 GENERAL**

*Effective 1 April 1999: For guidance on the lease penalty expense portion of the Foreign Transfer Allowance, refer to section 240 of the Department of State Standardized Regulations (DSSR) as stated in par. C1004.*

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred in connection with the:

1. Sale of a residence (or the settlement of an unexpired lease involving the residence or a lot on which a mobile home used as a residence was located) at the old PDS; and/or
2. Purchase (including construction) of a residence at the new PDS,

after the employee has signed the required transportation agreement, and:

3. A PCS is authorized/approved and, except as provided in par. C14000-C, the old and new PDSs are located in CONUS or in non-foreign OCONUS areas;
4. The dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;
5. The settlement dates for the sale (or lease termination) and purchase are within the time limitation prescribed in par. C14000-B;

***NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.***

6. The residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work. ***NOTE: If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling where the employee's dependents reside or will reside, but only if such residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.***

***Effective 19 February 2002***

B. Time Limit for Residence or Lease Termination Transactions. Except as provided herein, settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer (see Appendix A). For employees eligible under par. C14000-C, the new PDS is the PDS to which the employee reports for duty when reassigned or transferred from a foreign area. The

2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. (For example, if an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.) Upon an employee's written request, the 2-year period may be extended for up to an additional 2 years by the commanding officer (or designee) of the activity bearing the cost. The employee should submit a written request to the appropriate authority as soon as the employee becomes aware of the extension need, but within the initial 2-year period. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost. An extension may be granted only if a determination is made that extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS (as opposed to being unrelated to the actual PCS). (For an employee who reported on 20 October

1998 and is granted an extension to the 2-year period, settlement may be no later than 20 October 2002. Costs for transactions completed after the 4-year period may not be reimbursed (B-191018, December 26, 1978)). The 2-year extension provision in this paragraph is effective for employees whose effective date of transfer (see Appendix A) is on or after 19 February 2002. For those with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.

***NOTE: There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in §302-2-8 and 302-2.11 in the Federal Travel Regulation (FTR), which has the force and effect of law (B-245281, February 20, 1992).***

C. Transfer from a Foreign Area to a CONUS or Non-foreign OCONUS Area

1. Definitions. The following definitions apply for the purposes of this subparagraph:

a. Former CONUS or Non-foreign OCONUS Area PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. See definition in Appendix A.

2. Applicability. An employee who has completed an agreed upon tour of duty in a foreign area and, instead of being returned to the former CONUS or non-foreign OCONUS area PDS, is reassigned/transferred in the Government's interest to a CONUS or non-foreign OCONUS area PDS other than the one from which transferred when assigned to the foreign PDS is authorized reimbursement under this Chapter. The distance between the former and new CONUS or non-foreign OCONUS PDSs must meet the distance criteria specified in par. C5080-F for change of station within the same city or area.

***NOTE: The following employees are not eligible for real estate allowances when transferred from a foreign area PDS to a PDS in CONUS or a non-foreign OCONUS area. This is because they were not initially civilian employees of an agency when transferred from a PDS in CONUS or a non-foreign OCONUS area to the foreign area PDS:***

***(a) a locally hired employee described in par. C4002-B2a(1) (former member of U.S. armed forces);***

*(b) a locally hired employee described in par. C4002-B2a(2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS or non-foreign OCONUS area to the foreign area PDS;*

*(c) a locally hired employee described in par. C4002-B2a(4) (employee who accompanied or followed the spouse to the OCONUS area); and*

*(d) an employee hired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.*

3. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

- a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or
- b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C14000-C3a to be eligible for reimbursement for expenses in par. C14000-C3b above.

4. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of PCS orders) that instead of returning to the former CONUS or non-foreign OCONUS area PDS, reassignment/transfer is to be to a different CONUS or non-foreign OCONUS area PDS may not be reimbursed.

5. Service Agreement Required. A signed service agreement as prescribed in par. C5075 is required for reimbursement of residence transaction expenses authorized under this paragraph.

D. Sale of Residence in Anticipation of Transfer

1. Following Announcement of Base Closure. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee (58 Comp. Gen. 208 (1979)). The announcement of a base closure, accompanied by an offer to assist in finding new positions for affected employees, is a clearly evident intent to transfer those employees (B-249451, January 7, 1993). Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Chapter. ***Employees should be cautioned that they are eligible for real estate expenses reimbursement only if subsequently employed in a position that involves a PCS.*** If the PCS is to a foreign location, reimbursement for the expenses may be made only after the employee completes a tour of duty at the foreign PDS and subsequently is transferred to a different CONUS or non-foreign OCONUS area location as indicated in par. C14000-C.

2. Employee Officially Notified of Return to a Different CONUS or Non-foreign OCONUS Area PDS. An employee who, incident to a PCS to a foreign area from a PDS in CONUS or a non-foreign OCONUS area, is officially notified that return is to a different CONUS or non-foreign OCONUS area PDS, may sell the residence at the former CONUS or non-foreign OCONUS area PDS and be reimbursed real estate expenses under this Chapter, if otherwise eligible, upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS or non-foreign OCONUS area PDS. Reimbursement shall not be allowed for any real estate transaction that occurs prior to official notification that the employee's return would be to a PDS other than the one from which transferred to the foreign PDS. Reimbursement may not be made until the employee is transferred back to a PDS in CONUS or a non-foreign OCONUS area. Reimbursement may not be made incident to the transfer to the foreign PDS, even though the employee officially is notified at that time that return will not be to the same PDS after the completion of the foreign assignment. A travel order ordinarily constitutes official notification (72 Comp. Gen. 130 (1993)).

#### E. General

1. Title Requirements. The title to the residence or dwelling at the old or new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be in the name of the employee alone, jointly in the names of the employee and one or more dependent(s), or solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Notification of Transfer. At the old PDS, the employee's property interest must have been acquired prior to the date the employee first was notified officially of transfer to the new PDS. In the case of an employee covered by par. C14000-C, the employee's interest must have been acquired prior to the date the employee was first notified officially of transfer to the foreign area.

a. Legal Title Interest. Except as provided in par. C14000-E2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).

b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held In Trust. The property is held in trust and the:

(a) Property is the employee's residence as described in par. C14000-A4;

(b) Employee and/or dependent(s) are the only beneficiary(ies) of the trust;

(c) Employee and/or dependent(s) retain the right to distribute the property for life;

(d) Employee and/or dependent(s) retain the right to manage the property;

(e) Employee and/or dependent(s) are the only grantor/settler of the trust, or retain the right to direct distribution of the property upon dissolution of the trust or death; and

(f) Employee provides the DoD component concerned with a copy of the trust document.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and the;

(a) Property is the employee's residence as described in par. C14000-A4;

(b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;

(c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a condition of the financing agreement; and

(d) Employee provides the DoD component concerned with a copy of the financing document.

The DoD component concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party or Parties. (An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents, and an individual (accommodation party) who is not a dependent and the:

(a) Property is the employee's residence as described in par. C14000-A4;

(b) Employee and/or a dependent(s) has the right to use the property and to direct conveyance of the property;

(c) Lender requires signature of the accommodation party on the finance document;

(d) Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);

(e) Accommodation party's name is on the title;

(f) The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and

(g) Employee provides the DoD component concerned with acceptable documentation of the accommodation. The documentation may include a copy of the financing document and/or a written statement from the employee certifying that the condition in par. C14000-E2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation required by the DoD component concerned.

(4) Title Held by Property Seller. The title is held in the name of the property seller and the:

- (a) Property is the employee's residence as described in par. C14000-A4;
- (b) Employee and/or dependent(s) have the right to use the property and to direct conveyance of the property;
- (c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and transfer of title to the employee and/or dependent(s) upon completion of the payment schedule; and
- (d) Employee provides the DoD component concerned with a copy of the financing agreement.

(5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:

- (a) The property is the employee's residence as described in par. C14000-A4;
- (b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;
- (c) Only the employee and/or dependent(s) has made payments on the property;
- (d) The employee and/or dependent(s) receives all proceeds from the sale of the property; and
- (e) The employee provides documentation acceptable to the DoD component concerned that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the sale of the property, and any other documentation required by the DoD component concerned.

#### F. Reimbursement of Expenses

1. Employee Must Actually Incur the Expenses. An employee shall be reimbursed only for expenses actually incurred and paid by the employee or dependent(s). If any expenses were shared by persons other than the employee or dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).
2. Pro Rata Reimbursement. If an employee and/or dependents share title to the residence with others,

or if an employee is deemed to have title interest under par. C14000-E2b, the employee shall be reimbursed on a pro rata basis to the extent of the employee's actual or deemed title interest in the residence. Additionally, an employee shall be reimbursed on a pro rata basis in the following situations:

- a. Multiple Occupancy Dwelling. If the residence is a duplex or another type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses shall be reimbursed on a pro rata basis.
- b. Excess Land. The employee shall be limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought or sold.

### **C14001 EXCLUSIONS**

The following individuals are not eligible for reimbursement under the provisions of this Chapter, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for employees eligible for reimbursement of residence transaction expenses under par. C14000-C;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4500;
4. Employee, assigned to an OCONUS post of duty, returning for separation;
5. Employee performing renewal agreement travel and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is entitlement when return is to a different PDS that is at least 50 miles from the old PDS (see par. C4108) and the old and new PDSs are located in a non-foreign OCONUS area; and
6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

### **C14002 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE**

#### **A. Reimbursable Expense**

1. Broker's Fees or Real Estate Commission. A broker's fee or real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the locality of the old PDS. No such fee or commission is reimbursable in connection with the purchase of a home at the new PDS.

2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for sale of a residence at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.

3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:

- a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
- b. Preparing conveyances, other instruments, and contracts;
- c. Related notary fees and recording fees;
- d. Making surveys, preparing drawings or plats when required for legal financing purposes; and
- e. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). Litigation costs are not reimbursable.

4. Miscellaneous Expenses

a. Reimbursable Items. The expenses listed below are reimbursable in connection with residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality:

- (1) FHA or VA fee for a loan application;
- (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);

- (3) Cost of preparing credit reports;
  - (4) Mortgage and transfer taxes;
  - (5) State revenue stamps;
  - (6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C14002-A4b below;
  - (7) Charge for prepayment of a mortgage or other security instrument in connection with the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement may not exceed 3 months' interest on the loan balance.);
  - (8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;
  - (9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the cost of the owner's title insurance policy is inseparable from the cost of other insurance, which is a prerequisite to financing or the transfer of property;
  - \*(10) Expenses in connection with construction of a residence, which are comparable to expenses that are reimbursable in connection with the purchase of an existing residence;
  - \*(11) Expenses in connection with environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and
  - \*(12) Environmental protection fee if required as a condition of the mortgage. (GSBCA 16053-RELO (10 June 03)).
- b. Nonreimbursable Items. Except as otherwise provided in par. C14002-A4a, the following expenses are not reimbursable:

- (1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee in connection with the purchase of a residence for the protection of the employee;
- (2) Interest on loans, points, and mortgage discounts;
- (3) Property taxes;
- (4) Operating or maintenance costs;

- (5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued in accordance with PL 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. C14002-A4a above;
  - (6) Expenses that result from residence construction; and
  - (7) VA funding fee (64 Comp. Gen. 674 (1985)).
5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:
- a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;
  - b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or
  - c. Any similar causes.
6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the locality of the residence.
7. Procedure and Claim Requirements. See par. C14003.

*Effective for employees whose effective date of transfer is on or after 22 March 1997*

B. Reimbursement Limit. Total reimbursements shall not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and
2. 5 percent of the purchase price of a residence at the new PDS.

**C14003 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)**

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C14003-A2 and C14003-A3, showing that the expense was, in fact, incurred and paid by the employee.

2. Residence Sale. The following supporting documents are required:
  - a. Sales agreement;
  - b. Property settlement document;
  - c. Mortgage document (if prepayment fee is claimed, the document must include terms of payment);
  - d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;
  - e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and
  - f. Property settlement document and approved claim application if there has been a prior claim settlement in connection with a residence purchase.
3. Residence Purchase. The following supporting documents are required:
  - a. Purchase agreement;
  - b. Property settlement document;
  - c. Loan closing statement;
  - d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C14000-E;
  - e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;
  - f. Property agreement document and approved claim application if there has been a prior claim settlement in connection with a residence sale; and
  - g. Finance charge disclosure statement when provided by a lending institution in compliance with P. L. 90-321 "The Truth in Lending Act."

B. Claim Submission

1. Claim Voucher. The employee must submit the claim application (Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705) along with supporting documentation. The DD Form 1705 and supporting documents must be included as attachments to a Travel Voucher, or Subvoucher, DD Form 1351-2. Expenses claimed for a residence sale and a residence purchase may be included in the same application.

2. Claim Initiation. When initiating a claim, the employee should retain a copy of the application and all originals of the supporting documents. The employee must submit to the official designated in par. C14003-C1 at the new duty station a/an:

- a. Original and one copy of the Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705, which includes one set of all supporting documents (copies should be submitted as the documentation is not returned), and
- b. Completed Travel Voucher or Subvoucher, DD Form 1351-2.

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

- a. Reasonable in amount, and
- b. Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (P. L. 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 in accordance with Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. The total claimed is within prescribed limitations,
2. All the conditions and requirements under which claims may be paid have been met, and
3. The expenses claimed are reimbursable.

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

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

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

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

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

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and

3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

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

#### C14005 RETURN FROM MILITARY DUTY

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

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

##### A. Reimbursable and Non-reimbursable Expenses

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

##### B. Broker's Fees and Real Estate Commissions

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

##### C. Advertising, Selling, and Appraisal Expenses

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

D. Legal and Related Expenses

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

E. Miscellaneous Expenses

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

F. Reimbursable Items

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

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

H. Loan Origination Fees and Similar Charges

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

I. Mortgage and Transfer Taxes

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

J. State Revenue Stamps

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

K. Other Similar Charges

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

L. Charge for Prepayment of Mortgage

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

M. Mortgage Title Insurance Policy

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

N. Owner's Title Insurance Policy

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

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

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

P. Expenses that Result from Construction of a Residence

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

Q. Non-reimbursable Items

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

R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property

B-249621 (01/19/93)	B-241986 (08/15/91)	B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)
	)		B-226010 (11/30/87)
B-227503 (08/20/87)	B-220287 (03/11/86)	B-217822 (06/20/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)	B-197098 (04/24/80)	B-193750 (08/28/79)
B-193578 (08/20/79)	B-190902 (02/14/78)	B-189488 (08/18/77)	B-188716 (07/06/77)
B-185706 (12/17/76)	B-184928 (09/15/76)	B-183958 (04/14/76)	

S. Interest on Loans, Points, and Mortgage Discounts

GSBCA 15672-RELO (01/18/02)	B-248538 (09/24/92)	66 Comp. Gen. 627 (1987)	B-221529 (07/01/86)
B-218955 (04/11/86)	64 Comp. Gen. 266 (1885)		

T. Property Taxes

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	
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U. Operating or Maintenance Costs

GSBCA 15669-RELO (07/02/02)	70 Comp. Gen. 362 (1991)	B-218955 (10/30/85)	B-217922 (09/06/85)
B-215410 (11/14/84)	B-204644 (06/08/82)	61 Comp. Gen. 136 (1982)	B-202297 (07/24/81)
B-200167 (07/07/81)	B-193578 (08/20/79)	B-190815 (03/27/78)	B-189295 (08/16/77)

V. Finance Charges

<b>Effective 17 August 2004</b>			
*Underwriting fee, tax service fee, processing fee		*GSBCA 16403-RELO, (08/15/04)	
GSBCA 15799-RELO (05/02/02)	GSBCA 15718-RELO (02/28/02)	GSBCA 15730-RELO (01/24/02)	GSBCA 15672-RELO (01/18/02)
GSBCA 15645-RELO (10/11/01)	GSBCA 15506-RELO (08/15/01)		
B-248457 (09/29/92)	71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	69 Comp. Gen. 573 (1990)
B-233806 (11/16/89)	B-229322 (12/08/88)	B-229230 (03/14/88)	B-226010 (11/30/87)
B-223797 (04/20/87)	B-221162 (06/10/86)	B-218754 (08/17/85)	B-217474 (07/19/85)
B-217719 (07/01/85)	B-205149 (06/04/85)	B-217189 (05/06/85)	B-215699 (10/02/84)
B-212326 (11/29/83)	B-209691 (05/09/83)	B-208479 (03/16/83)	B-208837 (12/06/82)
B-203345 (07/07/82)	B-205267 (06/15/82)	B-205873 (05/04/82)	B-203630 (03/09/82)
B-204015 (09/18/81)	B-202103 (07/16/81)	60 Comp. Gen. 531 (1981)	B-200615 (06/15/81)
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)
B-198475 (10/17/80)	B-198901 (10/03/80)	58 Comp. Gen. 786 (1979)	B-192851 (05/11/79)
B-194203 (05/07/79)	B-191040 (11/29/78)	B-189639 (03/24/78)	B-190108 (02/13/78)
B-189381 (12/15/77)	B-189295 (08/16/77)	B-187223 (02/18/77)	B-187890 (02/17/77)
B-187125 (02/09/77)	B-187437 (02/07/77)	B-187363 (12/21/76)	B-186290 (09/30/76)
B-186734 (09/23/76)	B-184928 (09/15/76)	B-185680 (08/04/76)	B-184703 (04/30/76)
B-183611 (09/02/75)	B-183317 (05/14/75)	B-180981 (10/01/74)	

W. Losses Due to Prices or Market Conditions at the Old and New PDS

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	B-191203 (05/11/78)
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

X. Other Sale and Purchase of Residence Expenses

GSBCA 15882-RELO (08/15/02)	GSBCA 15735-RELO (07/17/02)	GSBCA 15866-RELO (06/28/02)	GSBCA 15720-RELO (03/28/02)
GSBCA 15377-RELO (01/11/02)	GSBCA 15686-RELO (11/07/01)	GSBCA 15645-RELO (10/11/01)	GSBCA 15639-RELO (10/03/01)
B-248906 (11/18/92)	B-247315 (05/18/92)	B-247042 (05/12/92)	B-246296 (03/30/92)
71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	B-241986 (08/15/91)	B-242946 (06/12/91)
70 Comp. Gen. 362 (1991)	B-238372 (08/01/90)	68 Comp. Gen. 373 (1989)	B-231485 (01/19/89)
67 Comp. Gen. 449 (1988)	B-230402 (03/23/88)	B-229230 (03/14/88)	B-224765 (08/17/87)
B-215410 (11/14/84)	B-202906 (09/15/82)	61 Comp. Gen. 352 (1982)	B-172742 (11/24/80)
B-194851 (04/08/80)	B-193578 (08/20/79)	B-194887 (08/17/79)	B-192851 (05/11/79)
B-190815 (03/27/78)	B-189093 (10/13/77)	B-189662 (10/04/77)	B-187493 (04/01/77)
B-186734 (09/23/76)	B-185783 (04/29/76)	B-184594 (02/12/76)	

Y. Overall Limitations

B-216542 (06/11/85)	B-211310 (10/04/83)	B-191485 (11/21/78)	
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Z. Settlement of an Unexpired lease

B-232394 (10/06/89)	68 Comp. Gen. 133 (1988)	67 Comp. Gen. 285 (1988)	B-227380 (11/13/87)
65 Comp. Gen. 396 (1986)	64 Comp. Gen. 24 (1984)	B-210918 (03/20/84)	B-201153 (01/18/82)
B-200841 (11/19/81)	B-200037 (03/02/81)	B-193452 (07/10/79)	B-192129 (03/08/79)
B-192135 (01/24/79)	B-189808 (04/28/78)	B-188604 (02/14/78)	B-186435 (10/13/77)
B-186507 (12/22/76)	B-186035 (11/02/76)	56 Comp. Gen. 20 (1976)	B-184901 (07/23/76)
B-184164 (12/08/75)	B-182276 (04/10/75)	B-181435 (02/12/75)	

AA. Exclusions

GSBCA 15615-RELO (08/14/01)	B-192486 (12/12/78)	54 Comp. Gen. 991 (1975)	
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AB. Employee Must Incur Costs

GSBCA 15867-RELO (07/11/02)	GSBCA 15695-RELO (06/10/02)	GSBCA 15761-RELO (05/09/02)	GSBCA 15377-RELO (01/11/02)
GSBCA 15613-RELO (09/07/01)	GSBCA 15560-RELO (06/22/01)	GSBCA 15485-RELO (05/04/01)	

AC. Employee Must Actually Sell/Purchase Real Estate

GSBCA 15580-RELO (01/31/02)	GSBCA 15629-RELO (10/17/01)	GSBCA 15524-RELO (08/09/01)	
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AD. Miscellaneous Expenses

GSBCA 15706-RELO (07/17/02)	GSBCA 15728-RELO (06/24/02)	GSBCA 15718-RELO (02/28/02)	GSBCA 15730-RELO (01/24/02)
GSBCA 15662-RELO (12/20/01)	GSBCA 15529-RELO (11/30/01)	GSBCA 15613-RELO (09/07/01)	GSBCA 15591-RELO (08/29/01)
GSBCA 15541-RELO (08/22/01)			

AE. Regularly Commutes

GSBCA 15445-RELO (08/02/01)	GSBCA 15514-RELO (11/30/01)	GSBCA 15480-RELO (06/12/01)	GSBCA 15521-RELO (05/17/01)
GSBCA 15403-RELO (05/17/01)			

AF. Relocation Services

GSBCA 157-RELO (03/28/02)	GSBCA 157-RELO (03/27/02)	GSBCA 156-RELO (02/14/02)	GSBCA 155-RELO (01/31/02)
GSBCA 156-RELO (08/14/01)			

AG. Title Issues

GSBCA 15499-RELO (06/13/01)	GSBCA 15503-RELO (05/03/01)	GSBCA 15379-RELO (04/19/01)	
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AH. Home Inspection Fee

GSBCA 15718-RELO (02/28/02)			
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AI. Home Marketing Incentive Program

GSBCA 15621-RELO (02/14/02)	GSBCA 15580-RELO (01/31/02)		
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AJ. Extensions for Sale of Residence

GSBCA 15866-RELO (06/28/02)	GSBCA 15639-RELO (10/03/01)		
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AK. Real Estate Entitlements -- New Employee

GSBCA 15577-RELO (01/15/02)	GSBCA 15686-RELO (11/07/01)		
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***Effective 17 August 2004***

\*AL. Waiver of Debt

Whether agency waives employee's debt is solely within discretion of the agency	GSBCA 14758-RELO, (03/04/99)
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**APPENDIX A****DEFINITIONS****PART I: TERMS**

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

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

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

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

**ACCOMMODATIONS, COMMON CARRIER.**

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

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

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

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

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

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

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

**AGENCY.**

A. Includes:

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

B. Does NOT include:

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

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

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

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

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

**AUTHENTICATING OFFICIAL.** *See AO.*

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

**AO (AO).** The official who directs travel and has responsibility for the funding.

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

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

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

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

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

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

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

***Effective 1 March 2004***

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

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

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

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

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

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

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

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

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

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

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

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

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

**CONTINGENCY OPERATION.** A military operation that:

1. Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of members of the uniformed services under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

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

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

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

**DEPARTMENT OF DEFENSE (DoD) COMPONENTS.**

The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff);  
Department of the Army;  
Department of the Air Force;  
Department of the Navy (including the Marine Corps);  
DoD Inspector General  
United States 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:

1. Employee's spouse;
2. 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 1:** *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).*

3. Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and
4. 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 2:*** Generally, the individuals named in items 3 and 4 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 3:*** In connection with the Missing Persons Act, "dependent" is defined in par. C6101-A for purposes of transportation eligibility under that Act.

***NOTE 4:*** With respect to emergency leave travel, see par. C6453-D.

***NOTE 5:*** 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**

1. The several departments and agencies of the Executive branch of the Federal Government.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. ***NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.***

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

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

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. Practical. Route a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routings consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

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

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

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

**EMERGENCY TRAVEL.** See *TRAVEL, EMERGENCY*.

**EMPLOYEE.** A civilian individual:

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

#### **EMPLOYEE, DISABLED**

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

B. Disability, with respect to an employee:

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

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

C. Physical or mental impairment

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

- a. Neurological,
- b. Musculoskeletal,
- c. Special sense organ,
- d. Respiratory (including speech organs),
- e. Cardiovascular,
- f. Reproductive,
- g. Digestive,
- h. Genitourinary,
- i. Hemic and lymphatic,
- j. Skin,
- k. Endocrine; or

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

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

- a. Cerebral palsy,
- b. Epilepsy,
- c. Muscular dystrophy,
- d. Multiple sclerosis,
- e. Cancer,
- f. Heart disease,
- g. Diabetes,

- h. Mental retardation,
- i. Emotional illness,
- j. Orthopedic, visual, speech and hearing impairments, and
- k. Similar impairments.

D. “Major Life Activities”. Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

E. “Has a Record of Such an Impairment”. The employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

F. “Is regarded as Having Such an Impairment”. Means the employee has:

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

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

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

**FAMILY.** See **DEPENDENT**.

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

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

1. The individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises, or ***NOTE: Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate).***
2. Students are participating in survival training, forage for subsistence, and improvise shelter. ***NOTE: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp; ***NOTE: A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.***
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the Government on military aircraft.

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

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

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Government for 60 or more days from a commercial firm.

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

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

1. Discount Government Meal Rate: \$7.10 per day
2. Standard Government Meal Rate: \$8.30 per day

***NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.***

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

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

### GOVERNMENT QUARTERS

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

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

***NOTE 2:*** Adequacy standards are prescribed by the Office, Secretary of Defense in DoD 4165.63-M DoD Housing Management (See [http://www.dtic.mil/whs/directives/corres/pdf/416563m\\_0993/p416563m.pdf](http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf)), and implemented by appropriate DoD component regulations.

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

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

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

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

A. HHG include:

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

***(Effective 13 September 2002)***

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

***(Effective 19 February 2002)***

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

**B. HHG *do not* include:**

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

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

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

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

*Effective 13 September 2002*

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

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

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

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

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

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

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

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

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

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

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

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

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

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

1. Personally-procured commercial transportation (see par. C2203),
2. Government-procured commercial transportation,
3. Government transportation.

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

**\*MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living quarters for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

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

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

**OCONUS.** Outside CONUS.

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

**OFFICIAL STATION.** See *PERMANENT DUTY STATION*.

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

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

**OVERSEAS.** See *OCONUS*.

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

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

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

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

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

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

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

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

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

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

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

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

A. For employees:

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

B. For invitational travelers:

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

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

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

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

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

1. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve Components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of a Reserve Component member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE:*** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*

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

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

**PLACE OF STORAGE.** Residence or authorized storage location.

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

**PORT OF DEBARKATION.**

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION.**

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

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

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

**PREMIUM-CLASS.** Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**, or
2. Business-class. See definition of **BUSINESS-CLASS**.

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

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

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

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

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

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

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

**NOTE 3:**

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

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

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

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

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

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

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

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

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

**RESERVE COMPONENT.** The:

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

**RESIDENCE-TYPE QUARTERS.** Quarters that are not hotel or hotel-like accommodations.

**SECRETARIAL PROCESS.** Action by the:

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

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

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

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

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

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

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

**SEPARATION TRAVEL.** See ***PERMANENT DUTY TRAVEL.***

**SERVICES.** See ***UNIFORMED SERVICES.***

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

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

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

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

**STANDARD CONUS PER DIEM RATE.**

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

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

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

**SUBSISTENCE EXPENSES.** See ***PER DIEM ALLOWANCE.***

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

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

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

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

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

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

**TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

**TEMPORARY STORAGE.** Also referred to as "storage in transit" (SIT). See par. C5190.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: [www.saipan.com](http://www.saipan.com)).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

**TERRITORY OF THE UNITED STATES.** (*Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*) An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States. **NOTE:** *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

**TRANSOCEANIC TRAVEL.** Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES.** The costs related to transportation. (See Chapter 4, Part O.)

**TRANSPORTATION, HHG.** The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. **NOTE:** *Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).*

**TRANSPORTATION-IN-KIND.** Transportation provided by the Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-procured transportation via commercial carriers.

**TRANSPORTATION, POV.** Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

**NOTE 1:** *The term does not include land transportation to or from such ports, except when transportation of a POV is authorized by 5 USC §5564 and is in accordance with Service regulations.*

**NOTE 2:** *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the employee's responsibility.*

**TRANSPORTATION REQUEST.** A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. **NOTE:** *GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.*

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRANSPORTATION, USUAL MODE OF.** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Government transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term “travel” relates to movement of persons from place to place and includes authority to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel authorizations.

*Effective 1 March 2004*

**TRAVEL AUTHORIZATION.** *(Also referred to as a travel order.)* A written instrument issued or approved by person(s) to whom authority has been delegated authorizing a traveler or group of travelers to travel. There are four basic types travel authorizations:

A. Unlimited Open. This is a form of blanket travel authorization allowing an employee to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See NOTE below for restrictions.

B. Limited Open. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See NOTE below for restrictions.

C. Repeat. This is a form of blanket travel authorization allowing an employee to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See NOTE below for restrictions.

D. Trip-by-trip. A travel authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

***NOTE: Unlimited Open, Limited Open, and Repeat Travel Authorizations (also called Blanket Travel Authorizations) are not used in DTS. The blanket travel authorization type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel for each such trip must be issued.***

**TRAVEL CLAIM (VOUCHER).** A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, EMERGENCY.** Travel that results from:

- A. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
- B. The death or serious illness of a member of the traveler’s family; or
- C. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, that directly affects the traveler’s home.

**TRAVEL, INVITATIONAL.** Authorized travel of individuals either not employed by the Government, or employed (under 5 USC §5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

**TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §301-73.100-103)** A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL.** Authorized travel solely in connection with business of the DoD or the Government.

***NOTE 1:*** Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence to, from, or between PDSs; and to, from, at, and between TDY assignment locations.

***NOTE 2:*** Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.

**TRAVEL REQUEST.** A written statement for travel authorization that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL.** The individual who initiates the request for a travel authorization and who has full knowledge of the purpose of, and requirements for, the travel mission. DoD components may permit travelers to be travel-requesting officials for their own travel authorizations. However when travelers are permitted to be travel requesting officials for their own travel authorizations, under no circumstances may the travel requesting official also be the travel-approving/directing and/or AO for the travel. ***NOTE:*** A travel request is subject to approval/disapproval by a travel-approving/directing official.

**TRAVEL STATUS.** The employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel authorization, including time en route waiting for transportation connections and delays en route beyond the control of the traveler.

**UNACCOMPANIED BAGGAGE.** See **BAGGAGE, UNACCOMPANIED.**

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES.** The 50 states and the District of Columbia.

**U.S. FLAG AIR CARRIER.** A U.S. flag air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

**U.S. INSTALLATION.** A base, post, yard, camp or station:

- A. Under the local command of a uniformed service,
- B. With permanent or semi-permanent-type troop shelters and a Government mess, and
- C. Where there are U.S. Government operations.

***NOTE:*** *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

***Effective 13 September 2002***

**WEIGHT ADDITIVE.** *See HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

**APPENDIX A****DEFINITIONS****PART II: ACRONYMS**

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official
AOR	Area of Responsibility
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (formerly BAQ and VHA)
BAS	Basic Allowance for Subsistence
CBA	Centrally-billed Account
CFR	Code of Federal Regulations
CMTR	Combined Marginal Tax Rate
COLA	Cost-of-Living Allowance
CONUS	Continental United States
COSTEP	Commissioned Officer Student and Extern Program
CSRS	Civil Service Retirement System
CTD	Civilian Travel Determination
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DODEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DOJ	Department of Justice
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulations
DTS	Defense Travel System
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System
FHA	Federal Housing Administration
FTA	Foreign Transfer Allowance
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
FVT	Family Visitation Travel
FWS	U.S. Fish and Wildlife Service
FUTA	Federal Unemployment Tax Allowance
FWTR	Federal Withholding Tax Rate
GAO	General Accounting Office
GARS	Government Administrative Rate Supplement
GBL	Government Bill of Lading

GMR	Government Meal Rate
GOCO	Government-Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHT	House Hunting Trip
HOR	Home of Record
IBA	Individually-billed Account
IRC	Internal Revenue Code
IRS	Internal Revenue Service
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LWOP	Leave without Pay
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem (PDT Travel)
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance
MIA	Missing in Action
MOU	Memorandum of Understanding
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 United States
OGE	Office of Government Ethics
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PHS	Public Health Service (Same as USPHS)
PIN	Personal Identification Number
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place from Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact

POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
PTA	Prepaid Ticket Advice
RAT	Renewal Agreement Travel
RIT	Relocation Income Tax
SEA	Subsistence Expense Allowance
SDDC	(Military) Surface Deployment and Distribution Command
SES	Senior Executive Service
SIT	Storage in Transit
SMA	Separate Maintenance Allowance
SR&R	Special Rest and Recuperative Absence
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board
STS	Specialized Treatment Services
TCS	Temporary Change of Station
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance
TQSE	Temporary Quarters Subsistence Expenses
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
USSM	Under Secretary of State for Management
VA	Department of Veterans Affairs
VPC	Vehicle Processing Center
WAE	When Actually Employed
WTA	Withholding Tax Allowance

## APPENDIX L

### ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS

<u>Paragraph</u>	<u>Contents</u>
A.	General
B.	AEA Requests up to but Not Exceeding 150%.
C.	AEA Requests above 150% but Not Exceeding 300%
D.	Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers
E.	Travel with Certain Dignitaries

## APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA)  
SUBMISSION CHANNELS

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

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

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

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

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

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

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

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

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

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

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

h. Defense Intelligence Agency  
Deputy Comptroller for Financial policy and Accounting (OC-4)  
Washington, DC 20340-3035

i. Defense Legal Services Agency  
Attn: Attorney Manager  
1600 Defense Pentagon  
Washington, DC 20301-1600

j. Defense Logistics Agency  
Office of the Comptroller  
8725 John J. Kingman Rd., Suite 533  
Ft. Belvoir, VA 22060-6221

k. Defense Prisoner of War/Missing Personnel Office  
Attn: Resource Management Directorate  
1745 Jefferson Davis Highway, Suite 800  
Arlington, VA 22205-2816

l. Defense Security Cooperation Agency  
Attn: Deputy Director, Resource Management  
1111 Jefferson Davis Highway, Suite 303  
Arlington, VA 22205-2400

m. Defense Security Service  
Attn: Comptroller  
1340 Braddock Place  
Alexandria, VA 22314-1651

n. Defense Threat Reduction Agency  
Attn: Finance Management Office  
45045 Aviation Drive  
Dulles, VA 20166-7515

o. Department of Defense Contract Audit Agency  
Headquarters, Assistant Director, Resources  
8725 John J. Kingman Road, Suite 2135  
Fort Belvoir, VA 22060-6219  
Regional Directors of DCAA Regions at Eastern, Northeastern, Central, Mid-Atlantic, and Western for assigned personnel and other DCAA personnel under their command and control

- p. Department of Defense Education Activity  
Attn: Comptroller  
4040 Fairfax Drive  
Arlington, VA 22203-1613
- q. Department of Defense Human Resources Activity  
Attn: Assistant Director  
4040 Fairfax Drive, Suite 200  
Arlington, VA 22203-1613
- r. Department of Defense Inspector General  
Assistant IG for Information Management  
400 Army Navy Drive  
Arlington, VA 22202-2870
- s. National Imagery and Mapping Agency  
Attn: Administrative Office  
8613 Lee Highway  
Fairfax, VA 22031-2137
- t. National Security Agency/Central Security Service  
Attn: M6  
Ft. George G. Meade, MD 20755-6000
- u. Office of Economic Adjustments  
Attn: Administrative Officer  
400 Army Navy Drive, Suite 200  
Arlington, VA 22202-2884
- v. TRICARE Management Activity  
Attn: TMA Budget Officer  
5111 Leesburg Pike, Suite 810  
Falls Church, VA 22041-3206
- w. Uniformed Services University of the Health Sciences  
Attn: Resource Management  
4301 Jones Bridge Road  
Bethesda, MD 20814-4799
- x. United States Court of Appeals for the Armed Forces  
Attn: Clerk of the Court  
450 "E" Street, NW  
Washington, DC 20442-0002

## 2. Army

- a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the AO. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (***MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of AOs. If MACOM not listed the AEA authority has been delegated to the AO.***);
- b. Commander, Army Materiel Command (AMC), Attn: AMCPE-P, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001; Message Address: CDRUSAMC ALEXANDRIA VA//AMCPE-P//; Telephone: DSN (312) 767-5511, Commercial (703) 617-5511;
- c. Headquarters, Military Surface Deployment and Distribution Command (SDDC), Attn: SDDCRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRSDDC ALEXANDRIA VA//SDDCRM-F//; Telephone: DSN (312) 328-2350, Commercial (703) 428-2350;
- d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN (315) 723-5241;
- e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN (312) 879-6446, Commercial (520) 538-6446;
- f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, PO Box 34000, Fort Buchanan, PR 00934;
- g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Avenue, Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN (312) 335-2048, Commercial (202) 475-2048;
- h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//; Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***
- i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th Street, Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN (312) 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;
- j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Road, Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN (312) 471-8141, Commercial (515) 221-8141 or 221-7298;
- k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN (314) 438-2710 or 438-2918;

l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg, NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN (312) 239-2022, Commercial (910) 432-2022;

m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Drive, Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN (312) 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFOS.***

n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawai'i, 310 Worchester Avenue, Hickam AFB, HI 96853-5530.

***Effective 20 May 2004***

o. Commander, Forces Command (FORSCOM), ATTN: AFRM-B-O, 1881 Hardy Avenue, Fort McPherson, GA 30330-6000. MSG ADDRESS; CDRFORSCOM FT MCPHERSON GA//AFRM-B-O//; Telephone DSN (312) 367-7422 Commercial (404) 464-7422.

3. Navy

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

4. Marine Corps

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

5. Air Force

- a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander;***
- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents;
- c. HQ USAF. AOs;
- d. Air Force Reserve Members:
  - (1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E Irvington Place, Denver, CO 80280-3000;
  - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
  - (3) For reserve units – Wing commander or equivalent, ***who may delegate no further than the group commander level.***

6. Coast Guard (Military Personnel). AO.
7. National Oceanic and Atmospheric Administration Corps. AO.
8. Public Health Service. Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
9. Combatant Commands
  - a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Boulevard, MacDill AFB, FL 33621-5101;
  - b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN (315) 477-6681, Commercial (808) 477-6681;
  - c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Boulevard, Peterson AFB, CO 80914-3302;
  - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Boulevard, Sta 116, Peterson AFB, CO 80914-3010;
  - e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN (312) 836-5487, Commercial (757) 836-5487;
  - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
  - g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
  - h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91<sup>st</sup> Avenue, Miami, FL 33172-;
  - i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.
10. Special Operation Commands
  - a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
  - b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;

- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
  - d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN (312) 299-5469, Commercial (813) 828-5469;
  - e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
  - f. Commander, Special Operations Command Pacific, Attn: RM, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;
  - g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOPCOM NORFOLK VA//RM//J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854. Email address: j41director@socjcom.navy.mil;
  - h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;
- Effective 10 August 2004***
- \*i. Commander, Special Operations Command South, Attn: RM, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOCSOUTH HOMESTEAD ARB FL//RM//J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303. Email address: J8@socso.southcom.mil;
  - j. Commander, Special Operations Commander Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM//COMP//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil;
  - k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM//COS//FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

## 11. Schools

- a. Uniformed Services University of the Health Sciences, Attn: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
- b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;

c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR). Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. The sponsoring Uniformed Service/Defense Agency may authorize/approve AEAs for all attendees regardless of Service/Defense Agency affiliation.

C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted to the appropriate office listed below.

1. Army. A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority must not be further delegated.***

2. Air Force

a. MAJCOM/FMs, FOA and DRU FMs or equivalents;

b. 11<sup>th</sup> Wing/FM for HQ USAF personnel;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2<sup>nd</sup> Street, Robins AFB, GA 31098-1635.

***This authority must not be further delegated.***

3. Navy

a. Military Personnel: See par. A3 above for authorization/approval authority;

b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

4. Special Operations Commands

a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;

- b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN (312) 299-5122, Commercial (813) 828-5122;
- e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649;
- f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//COS/J4//. Telephone: DSN (315) 477-3923, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOPCOM NORFOLK VA//COS/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854;
- h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;
- Effective 10 August 2004***
- \*i. Commander, Special Operations Command South, Attn: Chief of Staff, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOPCOM SOUTH HOMESTEAD ARB FL//COS/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303;
- j. Commander, Special Operations Command Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//COS//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547;
- k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe. See par. B1, B4, B6-B9, and B11-B13 above for authorization/approval authority.

D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers. The following officials may authorize/approve AEAs up to 300% for their own official travel and for accompanying uniformed service members and travelers covered by these regulations. JTR, par. C4612 provisions (for travelers covered by these regulations) are not applicable to this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense  
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force  
 The Assistant to the Secretary of Defense (Legislative Affairs)  
 The Assistant to the Secretary of Defense (Atomic Energy)  
 The General Counsel of the Department of Defense  
 The Defense Advisor, U.S. Mission to NATO  
 Directors of Defense Agencies  
 President, Uniformed Services University of the Health Sciences  
 Director Operational Test & Evaluation  
 DoD Inspector General  
 Director, Defense Research & Engineering  
 Commander/Deputy Commanders of Air Force Major Commands  
 Chairman/Vice Chairman, Joint Chiefs of Staff,  
 Chiefs/Vice Chiefs of Staff, U.S. Army and U.S. Air Force,  
 Chief/Vice Chief of Naval Operations,  
 Commandant/Assistant Commandant, U.S. Marine Corps,  
 Commandant/Vice Commandant, U.S. Coast Guard,  
 Director, NOAA Corps,  
 Surgeon General/Deputy Surgeon General, U.S. Public Health Service,  
 Assistant/Deputy Assistant Secretary for Health, U.S. Public Health Service,  
 Commanders/Deputy Commanders of combatant Commands and Directors of Defense Agencies.

E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member/employee who is directed to travel as part of the party of any of the following dignitaries:

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. cabinet members;
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Supreme Court Justices;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences/meetings;
10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

<u>Paragraph</u>	<u>Contents</u>
<b>T4000</b>	<b>INTRODUCTION</b>
<b>T4005</b>	<b>APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS</b>
<b>T4010</b>	<b>REIMBURSEMENT RATE</b>
<b>T4020</b>	<b>TDY TRAVEL POLICY</b> A. Criteria for TDY Travel B. Traveler Rights and Responsibilities
<b>T4025</b>	<b>ARRANGING OFFICIAL TRAVEL</b> A. CTO Use B. Requirements C. Foreign Ship or Aircraft Transportation D. Transportation Reimbursement
<b>T4030</b>	<b>GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)</b> A. Type of Travel B. Commercial Transportation C. Rental Vehicles (Includes Aircraft) D. Government Transportation E. Private Vehicle F. Rest Stops G. Insurance Coverage in Foreign Areas H. Allowable Travel Days I. Authorized Trips Home during Extended Business or Training TDY J. Voluntary Return Home during Intervening Weekend/Holidays
<b>T4040</b>	<b>LIVING EXPENSES (PER DIEM ALLOWANCES)</b> A. Lodging Overnight Required -Business Travel Standards B. Lodging Overnight Required - Schoolhouse Training Standards C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Ships D. Lodging Overnight Not Required E. Miscellaneous Expenses F. Reimbursement for Travel Expenses at the TDY Location

**T4045 TRAVEL AND TRANSPORTATION ALLOWANCES FOR RESERVE COMPONENT PERSONNEL (48 Comp. Gen. 301 (1968))**

- A. General
- B. Inactive Duty Training
- C. Travel for Annual Training (AT)
- D. Per Diem Not Payable
- E. Per Diem
- F. Funeral Honors Duty

**T4050 TAKING A TYPICAL BUSINESS TRIP**

- A. Before the Trip
- B. During the Trip
- C. After the Traveler Returns

**T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES**

- A. General
- B. What's Allowable and Not Allowable

**T4070 TDY GLOSSARY**

- (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 allowances, the arrangements made for them, probable expenses, and a good estimate of what they should 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 **Is not 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.

#### ***Effective 1 September 2004***

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

\*a. DoDD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;

\*b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and

C. Travel for Annual Training (AT). For AT travel, members are authorized 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. Per Diem Not Payable. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is authorized 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 authority 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. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
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 for periods under 20 weeks. Par. T4030 applies for transportation;
3. Active duty for any other purpose for less than 20 weeks, per diem is determined under business travel rules in par. T4040-A, and transportation 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 authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

**SUMMARY OF ALLOWANCES 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/.

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.

***Effective 9 August 2004***

\*11. Shipment or Storage of HHG. AOs may authorize shipment of unaccompanied baggage for employees (JTR, par. C2309), or a small amount of HHG for members (JFTR, par. U4705) to the TDY point. Also, they may authorize storage of HHG for members when appropriate. For example, storage may be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H.

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 Ships. Normally, people TDY aboard ships are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government ships 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.

## APPENDIX P

### CITY-PAIR PROGRAM

#### **PART I: CITY-PAIR PROGRAM**

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<b>Par.</b>	<b><u>Contents</u></b>
A.	Policy
B.	Scheduled Air Carriers

#### **PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM**

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<b><u>Number</u></b>	<b><u>Question</u></b>
1.	How does the program work?
2.	What are the advantages of the program?
3.	Who can use it?
4.	Why can't contractors use it? It would save the government a lot of money!
5.	Do I have to use the contract carrier? Won't any airline do?
6.	If I have been authorized to use a business class fare, do I have to use the contract carrier?
7.	What makes it the best value? Isn't it just low bid?
8.	How is Quality of Service Evaluated?
9.	Why isn't every award for nonstop service?
10.	Can't GSA make a carrier add nonstop service?
11.	Can you require the airlines to offer smoke free international flights?
12.	Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?
13.	Can I combine two contract fares to save money?
14.	How do I know whether or not there is a contract fare?
15.	Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?
16.	I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?
17.	What if one of the multiple airports within a city does not offer a city-pair fare? May I still use the airport with no city-pair fare if I choose?
18.	If airfares are booked "early" the Gov't receives a discount to the normal city-pairs' fare. How early is early?

## PART I: CITY-PAIR PROGRAM

Regulations applicable to the Contract City-Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at <http://www.transcom.mil/j5/pt/dtr.html>. Following is an edited extract from that regulation.

A. Policy (DoD 4500.9-R, Part L. Chap. 103, par. B2)

1. GSA Airline City Pairs Program. Each year, under the Airline City Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access “Travel on Government Business and Air Travel/City Pairs” on the GSA website: <http://www.gsa.gov>.

2. Some GSA routes may offer “dual fares”; one fare is an unrestricted fare (fare basis code “YCA”) and the other a capacity-controlled unrestricted fare (fare basis code “\_CA”). The capacity-controlled unrestricted \_CA fare differs from the unrestricted YCA fare only in that the airline can limit the number of seats offered under the capacity-controlled, or “\_CA” fare basis. The unrestricted fare, or “YCA”, has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The capacity-controlled unrestricted fare is, in many cases, significantly less expensive than the unrestricted fare. Travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a capacity-controlled unrestricted GSA Airline City-Pairs fare on the routes on which the dual fare structure exists. Local commercial ticket offices can provide information on what routes offer dual fares.

3. ***Government contractors are not authorized use of GSA Airline City Pairs fares.***

4. Non-Mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

- a. All members and employees of the U.S. Congress; employees of the Judicial Branch of the Government; employees of the U.S. Postal Service; U.S. Foreign Service Officers; and employees of any agencies who are not subject to the provisions of 5 USC §5701-5709.
- b. DOD recruits traveling from Military Entrance Processing Stations (MEPS).
- c. Groups of 21 or more passengers.

5. Exception to the Use of Contract Carriers. One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

- a. Space on a scheduled contract flight (including a confirmed pet space (see ***NOTE***)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

***NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing. (See DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.)***

b. The contractor carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006/JTR, par. C1059);

c. A non-contract (DoD-approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares);***

d. Rail service is available and that service is cost effective and consistent with mission requirements;

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. Scheduled Air Carriers (DoD 4500.9-R, Part L. Chap. 103, par. A2)

1. Contract air service between city-pairs shall be used for all domestic travel, and for international travel when AMC-procured channel airlift Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the AO retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

2. ***Government contractor personnel must never be in possession of invitational travel authorizations while in the performance of their contracts and are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

***NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.***

## PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

### 1. How does the program work?

**First**, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

**Second**, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

**Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

### 2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting,
- 70% average savings over regular walk-up fares, and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

### 3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

### 4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision to neither jeopardize the program nor the \$2 billion savings it generates for taxpayers. ***GSA agencies that the purchase of contract fare tickets on behalf of Government contractors is a misuse of the city-pair program and could jeopardize its future success.***

### **5. Do I have to use the contract carrier? Won't any airline do?**

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Non-contract fares that are offered only to government travelers (sometimes called "DG" fares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower fare, you still must use them, but at the lower fare. Travelers that use this exception would have to abide by the many restrictions that typically go along with lower commercial fares. Restrictions on discounted commercial fares usually include; non-refundability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

- a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or
- c. Rail service is available, and such service is cost effective and is consistent with mission requirements; or
- d. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

### **6. If I have been authorized to use a business class fare, do I have to use the contract carrier?**

Yes, the City Pair Program contracts are mandatory for both coach and business-class service. If business-class service has been authorized in accordance with the JFTR/JTR, then use of contract business-class fares is mandatory.

### **7. What makes it the best value? Isn't it just low bid?**

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

### **8. How is Quality of Service Evaluated?**

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

### 9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

### 10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

### 11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

### 12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Gov't funded travel to and from RAT leave locations and when ordered TDY while on leave is official travel and therefore contract fares may be used to and from this leave location (see JTR, pars. C4162 and C4440 for RAT).***

<b>Example</b>	
Travel authorization states the official travel itinerary as:	
From:	Atlanta, GA
To:	San Francisco, CA and return to Atlanta, GA
City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.	
For personal reasons, employee wants to go to Chicago for several days resulting in the following:	
From:	Atlanta, GA
To:	Chicago, IL
From:	Chicago, IL
To:	San Francisco, CA and return to Atlanta, GA
Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city-pair contract fares for these trip portions. Commercial fares are applicable to this trip portion with the maximum cost to the Government of \$251. The city-pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, with United Airlines at \$251.	
<b><i>NOTE: The traveler is responsible for any additional costs when, for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route (e.g., by taking an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled direct route on an uninterrupted basis (e.g., \$502).</i></b>	

### 13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

### 14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

### 15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

### 16. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport that best suits their needs in areas/locations with multiple airports, except when the AO determines that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only air fares, but also transportation to and from airports). Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

**17. What if one of the multiple airports within a city does not offer a city-pair fare? May I still use the airport with no city-pair fare if I choose?**

In areas/locations serviced by multiple airports, there is no “requirement” that a traveler use an airport based on a city-pair fare being offered at one airport, and the other airport does not have a city-pair fare *except as noted in the last sentence*. The traveler should use the “usual travel route” (the airport location from which the traveler would ordinarily travel). The traveler’s command has the authority to authorize/approve use of any airport for the traveler but must consider best value, mission requirements, travel, and the most cost-effective routing and transportation means. Sometimes this results in a determination that the traveler must use a specific airport. ***In a multiple airport area, a city-pair fare must be used, if available, for international travel.***

**18. If airfares are booked "early" the Gov't receives a discount to the normal city-pairs' fare. How early is early?**

Travelers should book their reservations with the CTO as early as possible once it is determined that a trip is necessary. The earlier the reservation the better the chances are that a capacity controlled city-fare is available.

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://www.fss.gsa.gov/citypairs>, or contact one of the following PoCs below. Only those without Internet access should call.

Ms. Linda L. Smith *Contracting Officer (703) 305-7640	Ms. Andrea Dingle Contracting Officer (703) 305-6190	Mr. Gene Lee *Contracting Officer (703) 308-1618
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