

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 219

Alexandria, VA

1 March 2005

These regulation changes are issued for all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 March 2005 unless otherwise indicated.

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This change includes all material written in MAP Items 06-04(E); 36-04; 43-04; 51-04(E); 53-04(E); 54-04(E) and military editorials U04077; U04079 through U04085; and U05002. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 218 cover page.

BRIEF OF REVISION

These are the major changes made by Change 219:

U1410-A3a; U1415-A2; T4040-E3. Authorizes reimbursement of required legal expenses in connection with reimbursable visa fees.

U1410-C. Identifies MCOs and clarifies that they must not be used (within DoD) for excess baggage ICW PCS travel.

U2000-A4; U3100-A3; U3105. Revises incorrect cross-references to JFTR, par. U3145 and reroutes the reader to Appendix P.

U3110-B; U3310-A1; Appendix O. Makes clear that the non-capacity controlled city-pair fares (and not capacity-controlled city-pair fares) must be used for constructed costs.

U3125-B3e. Corrects erroneous reference to class of service under business-class restrictions.

U4137; T4040-A1f(2). Clarifies examples of reimbursable utility costs when a member purchases a residence for use as lodging while on TDY.

U4700; U4780; U5390. Provides reference charts for HHG authorized locations depending on orders. Also provides JFTR paragraph references that should be reviewed for thorough understanding.

U5243-D7. Spells out financial responsibility for overweight unaccompanied baggage during educational travel.

U5505. Revises an incorrect cross-reference.

U5630-B15; Table U5G-3. Clarifies when DLA is payable when a member is married to a member and relocates.

U6003-B. Reflects that although the State Department may declare the U.S. as the designated safe haven, DoD limits dependents' travel to a safe haven in the CONUS. A safe haven in a non-foreign OCONUS is treated as an alternate safe haven and requires PSUSD (P&R) authorization/approval.

U7305. Explains that SR&R absence is connected with a tour extension.

U9157-A2. References the Comptroller General Decision requiring COLA stop after dependents are in the CONUS for over 30 days.

U9200-A6. States that a member who separates and stays in the overseas PDS area and then moves later is not authorized TLA.

Appendix Q. Changes the tour length for all military personnel assigned to Algeria and Kumamoto, Osaka, Itami (Sapporo) and Sendai, Japan to a 24 months accompanied and 12 months unaccompanied.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, that 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 JFTR" in the Introduction. Single sheets are not available.

Ch.	Page								
216	i	219	U3B-7	218	U4F-1	213	U5C-13	216	U5D-53
219	iii	214	U3B-9	169	U4G-1	213	U5C-15	216	U5D-55
219	v	214	U3B-11	219	U4H-1	213	U5C-17	216	U5D-57
216	vii	214	U3B-13	219	U4H-3	213	U5C-19	216	U5D-59
217	ix	214	U3B-15	219	U4H-5	213	U5C-21	216	U5D-61
216	xi	208	U3C-1	219	U4H-7	213	U5C-23	219	U5D-63
216	U-i	219	U3D-1	219	U4H-9	213	U5C-25	219	U5D-65
216	U-iii	219	U3D-3	214	U4I-1	213	U5C-27	219	U5D-67
216	U-v	219	U3D-5	214	U4I-3	213	U5C-29	219	U5D-69
216	U1-i	214	U3E-1	202	U4J-1	216	U5C-31	219	U5D-71
216	U1-iii	213	U3E-3	216	U5-i	216	U5C-33	216	U5E1-1
218	U1A-1	208	U3F-1	216	U5-iii	213	U5C-35	216	U5E1-3
216	U1A-3	201	U3F-3	216	U5-v	213	U5C-37	216	U5E1-5
216	U1A-5	189	U3G-1	216	U5-vii	219	U5C-39	216	U5E1-7
193	U1B-1	216	U4-i	216	U5-ix	219	U5C-41	216	U5E1-9
219	U1C-1	216	U4-iii	216	U5-xi	219	U5C-43	216	U5E1-11
216	U1C-3	219	U4-v	216	U5-xiii	219	U5D-1	216	U5E1-13
219	U1C-5	219	U4-vii	216	U5-xv	216	U5D-3	216	U5E1-15
216	U1C-7	194	U4A-1	216	U5-xvii	216	U5D-5	214	U5E2-1
209	U1D-1	214	U4B-1	216	U5-xix	216	U5D-7	214	U5E2-3
209	U2-i	214	U4B-3	216	U5-xxi	216	U5D-9	214	U5E2-5
180	U2-iii	216	U4B-5	216	U5-xxiii	216	U5D-11	214	U5E2-7
219	U2A-1	216	U4B-7	199	U5A-1	216	U5D-13	219	U5F-1
216	U2A-3	219	U4B-9	209	U5A-3	216	U5D-15	203	U5F-3
209	U2B-1	214	U4B-11	209	U5A-5	216	U5D-17	211	U5F-5
203	U2B-3	217	U4B-13	216	U5B-1	216	U5D-19	203	U5F-7
209	U2C-1	216	U4B-15	216	U5B-3	216	U5D-21	203	U5F-9
191	U2C-3	216	U4B-17	216	U5B-5	216	U5D-23	203	U5F-11
202	U2D-1	216	U4B-19	216	U5B-7	216	U5D-25	190	U5G-1
176	U2E-1	216	U4B-21	217	U5B-9	216	U5D-27	199	U5G-3
216	U2F-1	214	U4B-23	216	U5B-11	216	U5D-29	219	U5G-5
192	U2G-1	214	U4B-25	216	U5B-13	216	U5D-31	217	U5G-7
201	U2G-3	212	U4C-1	216	U5B-15	216	U5D-33	219	U5G-9
218	U2G-5	212	U4C-3	218	U5B-17	216	U5D-35	214	U5H-1
216	U2H-1	204	U4C-5	216	U5B-19	216	U5D-37	214	U5H-3
214	U3-i	204	U4C-7	216	U5B-21	216	U5D-39	214	U5H-5
215	U3-iii	204	U4C-9	213	U5C-1	216	U5D-41	214	U5H-7
214	U3A-1	194	U4C-11	213	U5C-3	216	U5D-43	184	U5I-1
214	U3A-3	213	U4D-1	216	U5C-5	216	U5D-45	213	U5J-1
219	U3B-1	213	U4D-3	216	U5C-7	216	U5D-47	213	U5J-3
219	U3B-3	213	U4D-5	213	U5C-9	216	U5D-49	213	U5J-5
219	U3B-5	193	U4E-1	213	U5C-11	216	U5D-51	213	U5J-7

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
215	U5J-9	217	U7G-13	214	U9C-11	214	H4D-1	219	Q-3
215	U5J-11	217	U7G-15	214	U9C-13	214	H4E-1	219	Q-5
213	U5J-13	213	U7H1-1	214	U9C-15	214	H4F-1	173	R-1
168	U6-i	213	U7H1-3	214	U9C-17	176	I-1	213	S-1
177	U6-iii	213	U7H1-5	214	U9C-19	217	J-i	213	S-3
216	U6A-1	217	U7H1-7	214	U9C-21	217	J1-1	216	T-i
219	U6A-3	213	U7H1-9	190	U9D-1	217	J1-3	216	T-1
219	U6A-5	213	U7H1-11	201	U9D-3	217	J2-1	216	T-3
219	U6A-7	209	U7H2-1	215	A1-1	217	K-i	213	U-1
216	U6A-9	157	U7I-1	216	A1-3	217	K1-1	193	i-1
216	U6A-11	213	U7J-1	215	A1-5	217	K1-3		
216	U6A-13	219	U7J-3	215	A1-7	217	K1-5		
216	U6A-15	205	U7K-1	215	A1-9	217	K1-7		
216	U6A-17	216	U7L-1	215	A1-11	217	K2-1		
216	U6A-19	168	U7M-1	218	A1-13	217	K2-3		
216	U6A-21	209	U7N-1	215	A1-15	217	K3-1		
216	U6A-23	209	U7O-1	215	A1-17	217	K4-1		
216	U6A-25	184	U7P-1	215	A1-19	217	L-i		
216	U6A-27	185	U7Q-1	215	A1-21	217	L-1		
216	U6A-29	168	U7R-1	215	A1-23	217	L-3		
216	U6B-1	185	U7S-1	215	A1-25	215	L-5		
216	U6B-3	160	U7T-1	215	A1-27	215	L-7		
216	U6B-5	213	U7U-1	215	A1-29	215	L-9		
216	U6B-7	195	U7V-1	215	A1-31	198	M-1		
216	U6B-9	193	U7W-1	215	A1-33	217	N-i		
216	U6B-11	213	U7X-1	218	A2-1	214	N1-1		
216	U6B-13	213	U7Y-1	218	A2-3	214	N1-3		
216	U6B-15	217	U7Z1-1	212	B-1	214	N1-5		
216	U6B-17	217	U7Z2-1	138	C-1	217	N2-1		
216	U6B-19	204	U8-i	212	D-1	217	N2-3		
216	U6B-21	185	U8-1	216	E-i	216	O-i		
216	U5B-23	204	U8-3	216	E1-1	216	O-1		
216	U6B-25	186	U8-5	216	E1-3	216	O-3		
216	U7-i	186	U8-7	216	E1-5	218	O-5		
216	U7-iii	214	U9-i	216	E1-7	219	O-7		
219	U7-v	219	U9-iii	216	E2-1	219	O-9		
216	U7-vii	214	U9-v	216	E2-3	219	O-11		
216	U7-ix	215	U9A-1	217	F-i	219	O-13		
216	U7-xi	215	U9B1-1	217	F1-1	216	O-15		
218	U7A-1	215	U9B1-3	217	F2-1	216	O-17		
209	U7B-1	215	U9B1-5	176	G-1	216	O-19		
189	U7C-1	213	U9B1-7	217	H-i	216	O-21		
168	U7D-1	213	U9B1-9	214	H1-1	216	O-23		
168	U7E-1	213	U9B1-11	214	H2A-1	216	O-25		
195	U7F1-1	213	U9B1-13	214	H2B-1	217	O-27		
157	U7F2-1	215	U9B2-1	214	H2C-1	218	O-29		
199	U7F3-1	213	U9B2-3	214	H2C-3	218	O-31		
217	U7G-1	219	U9B2-5	214	H3A-1	215	P-i		
217	U7G-3	219	U9C-1	214	H3B-1	216	P1-1		
217	U7G-5	214	U9C-3	214	H3B-3	216	P2-1		
217	U7G-7	215	U9C-5	214	H4A-1	215	P2-3		
217	U7G-9	214	U9C-7	214	H4B-1	215	P2-5		
217	U7G-11	214	U9C-9	214	H4C-1	219	Q-1		

CHAPTER 1

PART C: MISCELLANEOUS REIMBURSABLE EXPENSES

U1400 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 3, Part F.

U1405 COMMUNICATION SERVICES

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 certain communications to a member's home/family are official. These communications must be only to advise of the member'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 member 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. U1410-B4g.

U1410 MISCELLANEOUS EXPENSES

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

A. General for All Travel. Members are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business for themselves and their dependents. 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:
 - a. The Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card), or
 - b. An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

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

Effective 8 September 2004

3. Fees for passports, visas (including green cards), and photographs for OCONUS travel (see par. U1415); and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan).

NOTE:

(1) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to a visa issuing office located outside the local area of the member's PDS if the traveler's presence at that office is/was mandatory.;

(2) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the member's PDS;

*a. Expenses for legal services for obtaining or processing applications for passports, visas (including green cards) for TDY, PCS or changes in status are reimbursable if local laws or custom require the use of lawyers in processing such applications.;

b. A member ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport (see http://travel.state.gov/warnings_list.html) by commercial air and the member is authorized to obtain and use a regular fee passport. 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. Dependents' fee is reimbursable ***except*** in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.;

d. 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. U1410-A5 for inoculations.;

e. 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. U1410-A3e and U1410-A3f apply to this expense).

- j. Dual lodging costs (see par. U4135);
 - k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled. ***NOTE: Reimbursement must not exceed the remaining amount of 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 but 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 member's convenience***);
5. Certain laundry/dry-cleaning expenses:
- a. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (***not before departing from or after returning to/arriving at PDS***), up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).;
 - b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.;
6. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
7. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
8. ***Transportation-related tips for handling Government property at terminals and hotels;***
9. Any per-day administrative fee called for in the SDDC rental car agreements (including GARS); and
10. Similar travel and transportation related expenses.

Effective 30 December 2004

*C. PCS Travelers. Members are authorized reimbursement for the expenses listed in par. U1410-A for PCS travel. In addition to the expenses listed in par. U1410-A, the member is authorized the following reimbursement:

1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);
2. Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships;
3. MALT, as prescribed in par. U5203-A3 (first itemization) for POC travel, when dependents travel without the member and POC is used to and from the transportation terminal.

NOTE: Excess accompanied baggage transportation costs may not be authorized in advance of PCS travel for DoD travelers. They may only be approved by the AO (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after PCS travel. Non-DoD Services may authorize or approve these expenses. A Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess baggage), must not be used for accompanied baggage ICW PCS travel.

Effective 4 November 2003**U1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS), FEES****A. General for All Travel****Effective 8 September 2004**

1. A member is reimbursed the associated expenses (for member and/or dependents if officially required to obtain a change of status and/or to renew passports and/or visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)). Dependents' fees are reimbursable **except** in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

NOTE:

(1) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to a visa issuing office located outside the local area of the member's PDS if the traveler's presence at that office is/was mandatory.

(2) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the member's PDS.

*2. These expenses include fees/charges for legal services if local laws or custom 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. U1410-A5 for inoculations.

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

A. Travel and Transportation Policy. The following applies to all uniformed members and/or their dependents:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. U3125-B.

Effective 16 August 2004

2. Premium (First and Business)-class Travel/Accommodations. (See Appendix A): (See pars. U3125-B2a and U3125-B2b to determine whose authority is required for Government-funded premium-class transportation to be provided.) See Appendix H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

NOTE: The travel order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of Appendix H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations have been justified and authorized/approved based on JFTR, par. U3125-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the premium-class AO."

- a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the member must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the member is responsible for the cost difference between the premium-class transportation used and the transportation class for which the member (and/or dependents(s)) was/were eligible. A travel order authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the circumstances of the situation (i.e., not simply state the JFTR phrase, but provide the background and justification to enable an audit of the rationale for the upgrade) and include the difference in cost between the premium-class and coach-class fares, authority and authorization source (memo/letter/message/etc.), including date and position identity of the signatory for premium-class). Appropriate Government transportation documents must be annotated with the same information.
- b. Only persons senior to, or independent of, the member (e.g., an aide may not authorize/approve premium-class accommodations for a flag officer) may authorize/approve the use of premium-class accommodations for the member (or the member's dependents). See par. U3125-B2.

Effective 16 August 2004

c. Premium-class accommodations may be authorized/approved by the premium-class AO due to medical reasons only if competent medical authority certifies sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period) the accommodations upgrade. The premium-class AO must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the member or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

NOTE: The attendant who is authorized transportation under par. U7250-B or U7251-B may be authorized/approved for premium-class accommodations use to accompany the attended member or dependent, when the attended member or dependent is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See Appendix A for definition of "special needs".

d. Use of premium-class accommodations is not authorized during travel incident to PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuations unless for physical handicap or medical reasons in par. U2000-A2c above.

3. Travel other than by a usually traveled route must be justified.

*4. A member or dependent may not be provided a contract city-pair airfares provided under GSA contract (see Appendix P) or any other airfares intended for official Government business for any portion of a circuitous route traveled for personal convenience.

5. The member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par. U3145-C.

6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.

7. Members may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.

8. Members may not be reimbursed for travel at personal expense (see par. U3120-D) on ships/aircraft of foreign registry, except as specified in par. U3130-F.

9. Each dependent is allowed a seat.

B. Service Responsibility. Each Service must:

1. Authorize only travel necessary to accomplish the Government's mission effectively and economically.

2. Establish internal controls to ensure that only travel essential to the Government's needs are authorized.

U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

1. A member must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.

2. A member must maintain records to validate individual expenses of \$75 or more and all lodging costs. All receipts should be maintained as required by finance regulations.

3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

PART B: TRAVEL BY COMMON CARRIER**U3100 GENERAL**A. Transportation Policy.

1. General. *It is Government policy that economy-class (less than first/business-class) accommodations are to be used for all passenger transportation modes.* See pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation) for exceptions.
2. Prudence. Members and dependents must exercise the same care in incurring expenses paid by Government funds as a prudent person would when traveling on personal business at personal expense.
- *3. GSA City-Pair Airfares. See Appendix P.
4. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.
5. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.
6. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.
7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). See par. U2000-A2c for medical reasons/justification for premium-class accommodations.
8. Foreign Flag Reimbursement. *Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-F.*
9. Dependents' Seating. Each dependent is allowed a seat.
10. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE 2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

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

1. The member is responsible for all excess travel/transportation costs; and
2. Constructed costs for each trip leg must be based on the non-capacity-controlled city-pair air fare, if available (not the capacity-controlled city-pair if both capacity-controlled and non-capacity-controlled fares are available).

NOTE: For TDY travel/transportation allowances when a TDY order is received while a member is on official leave, see par. U4105-F.

***U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT**

See DoD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City-Pair Program see Appendix P.

U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY

NOTE: Throughout this paragraph, users must remember that it is MANDATORY DoD policy to use CTOs for all transportation requirements.

A. General. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a member may be reimbursed for personally procured transportation up to the cost of the directed mode. Otherwise, the member is authorized transportation cost reimbursement as prescribed in pars. U3110-B, U3110-C, U3110-D, U3110-E and U3110-F. Reimbursement may not be more than the accommodations cost prescribed in pars. U3125, U3130 and U3135. See Chapter 3, Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U3010), the limits in pars. U3110-B and U3110-C must be reduced by its cost.

NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.

*B. Government/Government-contracted Transportation/In-house or CTO Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an ITA, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points. Constructed costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed cost is limited by the least expensive unrestricted coach-class fare (with the exception as noted in par. U3125-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

C. Government/Government-contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service is not available and the member procures common carrier transportation at personal expense, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

D. Transoceanic Travel - Government/Government-procured Transportation Available. When travel by Government/Government-procured transportation is authorized (*except member PCS transoceanic travel - see par. U5108-A*) and transoceanic travel is performed by common carrier at personal expense, the member is authorized reimbursement for the transportation cost up to the amount that would have paid for the available Government/Government-procured transportation. If both Government and Government-procured transportation are available, the lower priced mode is the maximum reimbursement measure. When Government/Government-procured transportation is not available, the member is authorized reimbursement for the transportation (see par. U3120 regarding mandatory CTO use) cost up to the least expensive unrestricted fare available over the direct route between the origin and destination. If air travel is medically inadvisable for the member, see par. U3130.

E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-F.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3120 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. *It is DoD mandatory policy that Uniformed Service members use available CTOs to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110. Commands must not permit CTOs to issue premium-class tickets without prior proper authorization.*

2. Service Regulations. See Service regulations for CTO use information.

3. Failure to Follow Regulations

a. Commands/units are expected to take appropriate disciplinary action when members and/or AOs fail to follow the regulations concerning CTO use (see par. U1055).

b. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. See par. U3120-A4 below for exceptions when reimbursement is *not* allowed.

4. Reimbursement Not Allowed. *Reimbursement is no allowed when the member does not follow the regulations for foreign flag carriers (see par. U3125-C5) and directed transoceanic transportation (see pars. U3110-A NOTE, and U5108-A).*

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 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. 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. U3125-C or U3130-F 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 or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

U3125 COMMERCIAL AIR TRANSPORTATION

Effective 8 December 2004

A. General. Transportation by common carrier air is generally the most cost efficient and expeditious way to travel. ***Arrangement of official transportation through an available CTO is mandatory.*** See par. U3110 for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Government or Government-procured transportation under this Part. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

B. Service Class

1. General. Government policy is that:
 - a. Members and/or dependents must be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, COT leave, emergency leave, R&R, FEMLE, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. U2000-A2a) and substantiated to justify premium-class transportation.
 - b. Commands and members and/or dependents should determine travel requirements in sufficient time to reserve coach-class accommodations.

- c. First-class accommodations may be used at Government expense only as permitted in par. U3125-B3.
- d. Business-class accommodations may be used at Government expense only as permitted in par. U3125-B4.
- e. See par. U2000-A2a regarding authorizing premium-class transportation before or after travel.
- f. IAW the Federal Travel Regulation (FTR), 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 member and/or dependent must use the 'least expensive unrestricted coach fare' if available, in the 'back' (economy) cabin of a two-cabin aircraft or the member and/or dependent must qualify for a first-class seat in the 'front' (first-class cabin) of the two-cabin aircraft. Some airlines have only restricted fares in the 'economy' cabin of two-cabin aircraft. If that is the case, a restricted fare in the 'economy' cabin must be used unless the member (and/or the dependent) qualifies for a first-class seat in the front cabin. (See par. U3125-B2a for first-class qualifications.)
- g. Less than minimum standards may be authorized as permitted in par. U3100.

NOTE 1: Commands must not permit CTOs to issue travelers premium-class tickets without prior proper authorization.

NOTE 2: Specific justification and the paragraph reference number detailed to the "specific" reason for travel must be placed on a travel order (see par. U2000-A2a) for premium-class travel (e.g., JFTR, par. U3125-B4c (followed by details) (representative of first-class travel); JFTR, par. U3125-B3b (followed by details) (representative of business-class). (See APPENDIX A, BLANKET TRAVEL ORDER for an exception concerning Blanket Travel Orders that requires individual amendments for each trip requiring premium-class transportation to be provided.)

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

- a. First-class. The officials listed below may authorize/approve first-class air accommodations use by members and their dependents if any of the criteria in par. U3125-B3 are met. (DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for DoD members).
 - (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.
 - (4) The Secretary of Health and Human Services (for Public Health Service officers).

(5) The Director, NOAA Corps (for NOAA Corps officers).

Effective 22 September 2004

(6) The Commandant or Vice-Commandant of the Coast Guard (for Coast Guard members).

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated, may authorize or 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. U2000-A2b.

c. Premium Class Authorization/Approval Authorities

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

Effective 16 August 2004

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when: (See Appendix H, Part II, Section C, for a first-class decision support tool.)

a. Lower class 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 of the member’s proposed departure time, and scheduled to arrive within 24 hours before the member’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the member’s required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty. When this paragraph is used to justify premium-class accommodations, the AO must cause the travel order 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. U2000-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 member whose use of other than first-class accommodations would entail danger to the member's life or Government property.
- (2) Agents of protective details accompanying individuals authorized to use first-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

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

Effective 23 July 2004

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

Effective 23 July 2004

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, or Service regulations for the non-DoD Services.) One of the preceding criteria must also be met (pars. U3125-B3a, U3125-B3b, U3125-B3c, U3125-B3d, and U3125-B3e. The travel order must state that transportation services have been paid in advance by a non-federal source.

g. Congressional travel. Travel of a member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). (See Chapter 7, Part U.)

Effective 16 August 2004

4. Business-class Accommodations Use. (Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (see par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduling travel and ***NOTE 1*** in par. U4326 on rest periods. See par. U2000-A2. (See Appendix H, Part III, Section C, for business-class decision support tool.) Business-class accommodations may be authorized/approved when:

- a. Space is not available in coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission, a purpose/mission that is so urgent it cannot be postponed. When "space is not available in coach-class" is used to justify premium class accommodations, the business-class authorizing/approving official must require that the travel order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business class. (Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations.) When TDY travel in business-class

accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY order on which return transportation in premium-class accommodations is not required must require economy class accommodations use for the return flight. See par. U2000-A2d.

b. *See par. U2000-A2c for medical reasons.*

c. Exceptional security circumstances require such travel. Examples are:

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

Effective 15 June 2004

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

Effective 23 July 2004

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

f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html, or Service regulations for the non-DoD Services.) The travel order must state that transportation services have been paid in advance by a non-federal source.

g. Coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is authorized/approved in accordance with the Fly America Act. See par. U3125-C for rules governing U.S. flag carrier use.

h. Use of the business-class accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations. An actual cost-comparison must be made and the details made part of the travel order.

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE**U3300 TDY POC RULES**

A. Policy. Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The AO should authorize/approve POC travel only if it is advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. Its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. There is no practicable commercial transportation; or
3. Common carrier use would be so time-consuming that it would delay the mission.

POC use must not be directed.

C. Official Distances. See par. U2020.

D. PCS Travel by POC. See Chapter 5, Part B and Chapter 5, Part C.

U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized mileage for the official ordered travel distance at a rate per mile for the POC type used. See par. U2600 for applicable mileage rates.
2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time computed under par. U3005-C.

Effective 15 July 2004

B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed in par. U3305-A. However, instead of paying mileage, reimbursement for actual transportation costs may be authorized/approved by the AO when advantageous under the provisions of par. U3300-B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses must be limited to the following for the POC type used. Privately-owned:

1. Automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U1410-B3);
2. Aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. Boat or vessel: fuel, oil, and docking fees.

Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.

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. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §3701-3721).

C. Privately-owned Aircraft other than Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual cost of operation rather than mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is authorized the appropriate mileage plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount may not exceed mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The AO may authorize/approve actual travel cost (mileage plus per diem from par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in unusual circumstances.

U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)**A. Mileage Plus Per Diem**

*1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the operating expenses (i.e., the cost/portion of cost directly associated with POC use for official travel) is authorized the lesser of:

- a. Mileage and reimbursable expenses as prescribed in par. U3305-A1 for the official ordered travel distance plus per diem as prescribed in Chapter 4, Part B, for the actual travel time; or

- b. What it would have cost the Government had Government-procured transportation been used between the ordered points (see pars. U3110-B and U3125-B1f), plus per diem under Chapter 4, Part B, for the constructed travel time (including necessary delays) on the Government-procured transportation.

Constructed travel time is based on the carrier's required check-in time plus travel time from home, office, or the place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or the place travel actually ends. ***The constructed common carrier cost should be placed in the member's order before the member departs the PDS.***

2. Passengers Not Responsible for Paying POC Operating Expenses. If an order directs use of a specific transportation mode, see par. U3310-B. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized mileage, but is authorized per diem as prescribed in Chapter 4, Part B, based on whichever of the following results in the lesser amount, the:

- a. Lesser of the actual travel time or the travel time computed under par. U3005-C, or
- b. Constructed travel time for travel between the ordered points (including necessary delays) on Government-procured transportation.

Constructed travel time is based on the carrier's required check-in time plus travel time from home, office, or place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ends.

B. Transportation by Mixed Modes. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier at personal expense, the member is authorized the appropriate mileage plus per diem under par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount must be limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructed travel time for the distance of the ordered travel.

U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off or pick-up a member at a transportation terminal, the member responsible for paying POC operating expenses must be paid mileage for the round-trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal and then from the terminal to a residence or duty station when the TDY is completed, a member responsible for paying POC operating expenses must be paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

NOTE: Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a member's short TDY is unexpectedly extended after departure), the AO may waive this cost limitation.

C. **Member Departs from PDS on TDY.** When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC must be paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

D. **Two or More Members Travel in Same POC.** When a member transports other members to or from the same transportation terminal, mileage is authorized for the additional distance involved. Only one member may be paid mileage for the same trip. A member who pays a parking fee at the terminal may be reimbursed (the ***NOTE*** in par. U3320-B applies).

U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

When POC use is authorized/approved as advantageous to the Government for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is authorized reimbursement for the distance traveled between the residence and the TDY station.

U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

Members who travel by POC for the entire journey and are paid mileage may not be reimbursed for:

1. Fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and
2. Transportation to or from carrier terminals (par. U3320).

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. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §240-243).

U3340 POC USE IN AND AROUND PDS OR TDY STATION

For allowances when a POC is used within or around a PDS and TDY station, see Chapter 3, Part F.

U3345 POC USE INSTEAD OF GOVERNMENT AUTOMOBILE

A. General. Mileage reimbursement for POC use is based on the cost incurred if a Government automobile were used. In addition to mileage reimbursement (see par. U2600 for current rates) for the official distance, the member is authorized reimbursement for expenses authorized under par. U3305-A1 that would have been incurred if a Government automobile had been used.

B. Mileage Reimbursement Rates. The POC mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. U2020), and the rates in par. U2600.

C. Government Automobile Use Is Advantageous to the Government. When the use of a Government automobile is advantageous to the Government but the Government authorizes and the member to uses a POC instead of obtaining a government auto, the rate in par. U2600 applies.

D. Government Automobile Directed

1. Government Automobile Makes the Trip. When a member is directed to use a Government automobile as a passenger or as a driver, with one or more other travelers, but the member uses a POC for TDY travel, the member is not authorized any reimbursement if the Government automobile made the trip without the member.

2. Government Automobile Does Not Make the Trip. When a member is directed to use a Government automobile, and one is available, but the member uses a POC for TDY travel and the other travelers do not use the Government automobile for the same trip, mileage reimbursement is at the rate listed in par. U2600 for partial reimbursement for POC use.

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

<u>Paragraph</u>	<u>Contents</u>
U4300	GENERAL
U4305	ACTUAL TRAVEL TIME
U4325	SCHEDULING TRAVEL A. Schedule B. Early Departure
U4326	TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP A. Starting and Ending Travel B. En Route Rest Stop C. Rest Period at the TDY Point before Reporting for Duty D. Delaying Return Travel to Use Reduced Travel Fares
U4330	POC TRAVEL
U4335	SPECIAL CONVEYANCE TRAVEL
U4340	MIXED MODES TRAVEL

PART E: GOVERNMENT MESS USE/AVAILABILITY

<u>Paragraph</u>	<u>Contents</u>
U4400	GOVERNMENT MESS A. Mess Available B. Mess Not Available C. GMR/PMR Documentation

PART F: OCCASIONAL MEALS AND QUARTERS

<u>Paragraph</u>	<u>Contents</u>
U4510	OCCASIONAL MEALS AND QUARTERS A. General B. Computation

PART G: TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY

<u>Paragraph</u>	<u>Contents</u>
U4600	GENERAL
U4605	MEMBER ORDERED ON INDETERMINATE TDY <ul style="list-style-type: none">A. GeneralB. Transportation of Dependents to TDY Station or other LocationC. Return of the Member to the PDSD. PCS Orders Received at TDY Station

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

<u>Paragraph</u>	<u>Contents</u>
U4700	GENERAL
U4705	AUTHORIZING/APPROVING TDY HHG TRANSPORTATION
U4710	BASIC ALLOWANCE <ul style="list-style-type: none">A. Shipments in Addition to Authorized TDY Weight AllowanceB. Weight AllowanceC. Shipment of Replacement Items
U4715	LIMITATIONS
U4720	TRANSPORTATION METHODS
U4725	FACTORS AFFECTING TDY HHG TRANSPORTATION <ul style="list-style-type: none">A. <u>Weight Allowance</u>B. Orders Amended, Modified, Canceled or RevokedC. Improper Shipments
U4735	WHEN EXCESS CHARGES ARE INCURRED
U4740	CALLED (OR ORDERED) TO ACTIVE DUTY
U4745	PCS WITH TDY EN ROUTE

- U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**
- U4755 INDETERMINATE TDY**
- U4760 TDY PENDING OCONUS ASSIGNMENT OR TO A SHIP**
- A. General
 - B. Ordered to a Ship
 - C. Ordered to OCONUS Duty or to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer
- U4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP**
- A. General
 - B. Ordered to a Ship Not Specified as Unusually Arduous
 - C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer
- U4770 HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT**
- A. Temporary Storage
 - B. Special Storage
 - C. Non-temporary Storage (NTS)
 - D. Storage After Completion of TDY/Deployment
- U4775 HHG TRANSPORTATION AFTER STORAGE**
- U4780 HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE**

PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITH A JOINT TASK FORCE

<u>Paragraph</u>	<u>Contents</u>
U4800	DEFINITIONS
	A. Joint Task Force (JTF)
	B. Operational Deployment
	C. Exercises
	D. TDY Options

PART J: TRAVEL ADVANCES

<u>Paragraph</u>	<u>Contents</u>
U4900	GENERAL
	A. Policy
	B. Responsibilities
U4905	ALLOWABLE ADVANCES
	A. Authorization
	B. Advances may be for:

EXAMPLE 2			
<i>NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.</i>			
A member occupied Government quarters while on a training assignment at a U.S. Installation in Location C. The member was required to perform additional TDY for 3 days in Location D. If the member vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The AO agreed that it would be more economical for the member to retain the Government quarters while TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense allowance (par. U1410-B4k). The lodging costs (\$110) incurred in Location D were used to determine the member's per diem while TDY in that city.			
Applicable Per Diem Rates at the Time of this Example			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
Reimbursement for Government Quarters for 3 Days			
Lodging	Number of Days		Total
\$25	3		\$75
Per Diem for the TDY Assignment in Location D			
First Day			
(Day of Departure from Location C and Arrival in Location D):			
Lodging	M&IE		Total
\$110	\$46		\$156 plus lodging tax (see NOTE)
Second and Third Day			
(Lodging Cost + M&IE) x 4 days			
Lodging	M&IE		Total
\$110	\$46		\$156 X 2 days = \$312 plus lodging tax (see NOTE)
Day of Return to Location C			
(Lodging Cost + M&IE)			
Lodging	M&IE		Total
\$25	\$38		\$63

***U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS**

A member may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

1. Mortgage interest;
2. Property tax; and

3. Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges.

prorated based on the number of days in the month rather than by the actual number of days the member occupied the residence (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part C) is authorized/approved. The provisions of par. U4141 do not apply when the residence is purchased.***

U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

Lodging cost for quarters jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9202-C). When dependents are not traveling at Government expense, the member is authorized the single room rate.

Effective 1 October 2004

U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS

When a member obtains lodging on a weekly, or monthly, or longer term basis, the daily lodging cost is computed by dividing the total periodic (i.e., weekly, monthly) lodging cost by the number of days the member is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)). This computation presumes that the member acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate.

Example
1. A member is TDY at a location at which the per diem is \$91 (\$60 for lodging and \$31 for M&IE).
2. The member obtains lodgings on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. In a typical month, the daily lodging cost would be \$30 (\$900/30 days).
4. In June the member took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be \$45 per day (\$900/20). Since the \$45 daily lodging cost does not exceed the authorized \$60 locality lodging ceiling, the member is reimbursed \$45 per day for 20 days of lodging in June.

NOTE 1: See par. U7225 if lodging is obtained on a daily basis and a member takes leave during TDY in support of a contingency operation.

NOTE 2: This does not apply when a residence is purchased (see par. U4137).

U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181(1981) and 62 Comp. Gen. 308 (1983)) unless an AEA is authorized/approved under Chapter 4, Part C. ***NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy" (GSBCA 15890-TRAV, 29 July 2003).***

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

U4700 GENERAL

*This Part prescribes TDY HHG transportation allowances. ***NOTE: Delivery out of storage is authorized at Government expense, regardless of the length of time in storage (as long as the member's order is and/or transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.*** For POV storage when a member is TDY on a contingency operation, see Chapter 5, Part E, Section II. For information about HHG authorized locations, see tables at par. U4780 for TDY and par. U5390 for PCS.

U4705 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION

Carrier baggage limits may preclude a member from transporting necessary HHG items without cost. An AO or commanding officer may authorize/approve transportation of HHG required for the member's personal comfort and well-being while on TDY.

U4710 BASIC ALLOWANCE

A. Shipments in Addition to Authorized TDY Weight Allowance. When TDY, the following may be transported in addition to the TDY weight allowances:

1. PBP&E (see par. U5310-C), and
2. required medical equipment (see par. U5310-K).

B. Weight Allowance. The maximum weight allowances in the following table do not include accompanied baggage transported free on a passenger transportation commercial ticket. They are the actual weight of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining net shipment weight for specific transportation modes, see pars. U5335-B, U5335-C, U5335-D, U5335-E, and U5335-F. ***NOTE: The Secretary concerned may authorize a higher weight allowance (NTE 800 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's weight allowance if the Secretary determines that failure to increase the member's TDY weight allowance would create a significant hardship to the member.***

<i>TDY Weight Allowances (Pounds)</i>			
Service and Grade 1/			
Army, Air Force, & Marine Corps	Navy, Coast Guard, & National Oceanic and Atmospheric Administration Corps	Public Health Service	Weight Allowance
<i>Officer Personnel</i>			
General/General of the Army	Admiral	N/A	2000 2/
Lieutenant General	Vice Admiral	Surgeon General	1500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1000
Brigadier General	Rear Admiral (lower half)	Assistant Surgeon General	1000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
<i>Enlisted Personnel</i>			
E-9	E-9	N/A	600 3/
E-8	E-8	N/A	500
E-7 to E-1	E-7 to E-1	N/A	400
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

1/ Includes regular members, members of a Uniformed Service Reserve Component, and officers holding a temporary commission in the Army/Air Force of the United States.

2/ The Secretarial Process may authorize additional weight up to 2,000 pounds total for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

3/ The allowance for a member selected as a Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps is 800 pounds for travel orders issued after receiving notice of selection to that position and for the remainder of the military career.

C. Shipment of Replacement Items. When an original TDY HHG shipment is destroyed or lost during transportation, through no fault of the member, a replacement shipment, within the member's weight allowance, may be made at Government expense (68 Comp. Gen. 143 (1988)).

U4715 LIMITATIONS

Under a TDY order, a temporary-to-permanent duty order, or a combination thereof, a member with an authorized/approved TDY HHG shipment may transport HHG within the TDY weight allowance between any points, if either the destination or origin (as applicable) is the TDY station, subject to the following cost limitations as applicable:

1. from PDS to TDY station;
2. between TDY stations; or
3. from the last TDY station to the old PDS, or to the new PDS.

When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.

U4720 TRANSPORTATION METHODS

The transportation methods in par. U5320 apply.

U4725 FACTORS AFFECTING TDY HHG TRANSPORTATION

- A. Weight Allowance. A member's grade on the day travel begins determines the weight allowance.
- B. Orders Amended, Modified, Canceled or Revoked. The provisions in par. U5330-C apply.
- C. Improper Shipments. A designated Service representative may authorize/approve forwarding authorized shipments to the proper destination that are, through no fault of the member, misdirected, or otherwise separated from the member.

U4735 WHEN EXCESS CHARGES ARE INCURRED

HHG not authorized/approved for shipment or not within the member's TDY weight allowance should not be transported with authorized HHG. Members should arrange for separate transportation of such articles. When shipments include unauthorized articles that are later disclosed, the member bears the cost of transporting them, to the extent those costs can be identified. If the cost of transporting these articles cannot be established, see par. U5340.

U4740 CALLED (OR ORDERED) TO ACTIVE DUTY

For transportation allowances of a member called (or ordered) to initial active duty for training for less than 6 months, or called (or ordered) to active duty for less than 20 weeks, see par. U5345-B2. For transportation allowances when a member is relieved from such active duty, see par. U5360-E.

U4745 PCS WITH TDY EN ROUTE

(See par. U5345-C1.)

U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT

Under an order from a PDS to TDY without return to the PDS, or to TDY for further assignment, a member's HHG within the PCS weight allowance may be:

1. placed in NTS for the entire TDY period under par. U4770-C; or
2. packed and moved from Government quarters to civilian housing in the old PCS vicinity, if required to vacate the Government quarters.

U4755 INDETERMINATE TDY

Under an order from the PDS to TDY for an indeterminate period of time, HHG transportation within the PCS weight allowance may be made to any combination of:

1. the TDY station, or
2. any CONUS point, or
3. NTS under par. U4770-C,

if the Secretarial Process authorizes/approves. HHG placed in storage or shipped under this paragraph may be transported to the member's PDS after TDY.

U4760 TDY PENDING OCONUS ASSIGNMENT OR TO A SHIP

A. General. AN order from a PDS to:

1. TDY pending further OCONUS assignment, or
2. to a ship,

authorizes a member as indicated in subpars. B and C.

B. Ordered to a Ship. Under an order from a PDS to TDY pending assignment to a ship other than one described in par. U4760-C, HHG transportation of the PCS weight allowance may be made to any combination of:

1. to the ship's homeport;
2. from Government quarters to civilian housing in the old PCS vicinity, if required to vacate Government quarters; and

3. NTS under par. U4770-C.

C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order from the PDS to:

1. TDY pending further OCONUS assignment, or
2. a unit (e.g., ship or afloat staff) specified in writing by the Secretarial Process as unusually arduous sea duty or it is contemplated that the unit will operate OCONUS for a continuous period of 1 year or longer on the date the unit is so specified,

transportation of the PCS weight allowance may be made to any combination of:

1. any CONUS location the member specifies;
2. the OCONUS duty station; and
3. NTS under par. U4770-C.

U4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP

A. General. An order from a PDS to TDY in connection with building, fitting out, converting, or reactivating a ship that directs duty on board when commissioned, authorizes a member as indicated in pars. U4765-B and U4765-C.

B. Ordered to a Ship Not Specified as Unusually Arduous. Under an order to a ship other than one described in par. U4765-C, transportation of the PCS weight allowance may be made to a combination of:

1. the ship's homeport, and
2. NTS under par. U4770-C.

C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order to a ship which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or longer, HHG transportation of the PCS weight allowance may be made to a combination of:

1. any CONUS location the member specifies, and
2. NTS under par. U4770-C.

U4770 HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT

A. Temporary Storage

1. Temporary storage is authorized as part of HHG transportation (see **NOTE 1 below**).

2. HHG, within the TDY weight allowance, may be placed in temporary storage when:
 - a. on a PCS with TDY/deployment en route (see par. U5345-C) (see **NOTE 2 below**); or
 - b. TDY/deployed for 90 or fewer days if the Service designated official authorizes/approves the temporary storage as necessary based on the member's written statement that temporary storage is necessary for reasons beyond the member's control.

NOTE 1: *Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's order and/or HHG transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.*

NOTE 2: *When HHG are in temporary storage incident to a PCS and the member is TDY/deployed for 90 or more days/an indefinite period, par. U5375-B3 applies.*

B. Special Storage

1. General

- a. Special storage is storage incident to TDY/deployment for 90 or more days/an indefinite period when no PCS is involved. (See **NOTE** in par. U4770-A when PCS is involved.) It includes any shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into/remove them from a storage facility.
- b. The Service designated official authorizes/approves special storage under pars. U4770-B2 and U4770-B3.
- c. The member's PCS weight allowance applies (see par. U5310-B).
- d. See par. U5380-B for storage facility selection.

2. TDY/Deployment for 90 or More Days/an Indefinite Period

- a. A TDY/deployment order for 90 or more days/an indefinite period authorizes a member to special storage (not ICW a PCS shipment).
- b. The Service designated official must authorize/approve special storage, except for a member who:
 - (1) is authorized HOS allowances in par. U5365-A, and
 - (2) has HHG in NTS under par. U5365-C when recalled to active duty (see par. U5365-H).

3. TDY/Deployment of Reserve Component Members Called/Ordered to Active Duty under Unusual/Emergency Circumstances/Service Exigencies for other than Training

- a. The Secretarial Process may authorize/approve special storage for Reserve Component Members who are:

(1) called/ordered to active duty under unusual/emergency circumstances or Service exigencies for other than training purposes, and

(2) ordered to TDY or deployment.

b. The TDY/deployment can be for any length of time.

c. The TDY HHG weight allowance limitations in par. U5345-B2 for Reserve Component members called/ordered to active duty for less than 20 weeks **does not** apply.

d. PCS weight allowances **do** apply (see par. U5310-B).

C. Non-temporary Storage (NTS)

1. NTS while TDY is authorized only when a member is:

a. ordered on a PCS:

(1) with TDY en route, or

(2) while on TDY, and

b. in the situations listed in the chart below.

2. Authorized NTS begins on the day the order is issued and continues as long as any of the situations in the chart below exist.

D. Storage after Completion of TDY/Deployment. HHG storage is authorized for up to 90 days after the completion of a TDY/deployment. Extensions to this 90-day period may be granted IAW par. U5375-B.

Situation	Termination
1. TDY without return to PDS or pending further assignment (par. U4750)	1. Day of departure from TDY station incident to an order assigning a new PDS
2. Indeterminate TDY (par. U4755)	2. Day of departure from last TDY station to proceed to new PDS
3. TDY pending assignment OCONUS or to a ship (par. U4760)	3. Day of departure from last TDY station to proceed OCONUS or to the assigned ship
4. TDY in connection with building, fitting out, converting or reactivating of a ship and duty aboard when commissioned (par. U4765)	4. Day of the ship's arrival at its assigned homeport

U4775 HHG TRANSPORTATION AFTER STORAGE

HHG stored under pars. U4750, U4755, U4760 and U5345-C1 may be transported to any subsequent PDS. Also, HHG may be shipped to any point in CONUS under par. U5350, when applicable.

***U4780 HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE**

The following table summarizes authorized locations and weight allowance for the movement of HHG under TDY orders. The referenced paragraphs provide benefit details and *should be reviewed for thorough understanding*.

ORDER TYPE AND JFTR REFERENCES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE (footnote explanations follow summary)
1. TDY order, a temporary to permanent duty order, or a combination thereof (par. U4715)	1, 2, 3, 4, 5, 6, 7, 8
2. A Reserve Component member called or ordered to active duty for less than 20 weeks at one duty station under the following conditions: (A) Initial active duty for training for less than 6 months; or (B) Active duty (including active duty for training) for less than 20 weeks; or (C) Active duty for training for 20 or more weeks with less than 20 weeks at any one location (pars. U4740 and U5345-B2)	8, 10, 12, 16, 17
3. A PCS with TDY/deployment en route (pars. U4745 and U5345-C1)	1, 2, 4, 5, 6, 9
4. TDY without being directed to return to the PDS or TDY pending further assignment (pars. U4750, U4770, and U4775)	5, 6, 9, 17
5. Indeterminate TDY (from a PDS to a TDY location for an indeterminate time) (pars. U4755 and U4775)	1, 4, 5, 9, 17, 20
6. From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS 1 year or more (pars. U4760-B and U4775)	4 (“ship homeport”), 5, 9, 17

<p>7. From a PDS to a TDY location pending:</p> <p>(1) OCONUS assignment, or</p> <p>(2) Pending assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. U4760-C and U4775)</p>	4, 5, 9, 17, 20
<p>8. Ordered from a PDS to TDY in connection with building, fitting out, converting or reactivating a ship (not specified as unusually arduous) (par. U4765-B)</p>	4 (“ship homeport”), 5, 9
<p>9. Ordered from a PDS to TDY in connection with building, fitting out, converting or reactivating a ship (specified as unusually arduous) (par. U4765-C)</p>	5, 9, 20
<p>10. TDY/deployment of 90 or more days/an indefinite period when no PCS involved (par. U4770-B)</p>	5 (“special storage”), 9
<p>11. TDY/deployment of a Reserve Component member called/ordered to active duty under unusual/emergency circumstances/service exigencies for other than training (par. U4770-B3c)</p>	5 (“special storage”), 9
<p>12. Relief from active duty for a member of a Reserve Component called/ordered to:</p> <p>(A) Initial active duty for training for less than 6 months, or</p> <p>(B) Active duty for training for 20 or more weeks but less than 20 weeks at any one location, or</p> <p>(C) Active duty (including active duty for training) for less than 20 weeks at one duty station (par. U5360-E)</p>	6 (“NTE 30 days”), 8, 11, 13, 15, 19
<p>13. Recalled to active duty for TDY after separation from the service or relief from active duty (par. U5360-K)</p>	5 (“continued storage only if member qualifies for special storage under par. U4770-B”), 8. Authorized locations depending on the TDY order. Upon separation following recall, see pars. U5360-A and U5360-B for authorized places.

FOOTNOTES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE
1	FROM PDS TO TDY
2	FROM TDY TO TDY
3	FROM LAST TDY TO OLD PDS
4	FROM LAST TDY TO NEW PDS
5	NON-TEMPORARY STORAGE
6	TEMPORARY STORAGE
7	TDY WEIGHT IN ADDITION TO PCS WEIGHT ALLOWANCE (“When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.” par. U4715)
8	TDY WEIGHT ALLOWANCE
9	PCS WEIGHT ALLOWANCE
10	FROM HOME OF RECORD (HOR)
11	TO HOME OF RECORD (HOR)
12	FROM HOME OF SELECTION (HOS)
13	TO HOME OF SELECTION (HOS)
14	FROM PLEAD or place from which called/ordered to Active Duty for Training
15	TO PLEAD or to place from which called/ordered to Active Duty for Training
16	TO FIRST PDS
17	TO ANY SUBSEQUENT PDS
18	FROM LAST DUTY STATION
19	FROM PLACE HHG LAST TRANSPORTED AT GOVERNMENT EXPENSE
20	ANY CONUS POINT SELECTED BY MEMBER

2. Transportation Allowances. A member:
 - a. Permanently stationed OCONUS; and
 - b. Accompanied by command-sponsored dependents at or in the vicinity of the member's PDS or the homeport of an OCONUS ship (unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a secondary or undergraduate college education) is authorized one annual round-trip, for the dependent student, at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the school being attended by that student and the member's OCONUS PDS; however reimbursement can not exceed the transportation allowance for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS. ***NOTE: Authorization for a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 14 days because of unusual or emergency circumstances (i.e., an early or late holiday recess or school closing).***
3. Limitations. This subparagraph does not apply to a member
 - a. Assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in the state of the PDS;
 - b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:
 - (1) Child is eligible to attend a secondary school for dependents that is located at/or in the vicinity of the member's PDS and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or
 - (2) Member is stationed in Puerto Rico or Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the vicinity of the PDS;
 - c. Assigned to a PDS in Alaska or Hawai'i who has an unmarried dependent child attending a school in CONUS to obtain a secondary education; or
 - d. Who has an unmarried dependent child attending a Service academy as a cadet or midshipman.
4. Travel to a Location other than the Member's OCONUS PDS
 - a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.
 - b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS by the authorized transportation mode.

5. Transoceanic Travel

a. General. When available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC is not available, Government-procured air transportation (for the transoceanic travel portion) is authorized.

b. Travel Performed at Personal Expense

(1) AMC Service Available. No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.

(2) AMC Service Not Available. Reimbursement (limited to the amount the Government would have paid for Government-procured transportation) is allowed for transoceanic travel at personal expense when AMC service is unavailable.

c. Government-procured Transportation Not Available

(1) When Government-procured transportation is not available, reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled commercial air service over the direct route between origin and destination.

(2) Pars. U3125-B and U3125-C apply to dependent student travel.

(3) If air travel is medically inadvisable, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

6. Overland Travel

a. The overland portion(s) of travel should be by Government-procured transportation, or at personal expense on a reimbursable basis.

b. Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever Government-procured transportation is available, but transportation is personally-procured, reimbursement is authorized for the transportation cost up to what it would have cost if Government-procured transportation had been used between authorized points.

d. When a POC is used, mileage (see par. U2600) is authorized. The mileage amount paid cannot exceed the Government's cost had Government-procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

Effective 27 December 2004

*7. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under this subparagraph. The member is financially responsible for any overweight unaccompanied baggage during educational travel.

Effective 1 May 2004

8. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's unaccompanied baggage in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 USC §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. ***However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.***

Effective 1 October 2004**U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER**

NOTE: See par. U5246-D regarding per diem.

A. General. Not more than three family members (***See par. U5246-B***) of a member described in par. U5246-A1 or U5246-A2 may be provided round-trip transportation and per diem under this paragraph as determined by appropriate authority. In extenuating circumstances, the Service Secretary may authorize more than three family members transportation and per diem. See par. U1010-B1 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation and per diem is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

2. Member of a Reserve Component Entitled to Disability Pay and Allowances. Round-trip transportation and per diem is authorized to visit a reserve component member entitled to disability pay and allowances under 37 USC §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel at <http://www.uscg.mil/hq/g-w/g-wp/gwpm/manuals.htm>, who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

- a. In the line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
- b. While traveling directly to or from such training.

3. Member Retired due to Illness or Injury. Round-trip transportation and per diem is authorized to visit a member who is retired solely on account of a serious injury or illness, or as a result of a declaration of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the

occurrence of the serious illness, serious injury, or declaration of imminent death, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

B. Definition. "Family members" as used in this paragraph are the member's spouse, children (including step, adopted, and illegitimate children), siblings of the member and parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. Transportation-in-kind;
2. Reimbursement for the cost of personally procured commercial transportation (CTO use is still MANDATORY);
3. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Per Diem. Per diem may be paid for family members traveling to and from visits (and while at the site during visits) with a member who is seriously ill or injured. Only the same three family members (or those authorized by the Service Secretary in par. U5246-A) who are transported under this paragraph may receive per diem. (See Appendix E for ITA issuance guidance.)

E. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in pars. U1410-A and U1410-C incurred incident to travel under this paragraph. Receipt requirements are the same as those in par. U2510.

U5250 ADVANCE OF FUNDS

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see par. U1010-B4). A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75% of the amount for the least costly available transportation mode. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75% of the MALT.

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)

U5300 GENERAL

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

U5305 ELIGIBILITY

A member is authorized HHG transportation or NTS when the member is ordered to perform a PCS move.

*U5310 BASIC AUTHORIZATION

A. General. Subject to the conditions in this paragraph a member ordered on a PCS is authorized HHG transportation. *See **NOTE** below.* (See par. U5203 for dependent transportation.)

- *1. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see par. U5310-B) in one lot between authorized places at the lowest overall cost (except for a personally procured transportation move) to the Government. For information about HHG authorized locations for PCS, see table at par. U5390. For information about HHG authorized locations for TDY, see table at par. U4780.
2. As used in this paragraph, a "former PDS" includes an individual's HOR.
3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS if the HHG:
 - a. Were in the member's possession before the effective date of the PCS order from that former PDS, and
 - b. Previously transported plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the effective date of the order from the former station.
4. HHG transportation includes temporary storage (see par. U5375), unless specifically prohibited.
5. For cases involving mobile home allowances, see par. U5330-F and Part F.
6. Unaccompanied baggage weight is always part of the member's authorized HHG weight allowance.

For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited through the Secretarial Process.

NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's order and/or transportation authorization is valid). This includes shipments that have been converted to storage at the member's expense.

B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are: ***NOTE: The Secretary concerned may authorize a higher weight allowance (NTE 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's PCS weight allowance if the Secretary determines that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.***

PCS & NTS Weight Allowances (Pounds)		
Grade 1/ & 3/	With Dependents 2/	Without Dependents
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	14,500 4/	12,000 4/
E-8	13,500	11,000
E-7	12,500	10,500
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

1/ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the U.S..

2/ For this table, members "with dependents" are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's ***first PCS after:***

- a. The death of all of the member's dependent(s), or
- b. A divorce that leaves the member with no dependent(s) eligible to travel at Government expense,

the member has the weight allowance of a member "with dependents".

13. Separation from the Service or relief from active duty (par. U5360).	13. As prescribed in par. U5360-B1.
14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary separation with readjustment or separation pay (par. U5365).	14. As prescribed in par. U5365-C.
15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. U5905-C3).	15. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. U5370-C).	16. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
17. Member dies while entitled to basic pay (par. U5372-D3a).	17. One year after date of death. If the member described in par. U5372-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse-member's next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse-member's date of death, whichever is longer.
18. Officially reported as absent for a period of more than 29 days in a missing status (par. U5372-D3b).	18. One year from date of official missing status report, unless further extended through the Secretarial Process (see par. U5012-I).
19. Member is declared dead while in a missing status (par. U5372-D3c).	19. One year after date of official notice of death.
20. Member is returned to active duty from a missing status (par. U5372-E).	20. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
21. HHG are stored as an alternative to transportation (par. U5380-C).	21. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
22. Assignment or reassignment of Government quarters or privatized housing (par. U5380-G1a).	22. Date member is ordered to relinquish Government quarters/privatized housing.
23. Assignment to Government quarters or privatized housing is terminated or member is required to vacate Government quarters or privatized housing temporarily (par. U5380-G1a).	23. Date member is subsequently assigned to Government quarters, privatized housing or to other quarters under a Service's jurisdiction, is authorized to return to previously vacated or similar Government quarters/privatized housing, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.

24. Required to temporarily vacate Government-controlled (par. U5380-G1b).	24. Date member is authorized to reoccupy these Government-controlled quarters, is assigned Government quarters/privatized housing, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
25. Installation of Government owned furniture and appliances that displace similar privately owned items in Government quarters/Government-controlled quarters, privatized housing (par. U5380-G).	25. Date member is ordered to relinquish the quarters.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time not to exceed member's authorized period of storage (61 Comp. Gen. 180 (1981)).
27. Ordered to an area to which transportation of personal baggage is not permitted.	27. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. U6010)	28. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order or when return of HHG to the member's residence at or in the vicinity of the OCONUS PDS is authorized.

U5385 ADVANCE OF FUNDS

Except for USPHS, advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.
2. A monetary allowance, equal to the constructed expenses, NTE 100% of the Government's constructed cost arranged under par. U5320-D2a.
3. 60% of the monetary allowance under par. U5320-D2b.

*U5390 AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

A. General. "A member may have HHG transported between any points. However, the Government's expense, *other than from* a previous PDS or other authorized location to the new PDS, other authorized point or home of legal heir, *is limited to* that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Government. This also applies to members on orders from administratively weight restricted areas". (See par. U5340-C1)

Example 1: A member has a PCS order to an unaccompanied OCONUS PDS. The member transports unaccompanied baggage (part of the PCS HHG weight allowance) to the new PDS, HHG to the new PDS, and HHG to a designated location. Since the new PDS, and the designated location are authorized points to which HHG may be transported, the 'One Lot' rule does not apply provided the total HHG shipped in the three shipments do not exceed the member's maximum HHG weight allowance. However, if the weight of the three shipments is in excess of the member's authorized PCS weight allowance, see par. U5340.

Example 2: A member has a PCS order from one CONUS location to another. The member transports HHG to the new PDS and HHG to the member's parents' house. Since the member's parents' house is not an authorized location the one lot rule applies and the member is limited to the cost of the total weight of the two HHG shipments as if transported in one lot from the old to the new PDS.

Example 3: Incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation cost to Key West, FL, from Fargo, ND, are compared to the transportation cost of the same weight of HHG from Detroit, MI. However, if the *weight* of the two shipments (from Fargo and Norfolk) is in excess of the member's authorized PCS *weight* allowance, see par. U5340.

B. Summary of PCS HHG Authorized Locations and Weight Allowance. The following table summarizes authorized locations and weight allowances for the movement of HHG under PCS orders. The referenced paragraphs provide benefit details and *should be reviewed for thorough understanding*.

ORDER TYPE AND JFTR REFERENCES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE (footnote explanations follow summary)
1. Entrance into the Service – Initial Reporting (par. U5345-A1)	9, 14, 16, 24
2. A member who reenters the service within 1 year of discharge or release from active duty under honorable conditions (par. U5345-A2)	From 5, from 6, 9, 14, 18, 21, 23, 24, 27
3. Called or ordered to active duty for 20 or more weeks at one duty station (other than for reasons listed under par. U5345-B2) (par. U5345-B1)	9, 10, 14, 16, 17, 24
4. Recalled to active duty. A member released from active duty already authorized HHG transportation to a HOS (par. U5345-B3)	5, 9, 12, 14 (“if recalled after selecting home”), 19
5. Commissioned or appointed from an enlisted grade to become an officer (par. U5345-B4)	9, 18 (“incl. where commissioned or appointed if place is first PDS as commissioned or warrant officer”), 23, 24
6. Commissioned from a service academy (par. U5345-B5)	9, 10 (“to first PDS”, however, see reference for restriction), 11 (“from Academy”), 16
7. A PCS with TDY/deployment en route (pars. U4745 and U5345-C1)	1 for 8 only, 2 for 8 only, 4 for 8 only, 5, 6 at TDY for 8, 9, 23
8. Course(s) of instruction of 20 or more weeks at one location (par. U5345-D)	5 (“place of storage”), 6, 9, 10, 14, 18, 21
9. Upon release from a course of instruction of 20 or more weeks at one location (par. U5345-D)	5 (“from place of storage”), 9, 11 or 15 (“upon release from active duty”), 23 (“if retained on active duty”)
10. CONUS area to which HHG transportation is prohibited; or dependents are not permitted to join member within 20 weeks (par. U5345-E)	5, 9, 18, 25
11. When restriction from CONUS area lifted or ordered PCS to an unrestricted PDS par. (U5345-E)	From 5, 9, 23, 26
12. Ordered to a CONUS hospital from a CONUS PDS, CONUS TDY location, or another CONUS hospital (pars. U5345-F2 and U5345-F4)	5 (“place of storage”), 9, 18, 19, 21
13. Ordered to a CONUS hospital from an OCONUS PDS or OCONUS hospital (pars. U5345-F3 and U5345-F4)	5, 9, 22

14. Completion of CONUS hospitalization and restoration to duty; separated from the service; relieved from active duty; placed on the TDRL; or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) (par. U5345-F5)	9, 18, 19 (“to authorized destination”), 21
15. Ordered from a CONUS PDS to await orders, detail, assignment, or separation (par. U5345-G1)	5, 9, 18 (“upon receipt of orders”), 23
16. Ordered to CONUS from an OCONUS PDS to await orders, detail, assignment, or separation (par. U5345-G2)	5, 9, 18 (“to ordered place”), 23 (see reference for restrictions)
17. Ordered from an OCONUS PDS to CONUS or a non-foreign OCONUS area for separation processing with HOS authorized (par. U5345-G3)	5, 6, 9, 13, 18 (see reference for restrictions), 22 (“only from designated place/location to processing if HOS is same location”)
18. Ordered on PCS to a PDS in the vicinity of storage (pars. U5345-H and U5375-B3)	From/to 5, 9
19. Ordered to an OCONUS PDS to which HHG transportation is permitted (par. U5350-A1)	5, 9, 18 and 20 (see reference for combination of transportation restriction), 21, 23
20. Ordered to an OCONUS PDS to which HHG transportation is to be authorized within 20 weeks of member’s port-reporting month (par. U5350-A2)	5 (“for duration of OCONUS assignment” and “HHG for OCONUS PDS may be placed in NTS until transported”), 9, 20, 23 (when authorized)
21. Ordered to an OCONUS PDS to which HHG transportation will not be authorized until 20 or more weeks after member’s port-reporting month (par. U5350-A3)	5 (“until transported to OCONUS PDS or for duration of OCONUS assignment”), 9, 20, 25, 28 (“if qualified”), and then to 23 when authorized
22. Ordered from shore duty to sea duty (except unusually arduous sea duty) (par. U5350-B)	5, 9, 18 (“to the homeport of the unit; or the ship, afloat staff, afloat unit or homeport for unaccompanied baggage”) (“When the homeport is OCONUS, par. U5350-A1, U5350-A2, or U5350-A3; or par. U5350-D also applies”)
23. Ordered from a CONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. U5350-C)	5, 9, 20 (“or non-foreign OCONUS area if dependent transportation authorized; or foreign OCONUS location to which dependent transportation has been authorized”), 23 (“to OCONUS PDS in an amount authorized and later from OCONUS PDS to member’s new PDS”)
24. Ordered from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. U5350-D)	From/to 5, 9, 18, 20, 21 (“or place of storage”), 23 (“to OCONUS PDS in an amount authorized and later when restriction lifted and if authorized”), 25, 29
25. Ordered from sea duty or OCONUS duty to a CONUS PDS (par. U5350-E)	9, 18, 19 (“except for limitations noted under pars. U5350-C and U5350-D, member is authorized HHG transportation from the designated place, location, or NTS to which HHG were transported under pars. U5350-A U5350-B, U5350-C, and U5350-D, or U5350-H”), 23

26. Ordered from sea duty to OCONUS shore duty PDS (par. U5350-F)	(See pars. U5350-D and U5350-E for limitations to the following) 5 (“but not NTS to NTS”), 9, 18 (“to new or specified location”), 19 (“from prior specified location or place of storage”; “authorized without cost limitation to new OCONUS PDS”)
27. Ordered from sea duty to sea duty – homeports identical (par. U5350-G1)	HHG transportation is not authorized except for cases under pars. U5350-D and U5350-E
28. Ordered from sea duty to sea duty – homeports not identical (par. U5350-G2)	5, 9 (“except where restricted – see pars. U5350-D and U5350-E”), 18 (or homeport), 21, 23 (or homeport), 30
29. Ordered to/from ship, afloat staff, or afloat unit deployed away from homeport (par. U5350-H)	“only unaccompanied baggage transportation to/from deployed ship without regard to distance”
30. Ordered to/from sea duty/OCONUS duty – ship, afloat staff, or afloat unit homeport officially changed. (par. U5350-I)	If not arduous sea duty, same as par. U5350-G2. If arduous sea duty, on effective date of homeport change is authorized HHG transportation to designation authorized for dependents and/or NTS.
31. Reassignment between OCONUS locations before the prescribed first OCONUS tour is completed due to base closure or similar action (par. U5350-J)	5, 9 (“regardless of time left in tour”), 23
32. Local short distance moves (1) incident to reassignment or PCS; (2) moving to/from Gov’t qtrs or privatized housing; (3) vacating local economy housing under certain circumstances; (4) involuntary tour extension (pars. U5355-B, U5355-C, U5355-D)	9 (“weight allowance does not apply”)
33. Separation from the service or relief from active duty except for discharge with severance or separation pay (pars U5360-A and U5360-B)	5 (“or authorized place of storage”), 6 (“very limited”), 9, 18, 21, 30
34. Separation or relief from active duty to continue in the service (par. U5360-C)	5, 9. HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.
35. Separation from active duty upon expiration of enlistment or prescribed term of service (par. U5360-D)	If on following day the member reenters Service at station at which separated or relieved with no change of PDS, no eligibility for HHG transportation or NTS.
36. Member required to vacate Government or Government-controlled quarters or Privatized Housing upon separation or relief from active duty (pars. U5360-F and U5360-G)	5, 6, 9 (“Weight limit not applicable to short distance move. Within PCS weight limit to place elected under par. U5125”)
37. Member ordered home to await the results of disability proceedings (par. U5360-H)	9 (to the “home or specific location to await results. Then to the final separation point less the cost to waiting point”)
38. Member serving in CONUS who has no dependents and is separated from the service under other than honorable conditions (par. U5360-I)	HHG transportation & NTS not authorized

39. Member ordered to a college (par. U5360-J)	From/to 5 (“or from authorized place of storage”), 6, 9, 11, 15 (“and/or college also”), 18, 21, 30
40. Recalled to active duty for PCS after separation from the service or relief from active duty (par. U5360-K)	5, 9 and authorized locations depending on the PCS order. Upon separation following recall, see pars. U5360-A and U5360-B for authorized places.
41. Member dies after separation from service or relief from active duty (par. U5360-L)	9, 13 (“If a HOS is selected, NTE HOS”) (“If a HOS is not selected, NTE dependent selected location”)
42. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment or separation pay – HOS AUTHORIZED (par. U5365)	To/from 5, 6 (“limited”), 9, 13, 18, 21, 26
43. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment or separation pay – HOS NOT AUTHORIZED (par. U5365-B)	5 (“or from authorized place of storage”), 6, (limited) 9, 11, 15, 18, 21, 30
44. Member required to vacate Government/ Government-controlled quarters or privatized housing before selecting a home (par. U5365-G)	9 (“not limited on short move”) (“move from temporary to selected home is within the PCS weight limit”)
45. Recalled to active duty before selecting a home, then reverts to retired status under honorable conditions (par. U5365-H)	5, 9, 13
46. Recalled to active duty after selecting a home, then reverted to retired status under honorable conditions (par. U5365-I)	9, 13 (“previous HOS”) or 15 (“whichever member chooses – HOS or PLEAD”)
47. A member on the TDRL discharged or retired (par. U5365-J)	5, 6, 9 and 13 if still authorized from originally being put on TDRL
48. A member dies after retirement or release, after selecting a home but before HHG transportation (par. U5365-K1)	9, 13 (“or place selected by dependents NTE one lot to HOS”)
49. A member dies after retirement or release, before selecting a home (par. U5365-K2)	9, 13 (“NTE dependents’ choice”)
50. A member is ordered home to await disability retirement (par. U5365-L)	9 (“to the home or specific location; may re-transport to retirement location NTE PDS to HOS” less the cost to waiting point)
51. HHG transportation under unusual/emergency circumstances (par. U5370-A)	9 (“contingent on dependent transportation” in par. U5240)
52. A member serving in CONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-H)	9 (“directly related to dependent transportation” in par. U5240-F), 31
53. A member serving OCONUS who has no dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9, 11, 15

54. A member serving OCONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9 (“may provide”), 11, 15, 18 (“or former OCONUS PDS”), 19, 31
55. Early Return of Dependents from a foreign area -- due to official situations in par. U5900-B (par. U5905-A1)	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
56. Dependents’ Return to Member’s OCONUS PDS when authorized due to official situations under par. U5900-B3 (par. U5905-A2)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported
57. Early Return of Dependents from an OCONUS PDS due to national interest (pars. U5900-C and U5905-B)	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
58. Dependents’ Return to Member’s OCONUS PDS when national interest reasons no longer exist (pars. U5900-C and U5905-B)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported”
59. Early Return of Dependents from an OCONUS PDS due to personal situations under pars. U5900-D and U5900-E (par. U5905-C1).	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
60. Dependents do not travel to OCONUS PDS (par. U5905-C2)	To/from 5, 9 (“within authorized allowance or admin weight limit and NTE the cost from the OCONUS PDS to the dependents’ location”), 22, 31
61. Death of Dependents in OCONUS Areas (par. U5905-C3)	5 (“up to prescribed weight limit”)
62. Dependents’ Return Is Authorized to OCONUS Areas – Custody Agreement Change or Other legal Arrangements (par. U5905-C6a) Member Serves an IPCOT (par. U5905-C6b)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported under either par. U5905-C6a or U5905-C6b”
63. Early Return of Dependents from an OCONUS PDS - Disciplinary Action Taken Against Member Stationed OCONUS; or Member discharged under other than honorable conditions. (Orders authorizing dependents’ transportation under pars. U5900-D2h(1) through (8)) (par. U5905-C8)	9, 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”), 19, 31
64. Early Return of Dependents from an OCONUS PDS - Member Sentenced to Confinement with or without Discharge. (Orders authorizing dependents’ transportation under pars. U5900-D2h(9)) (par. U5905-C8)	“HHG transportation may not be authorized for a distance greater than that from the member’s last or former OCONUS PDS to the HOR or PLEAD.” NTS not authorized. 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”)
65. Allowances following confinement without discharge (par. U5905-C9)	If transported under par. U5905-C8: 23 (“NTE from HOR or PLEAD to the new PDS”) If not transported under par. U5905-C8: From 19 (“to the new PDS based on the grade held on the effective date of the PCS order to the new PDS”)

FOOTNOTES	HHG AUTHORIZED LOCATION/WEIGHT ALLOWANCE
1	FROM PDS TO TDY
2	FROM TDY TO TDY
3	FROM LAST TDY TO OLD PDS
4	FROM LAST TDY TO NEW PDS
5	NON-TEMPORARY STORAGE
6	TEMPORARY STORAGE
7	TDY WEIGHT IN ADDITION TO PCS WEIGHT ALLOWANCE (“When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.” par. U4715)
8	TDY WEIGHT ALLOWANCE
9	PCS WEIGHT ALLOWANCE
10	FROM HOME OF RECORD (HOR)
11	TO HOME OF RECORD (HOR)
12	FROM HOME OF SELECTION (HOS)
13	TO HOME OF SELECTION (HOS)
14	FROM PLEAD or place from which called/ordered to Active Duty for Training
15	TO PLEAD or to place from which called/ordered to Active Duty for Training
16	TO FIRST PDS
17	TO ANY SUBSEQUENT PDS
18	FROM LAST DUTY STATION
19	PLACE HHG LAST TRANSPORTED AT GOVERNMENT EXPENSE
20	ANY CONUS POINT SELECTED BY MEMBER
21	FROM ANY PREVIOUS PDS
22	FROM ANY AUTHORIZED LOCATION(S)

23	TO NEW PDS
24	FROM HOME
25	TO CONUS DESIGNATED PLACE
26	FROM CONUS DESIGNATED PLACE
27	ANY PLACE HHG WERE TRANSPORTED AT GOVERNMENT EXPENSE
28	TO OCONUS NON-FOREIGN DESIGNATED PLACE
29	FROM OCONUS DESIGNATED PLACE
30	FROM A PREVIOUSLY DESIGNATED PLACE
31	TO A DESIGNATED PLACE OR IF DEPENDENTS FOREIGN BORN, TO NATIVE COUNTRY WHERE DEPENDENTS WILL RESIDE (OR ARE RESIDING)
32	FROM A DESIGNATED PLACE OR IF DEPENDENTS FOREIGN BORN, FROM NATIVE COUNTRY WHERE DEPENDENTS WERE RESIDING

PART F: MOBILE HOME TRANSPORTATION

U5500 PRIVATELY OWNED MOBILE HOMES

A. General. This Part prescribes mobile home transportation allowances for members ordered to make PCS moves. Transportation of the TDY HHG weight allowance under Chapter 4, Part G for TDY en route, is authorized in addition to mobile home allowances. ***The constructed Government cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G), and unaccompanied baggage/HHG to the new PDS for the member's use, cannot exceed the Government's cost to transport the member's PCS weight allowance between the old/new PDSs. The constructed measure for mobile home transportation is always the transportation cost of the member's PCS HHG weight allowance between the authorized points.*** (Example: A member moves from a PDS in North Carolina to a PDS in California. The mobile home is moved from North Carolina to Missouri. The cost of the mobile home transportation from North Carolina to Missouri is compared to the PCS HHG weight allowance cost from North Carolina to California.) For the Armed Forces and NOAA, the member's maximum authorization is determined by adding the line-haul and the Max-Pack times the low base line rate on file (see the SDDC website at: <http://pweb.eta.sddc.army.mil/persprop/dompub.html> for rates) times the maximum HHG weight amount for the grade/dependency status. ***NOTE: The rates used for comparison are never less than 105 percent of the Code 1 segmented line-haul or Max-Pack rates.*** For PHS, what it would have cost the Government to transport the member's PCS weight allowance is determined by using the method PHS would have selected to move the member's HHG.

B. Eligibility. A member authorized HHG transportation at Government expense may be authorized mobile home transportation allowances (in lieu of HHG transportation) when:

1. The mobile home is acquired on or before the effective date of the member's PCS order;
2. The member certifies that the member or member's dependents intend to use the mobile home as a residence at the location to which it is being moved (see exceptions in par. U5505-C);
3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the member's (or dependents'/heir's) expense and to the Government's satisfaction to withstand the transportation rigors; (See par. U5505-E for mobile home body and chassis preparation costs which are reimbursable or which may be performed at Government expense.); and
4. The member is ordered on a PCS between places discussed in par. U5505, or mobile home transportation is authorized under par. U5540, U5545 or U5915.

C. Geographic Limitations. Mobile home transportation allowances may be authorized only for movement between:

1. PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. Mobile home transportation for an authorized member (or dependent/heir) is from the old PDS to the new PDS or between any other two points subject to the following limitation. ***The Government's cost liability is limited to the total cost to the Government to transport the member's PCS HHG weight allowance between the old and new PDSs.***
2. CONUS or Alaska PDS and a PDS neither in CONUS or Alaska. A member, or the member's dependent/heir (in the case of the member's death), is authorized mobile home allowances:
 - a. Within CONUS or Alaska,
 - b. Between CONUS and Alaska, or

- c. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
- d. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

NOTE: Appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska. Border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.

U5505 MOBILE HOME TRANSPORTATION ENTITLEMENTS

A. Definition. Transportation entitlements ("transport") in this Part include packing, pickup, line-haul or drayage, delivery and unpacking.

B. Member Married to Member. When both husband and wife are members, they may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Government may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and
2. Authorized movement of a mobile home on a PCS order.

****NOTE: When one spouse is a uniformed member and the other an employee, and each has a separate PCS order/travel authorization, they may combine their PCS HHG weight allowances. See JTR, par. C10005-B. C. Single Member/Concurrent Travel Performed. A member:***

1. Without dependents, or
2. Whose dependents travel concurrently to the new PDS that is neither in CONUS nor Alaska,

is authorized the same mobile home transportation to a selected point as authorized in par. U5505-D below.

NOTE: A selected point is a location within CONUS or Alaska at which the mobile home is kept while a member and dependents (or single member) is at an OCONUS PDS other than in Alaska.

D. Dependents Travel to/from a Designated Place/Selected Point in CONUS or Alaska. When dependents are authorized travel to/from the designated place/selected point in either CONUS or Alaska to a member's new PDS (which is neither in CONUS or Alaska), the member is authorized mobile home transportation and the shipment of HHG removed from the mobile home (see par. U5515-G) to:

1. The boarder crossing/appropriate port,
2. Designated place, or
3. Selected point.

The member also may transport unaccompanied baggage and HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) to the new PDS. ***The Government's cost liability to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G), and unaccompanied baggage/HHG to the new PDS for the member's use, shall not exceed the Government's cost to transport the member's PCS HHG weight allowance between the old/new PDSs.*** (See Example.)

14. Both Spouses below Paygrade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below paygrade E-6) is authorized a DLA if the spouses:

- a. *Have no dependents,*
- b. Are assigned simultaneously to permanent duty aboard ship(s),
- c. Elect not to occupy assigned shipboard quarters, and
- d. Occupy non-government or family-type government quarters ashore,

(73 Comp. Gen. 6 (1993)).

*15. Housing Moves at a PDS for the Government's Convenience. A partial DLA of \$564.03 (effective 1 January 2005) must be paid to a member who is ordered to occupy/vacate Government family-type quarters due to:

- (a) Privatization,
- (b) Renovation, or
- (c) Any other reason for the Government's convenience other than PCS.

NOTE: For the purpose of par. U5630-B, item 15(c) above partial DLA is not authorized for the following local moves:

- (1) From Government quarters upon separation/retirement;***
- (2) Incident to PCS;***
- (3) Change in family size or bedroom requirement for the member's convenience including promotion;***
- (4) Voluntarily initiated by the member (Exception: Government-directed moves under pars. U5355-C1 and U5355-C2);***
- (5) Pending divorce or family separation; or***
- (6) Due to the member's misconduct.***

C. Special Categories DLA Not Authorized. DLA is *not* authorized in connection with a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place in connection with the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);
2. From last PDS to home or to the PLEAD;
3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without-dependent rate if Government quarters are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS (see par. U5630-C1 with which this item does not conflict).; or***

5. For a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-b1a, U5203-b1b, U5203-b1c, U5203-b1d, U5203-b2a, U5203-b2b, U5203-b2c; U5203-b2d, U5203-b2e, U5203-b2f; and U5203-b3b.

D. Relocation of Household Incident to Alert Notification. A member with dependents,

1. Who relocates the household incident to official alert notification,
2. But before a PCS order is issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-d,

is authorized the DLA only when the PCS has been completed.

E. DLA when a Member Married to a Member Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type Government quarters, if both:

1. Are without dependents, and
2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

* DLA WHEN A MEMBER-MARRIED-TO-MEMBER COUPLE IS TRANSFERRED					
RULE	If one member A	and the other member B	at the old PDS they occupied C	at the new PDS they occupied D	then DLA is payable E
1	has no dependents	has no dependents	the same quarters	the same quarters ^{3/}	to either member at the "without-dependent" rate, but not both. ^{1/}
2				separate quarters ^{2/, 3/}	
3			separate quarters	the same quarters ^{3/}	
4				separate quarters ^{2/, 3/}	
5		has dependents	the same quarters	the same quarters ^{3/}	to either the member who has no dependents at the "without-dependent" rate or to the member who has dependents at the "with-dependent" rate, but not to both members. ¹
6				separate quarters ^{2/, 3/}	
7			separate quarters	the same quarters ^{3/}	
8				separate quarters ^{2/, 3/}	
9	has dependents	has dependents	the same quarters	the same quarters	to either member at the "with-dependent" rate, but not to both. ^{1/}
10				separate quarters ^{2/}	
11		separate quarters	the same quarters		
12			separate quarters ^{2/}		

*1/ The husband and wife may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS, while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member (B-191742, 1 August 1978 and DOHA Case 96110801, 26 June 1997.

- (a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,
- (b) The member who has no dependents at the "without-dependent" rate, and the member with dependents at the "with-dependent" rate under Rule 5, and
- (c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

Example 1: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B continues to maintain a permanent household and subsequently moves to Ramstein and resides in the household established by Member A. Both members are authorized DLA since two separate households were disestablished and established (Member B disestablishing a separate household and moving into the household established by Member A).

Example 2: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B moves out of the household at Offutt AFB and occupies temporary quarters while Member A is establishing a household at Ramstein. Member B subsequently moves to Ramstein and resides in the household established by Member A. Only one member is authorized DLA since only one permanent household was disestablished and one household established.

Example 3: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and is residing in temporary quarters. Member B continues to maintain a household at Offutt AFB and subsequently moves to Ramstein and occupies temporary quarters with member A at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

Example 4: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and occupies temporary quarters. Member B moves out of the household at Offutt AFB and occupies temporary quarters at Offutt AFB. Member B later joins Member A (who is residing in temporary quarters) at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

2/ Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependents.

3/A member who has no dependents and who is assigned to Government quarters at the new PDS (including a ship) is not authorized a DLA except as indicated in pars. U5610-B and U5630-E.

4/ Only one DLA is authorized if moving from separate quarters to the same family-type Government quarters.

Table U5G-3

3. Is a command-sponsored dependent en route to the member's PDS or its vicinity for the purpose of establishing a residence with the member;
4. Is a student dependent who, had it not been for the evacuation, would have traveled to the member's PDS under par. U5243-D, but who instead travels (or converts the current location) to a safe haven or designated place; or,
5. Resides at or in the vicinity of a former duty station of the member following the assignment of the member elsewhere or who resides at or in the vicinity of a duty station (other than the duty station of the member) incident to an evacuation order/authorization in connection with a member's unaccompanied tour of duty, if the dependents' departure is authorized/ordered by competent authority from the duty station at, or in the vicinity of, which the dependent resides and the dependent actually moves to an authorized safe haven designated by that authority.

C. Evacuation. The authorized/ordered movement of dependents from a specific OCONUS area, when authorized/ordered by the appropriate authority indicated in par. U6003-A. Evacuation refers to movement or departure from one area to another (both areas may be in the same city or country, or each may be in a different city or country).

D. Safe Haven. A location anywhere in the world named in the evacuation order/authorization, or subsequent modification to that order/authorization, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place. If CONUS is named the safe haven in the evacuation order/authorization, evacuees, upon arrival at the CONUS POD, must select the exact CONUS safe-haven location to which they are traveling at Government expense.

U6003 RESPONSIBILITIES

A. Authorizing/Ordering an Evacuation

1. Foreign Areas. The decision to evacuate dependents from an OCONUS foreign area rests with the State Department. In appropriate circumstances, such as Presidential declaration of national emergency or directed reinforcement of U.S. Armed Forces in a theatre, or to accommodate force protection or anti-terrorism considerations, the Secretary of Defense, after consultation with the Secretary of State, may authorize the evacuation of all DoD non-combatants ***NOTE: The Secretary of Defense's authority does not apply to non-combatants attached to Defense Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission.*** (Memorandum of agreement between DOS and DoD, 14 July 1998). If timely communication with the State Department is not possible or there is no State Department presence in the area concerned, the Combatant command Commander or the senior commander in the country concerned or the Defense Attaché is responsible for authorizing or ordering an evacuation of the area. The Department of Defense (the USD(P&R) DSN: (312) 224-2798, COML: (703) 614-2798) is primarily responsible for the evacuation of dependents at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 5 November 1990).

2. Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an evacuation of the dependents of uniformed service personnel from non-foreign OCONUS areas:

- a. The Secretary of Defense, or the Secretary's designated representative (the USD (P&R) DSN (312) 224-2798, COML (703) 614-2798), for the dependents of DoD components, including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security;
- b. The Secretary of Homeland Security, or the Secretary's designated representative (Commandant (G-WP) COML (202) 267-2247), for the dependents of Coast Guard personnel;
- c. The Secretary of Health and Human Services, or the Secretary's designated representative, for the dependents of Public Health Service personnel;
- d. The Secretary of Commerce, or the Secretary's designated representative, for dependents of NOAA personnel;
- e. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for the dependents of members of their respective Services (including the Coast Guard when operating under the Department of the Navy by agreement with the Secretary of Homeland Security);
- f. The head of a DoD component (see definition in Appendix A) or designated representative;
- g. The commander of a U.S. Installation (see definition in Appendix A) or Coast Guard District Commander (for the dependents of Coast Guard personnel) or designated representative; and
- h. The commander, director, head, chief or supervisor of an organization or office.

B. Evacuation to a Safe Haven or a Designated Place. The anticipated length of an evacuation is the key to determining if dependents should travel to a safe haven or a designated place. If the circumstances making an evacuation necessary are expected to improve so that the evacuated dependents can return to the member's PDS, dependents are evacuated to a safe haven. If circumstances are not expected to improve, dependents are evacuated to a designated place.

Effective 2 December 2004

*1. Designation of the Original Safe Haven Location. The original safe haven location is ordinarily designated by the Department of State, in coordination with DoD. The only exception is that DOD has primary responsibility for designating the original safe haven when the evacuation is from the U.S. Naval Base, Guantanamo, Cuba, or from non-foreign OCONUS areas.

- a. If the CONUS is named in the evacuation order/authorization as the original safe haven, evacuees select an exact safe haven location in the CONUS for themselves to which they travel at Government expense.
- b. If the U.S. is named in the evacuation order/authorization as the original safe haven
 - (1) For DoD Services. Evacuees select an exact safe haven in the CONUS for themselves. Safe havens outside the CONUS but in a non-foreign OCONUS area (see definition in Appendix A) must be authorized/approved by PDUSD (P&R). Secretary of State authorization is not required for an alternate safe haven in the CONUS or a non-foreign OCONUS area.
 - (2) For Non-DoD Services. Evacuees select an exact safe haven location in the U.S.

*2. Designation of an Alternate Safe Haven Location

a. For DoD Services. Following Secretary of State authorization (through the Under Secretary of State for Management's Office), the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD (P&R)) has the authority to authorize/approve an alternate safe haven for evacuated dependents and to authorize/approve transportation at Government expense. The PDUSD (P&R) must also authorize/approve all requests for evacuees to move from one safe haven location to another when circumstances warrant. Secretary of State authorization is not required for an alternate safe haven in a non-foreign OCONUS area (see definition in Appendix A).

b. For non-DoD Services. The Secretarial Process following authorization by the Secretary of State (through the Under Secretary of State for Management's Office) may authorize/approve an alternate safe haven, including transportation from one safe haven to another. Secretary of State authorization is not required for an alternate safe haven in the U.S.

c. Alternate Location within a Safe Haven. For all Services, the Secretarial Process must have authorized/approved an alternate location within a safe haven (e.g., within the CONUS) for evacuated dependents and transportation at Government expense, when circumstances warrant, for evacuation allowances to be based on the alternate location. That is, evacuees must obtain formal permission to change safe haven even if the change is within the same state.

3. Designating an OCONUS Designated Place. The Secretary concerned or designated representative must authorize/approve an OCONUS designated place.

C. Termination of Safe-haven Status and Directing Dependents to Select Designated Place. For DoD Services, the USD(P&R) has responsibility to determine when evacuated dependents at a safe haven must select a designated place and move thereto, or select their safe haven as their designated place. For non-DoD Services, that authority is vested in the Secretarial Process.

D. Termination of Evacuation Status. For DoD Services, the USD(P&R) has responsibility to terminate evacuation status and to authorize the return of dependents to the OCONUS duty station. For non-DoD Services, that authority is vested in the Secretarial Process.

U6004 TRANSPORTATION OF DEPENDENTS

A. General. This paragraph provides for the necessary relocation of dependents incident to an evacuation, to include dependents of a member assigned to an OCONUS PDS who dies before or during an evacuation of that PDS. Authorization for dependents' transportation under this paragraph is the same as that authorized for PCS. The accompanied baggage allowed in connection with such dependent travel is limited to the free checkable baggage allowed by the carrier. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the transportation officer in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when deemed necessary by the circumstances.

B. Command-sponsored Dependents and Student Dependents at the OCONUS PDS at the Time an Evacuation Is Authorized or Ordered. Command-sponsored dependents and student dependents authorized to travel under par. U5243-D, who are at or in the vicinity of the member's PDS when the evacuation is authorized/ordered, are authorized transportation to a safe haven or to a designated place if competent authority directs the travel. Dependents are residing 'in the PDS vicinity' when they reside in the foreign area or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependents and commutes to the PDS from a place located in an adjacent country (except the United States), the dependents also are residing in the vicinity of the member's PDS. A dependent, who was moved at Government expense to the member's OCONUS PDS and who became age 21 at the PDS is a dependent for transportation under this subparagraph. Further, such dependent, and any dependent transported under this subparagraph who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. U6004-I1a.

C. Dependents Residing at or in Vicinity of an OCONUS Station (Other than Member's Duty Station) at the Time an Evacuation Is Authorized or Ordered. Dependents who reside at or in the vicinity of a member's former duty station following the assignment of the member elsewhere, or who reside at or in the vicinity of a duty station (other than the member's duty station) incident to an order in connection with the member's unaccompanied tour of duty, when an evacuation of the duty station where the dependents reside is authorized/ordered, are authorized transportation to a safe haven or to a designated place if such travel is directed by competent authority. A dependent, who was moved at Government expense to the member's former duty station or a duty station (other than the member's duty station) and who became age 21 is a dependent for transportation under this subparagraph. Further, such dependent, and any dependent transported under this subparagraph who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated.

D. Dependents Temporarily Absent from Member's PDS when an Evacuation is Authorized or Ordered

1. Command-sponsored Dependents Who Are Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. Command-sponsored dependents, who have established a residence at or in the vicinity of the member's OCONUS PDS but who are temporarily absent from the PDS for any reason (to include student dependents attending OCONUS dormitory schools away from the member's PDS) when the evacuation is authorized/ordered, are to be retained in a safe-haven status at the place at which they are located when the evacuation is authorized/ordered, or be furnished transportation to another safe haven or a designated place, whichever is considered appropriate by competent authority. Only one departure is permitted per evacuee under an evacuation order. Any subsequent evacuation order for the same locality applies only to evacuees departing under that subsequent order.

2. Student Dependent Attending School in the United States when an Evacuation Is Authorized or Ordered. When a dependent is attending school in the United States and the member is authorized transportation or reimbursement therefore for that dependent to the PDS under par. U5243-D, the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. U5243-D. If the student dependent joins other family members at the safe haven or designated place, the student dependent is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the student dependent is the member's only dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the student dependent is authorized transportation to and from the exact safe haven location within CONUS that the student dependent or member selects. Such transportation has no effect on the student dependent travel authorization between the school and the member's OCONUS PDS under par. U5243-D.

E. Command-sponsored Dependents and Student Dependents En Route to the Member's OCONUS PDS when an Evacuation Is Authorized or Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command sponsored dependents, or student dependents traveling under par. U5243-D:

1. With a port call for the travel to the member's PDS or with official authorization to travel to the member's PDS on personally procured transportation subject to reimbursement by the Government (i.e., it was not intended to issue a port call for that travel by dependents), and
2. Who have disestablished their residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS,

must be requested to remain where they are located (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. For dependents with port calls, the official issuing the port call must ascertain the appropriate course of action to take in each case from the headquarters of the member's Service and furnish timely notification to the dependents concerned. For dependents without port calls, the AO of the member's Service determines the appropriate course of action to take in each case and furnishes timely notification to the dependents concerned. The dependents are authorized transportation from the place at which they received notification of the evacuation to the safe haven or from the designated place, whichever is considered appropriate by the official implementing the State Department evacuation instructions. A dependent, who has disestablished a residence after receipt of a port call or official authorization to travel to the member's OCONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ***Dependents who have neither received a port call nor official authorization to travel to the member's PDS are not authorized any transportation under this Part.*** (See par. U6005-F for per diem payable.)

F. Command-sponsored Dependents and Student Dependents at Safe Haven Are Ordered or Authorized to Move to Another Safe Haven or to a Designated Place. When competent authority directs or authorizes/approves a command-sponsored dependent or student dependent evacuated to a safe haven under this paragraph to move from that safe haven to another safe haven or to a designated place, dependents' transportation is authorized/approved to that new safe haven or designated place.

G. Non-command-sponsored Dependents. Non-command-sponsored dependents at the member's OCONUS PDS when the evacuation is authorized/ordered are authorized transportation to a safe haven or designated place, whichever the authority authorizing/ordering the evacuation considers appropriate. Non-command-sponsored dependents who are en route to, but have not yet arrived at, the PDS when the evacuation of dependents is authorized/ ordered, are not authorized any transportation under this Part.

H. Allowances for Escort(s) for Dependent(s) Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6004-H2 are payable to a member, a U.S. Government civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under this Part who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by this subparagraph may be paid in advance.
2. Travel and Transportation Allowances

- a. Member as Escort. While a member is performing escort duty under this subparagraph to escort the dependent(s) between the OCONUS PDS and the safe haven or designated place, the member is authorized travel and transportation allowances as prescribed for all other TDY.
- b. U.S. Government Civilian Employee as Escort. While a U.S. Government civilian employee is performing escort duty under this subparagraph, the employee is authorized the allowances prescribed in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for a U.S. Government civilian employee designated as an escort, see Joint Travel Regulations, Volume 2, par. C6150.
- c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Government civilian employee, whose travel is authorized as an escort for a dependent(s) under this subparagraph, is issued an Invitational Travel Authorization (ITA) (see Appendix E). Individuals designated to travel as escorts are authorized travel and transportation allowances in the same manner as authorized for U.S. Government civilian employees.

I. Subsequent Authorization for Transportation of Dependents when Evacuation Their Status Is Canceled for Member's PDS

1. Command-sponsored Dependents and Student Dependents

- a. Transportation to the Member's PDS. When the situation at the OCONUS PDS permits, for the DoD Services, the USD(P&R) can authorize evacuated dependents who are command-sponsored dependents or student dependents to travel to the member's OCONUS PDS. For the non-DoD Services, that authority is vested in the Secretarial Process. When that authority has been granted, command-sponsored dependents at a safe haven or designated place are authorized transportation to the member's current OCONUS PDS provided the member has at least 60 days remaining in the tour at the OCONUS PDS on the date the dependents are scheduled to arrive there. If less than 60 days remain in the member's tour on the date the dependents are scheduled to arrive, transportation from the safe haven or designated place, as applicable, to the member's OCONUS PDS must not be allowed unless authorized by the Secretarial Process. Transportation so authorized must not exceed transportation from the safe haven or designated place, whichever applies. A dependent evacuated to a safe haven or designated place under par. U6004-B, who had become age 21 at the OCONUS PDS before the evacuation, or who turned age 21 while at the safe haven or designated place, is the member's dependent for the purpose of return transportation to the member's OCONUS PDS under this subparagraph.
- b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. When command-sponsored dependents are required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, they are authorized one of the following for authorized round-trip travel and are reimbursed for the mode used:
 - (1) Government-owned or Government-procured transportation,
 - (2) Transportation-in-kind,
 - (3) Reimbursement for the actual cost of personally procured commercial transportation, limited to what it would have cost to provide Government-procured transportation, or
 - (4) The automobile mileage rate for the official distance when a POC is used.

PART H2: REIMBURSEMENT FOR LODGING WHILE ON LEAVE DURING A CONTINGENCY TDY

<u>Paragraph</u>	<u>Contents</u>
U7225	LODGING EXPENSES WHEN ON LEAVE DURING A CONTINGENCY OPERATION <ul style="list-style-type: none">A. GeneralB. EligibilityC. Reimbursement

PART I: TRAVEL OF MEMBERS IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS

<u>Paragraph</u>	<u>Contents</u>
U7250	DEFINITIONS OF TERMS USED IN THIS PART <ul style="list-style-type: none">A. EscortB. Attendant
U7251	MEMBERS ON TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATION <ul style="list-style-type: none">A. GeneralB. Travel AllowancesC. Allowances while at the HospitalD. Members Who Require an Attendant or Escort
U7252	TRANSFER OF MEMBER PATIENTS, INCLUDING INSANE OR MENTALLY INCOMPETENT PATIENTS, TO OR FROM HOSPITAL OR TO HOME <ul style="list-style-type: none">A. Patients with or without Attendants or EscortsB. Travel of Attendants or EscortsC. Transportation in Kind
U7253	DISCHARGED FROM ST. ELIZABETH'S HOSPITAL OR OTHER DEPARTMENT OF HEALTH AND HUMAN SERVICES HOSPITALS, OR VETERANS ADMINISTRATION HOSPITALS <ul style="list-style-type: none">A. Discharged from Service upon Entry into the HospitalB. Not Discharged from Service upon Entry into the Hospital

PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION

<u>Paragraph</u>	<u>Contents</u>
U7300	FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION A. Policy B. Eligibility C. R&R Locations/Destinations D. Transportation E. Per Diem
U7305	TRANSPORTATION FOR SR&R ABSENCE IN CONNECTION WITH TOUR EXTENSION A. Authorization B. Eligibility C. Authorized Transportation D. Per Diem E. Alternate Destinations

PART K: TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD

<u>Paragraph</u>	<u>Contents</u>
U7325	TRAVEL AND TRANSPORTATION
U7326	ALLOWABLE EXPENSES
U7327	TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER
U7328	REIMBURSEMENT

PART L: RESERVED (*See par. U1005*)

- a. Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
- b. Commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages to and from the authorized destination.

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

3. Procurement. Commercial air transportation must be in accordance with par. U3120.
4. Reimbursement. Reimbursement must not exceed the cost of Government-procured transportation between a member’s duty station and the authorized destination as determined in par. U7300-C2.
5. Time Limitation
 - a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.
 - b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R.*

Effective 13 December 2004

***U7305 TRANSPORTATION FOR SR&R ABSENCE IN CONNECTION WITH TOUR EXTENSION**

Effective 03 February 2004 (PDUSD memo of 3 Feb 2004)

A. Authorization. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18) (<http://www.dtic.mil/whs/directives/corres/html/13275.htm>) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 USC §705(b)). A member may travel to an alternate destination and return at a cost not to exceed the cost of round-trip transportation between the OCONUS PDS and the nearest CONUS port.

B. Eligibility. A member of the Armed Forces must meet the following requirements of DoDD 1327.5:

1. Are entitled to basic pay,
2. Have a specialty designated for SR&R purposes,
3. Complete a tour of duty at a designated OCONUS PDS,
4. Extend that tour for not less than a year, and
5. Do not elect a non-transportation option under 10 USC §705.

Effective 10 March 2003

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized. If possible, members must use one or the other of them. If neither is available, the member must procure round-trip commercial transportation via an available CTO per par. U3120 with reimbursement for:

1. Transoceanic travel and overland air travel under par. U5116-D,
2. Overland surface travel at actual cost, and
3. POC travel at actual cost as in par. U3305-B.

NOTE: Reimbursement for the round-trip transportation cost to an alternate destination must not exceed the round-trip transportation cost between the OCONUS PDS and the nearest CONUS port.

D. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R.*

Effective 10 March 2003

E. Alternate Destination. A destination location (other than the nearest CONUS port) a member selects. Travel to and from the alternate location is official travel, and therefore contract city pair fares may be used but only if the contract city-pair fare to the alternate destination does not exceed the cost of the contract city-pair fare to the nearest CONUS port.

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

Example 1		
Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Denver.		
City pair to Baltimore:		\$1,200
City pair to Denver:		\$1,400
Least cost non-city pair fare to Denver =		\$1,600
Since travel to Denver is more expensive than travel to Baltimore the city pair fare may not be used to Denver.		
The member is financially responsible for the additional cost:	\$1,600 - \$1,200 =	\$400

Example 2		
Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Atlanta, GA.		
City pair to Baltimore:		\$1,200
City pair to Atlanta:		\$ 980
Since travel to Atlanta, GA, is less expensive than travel to the nearest port, Baltimore, the member is authorized city pair fare to Atlanta (\$980) NTE the \$1,200 cost to Baltimore.		

PART B2: COST OF LIVING ALLOWANCE (COLA)

<u>Paragraphs</u>	<u>Contents</u>
U9150	COLA A. Purpose B. Allowances Payable
U9151	COLA START/STOP A. Start B. Stop C. Secretarial Extensions
U9152	CONCURRENT PAYMENT OF COLA AND TLA A. General B. COLA Paid and Not Deducted from TLA C. COLA Paid but Deducted from TLA
U9153	COLA INCIDENT TO A PCS BETWEEN PDSs IN CLOSE PROXIMITY
U9154	COLA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS A. Government Mess Availability B. Leave Periods
U9155	NONCOMMAND SPONSORED DEPENDENTS IN VICINITY OF PDS
U9156	FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENTS
U9157	U9157 COLA FOR A MEMBER WITH DEPENDENTS A. General B. Dependents Arrive at or in Vicinity of OCONUS PDS Before Member
U9158	U9158 COLA GEOGRAPHIC LOCATIONS
U9159	U9159 COLA REPORT SUBMISSION
U9160	STATION ALLOWANCES FOR MEMBERS OF THE RESERVE COMPONENTS

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

<u>Paragraphs</u>	<u>Contents</u>
U9200	GENERAL A. Purpose B. Implementation
U9201	TLA PAYMENT CONDITIONS A. General B. OCONUS TLA Authority Responsibilities
U9202	INITIAL ASSIGNMENT A. General B. TLA when Entitled to Monetary Allowance in Lieu of Transportation (MALT) Plus Flat Per Diem C. TLA when Entitled to Per Diem (Chapter 4, Part B) D. TLA when Member Arrives before Dependents E. TLA during Hospitalization Period F. Additional TLA Period
U9203	ALLOWANCE UNDER SPECIAL CONDITIONS A. Member Must Vacate Established Permanent Quarters in PDS Vicinity B. Deployment Period while away from PDS C. TLA when Tour Is Converted D. Member Acquires Dependents E. PCS Orders Cancelled/Revoked
U9204	ALLOWANCE UPON DEPARTURE A. General B. Dependents Depart before Member C. Delayed Departure D. Early Termination of Permanent Housing E. Member Detaches from Ship away from Homeport F. Period of TDY or Deployment while away from Old PDS G. TLA Authorization before Order Issuance H. TLA Authorization during a Hospitalization Period
U9205	EFFECT OF LEAVE/PERMISSIVE TDY ON ENTITLEMENT TO TLA
U9206	OLD AND NEW PDS IN CLOSE PROXIMITY OR IN SAME COUNTRY A. General B. New PDS within Commuting Distance

is not authorized COLA (except under par. U9154-A1), when available Government mess is not used. If the member changes the election and agrees to serve the accompanied tour, par. U9157 applies from the date dependents are command-sponsored.

U9156 FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENTS

A member without dependents,

1. On duty at a PDS where a Government mess is available, and
2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals,

is authorized a pro rata share of the member-without-dependents COLA for each meal not furnished in a Government mess in addition to the COLA authorized in par. U9154-B1. A statement from the commanding officer, or an officer designated by the commanding officer for that purpose, must support payment of this allowance. The amount payable is obtained by applying the percentages indicated in the following table to the daily COLA rates computed in accordance with <https://secureapp2.hqda.pentagon.mil/perdiem/allowcol.html> for the PDS, or in the case of a member assigned to a ship or other fleet unit having an assigned OCONUS homeport, the COLA set for the place where the meals are taken.

<u>Meal Involved</u>	<u>Applicable Percentage</u>
Morning	10%
Noon	20%
Evening	20%

U9157 COLA FOR A MEMBER WITH DEPENDENTS

A. General. A member with dependents is authorized COLA (see par. U9303 for the authorization for member-married-to-member couples) regardless of Government mess availability at the PDS (including a ship), except:

1. For any day in excess of 30 consecutive calendar days that a member accompanied by dependents is on leave in CONUS;

Effective 6 January 2005

- *2. When one or more dependents depart the PDS vicinity and return to CONUS for a temporary period, the COLA for any day in excess of 30 consecutive calendar days that the dependents are in CONUS is reduced to the rate specified in Appendix J, Table II, for the number of dependents remaining (50 Comp. Gen. 30 (1970));
3. When all of the dependents return to CONUS for a temporary period in excess of 30 consecutive calendar days, the authorization beginning on the 31st day that the dependents are in CONUS is as provided in par. U9154;
4. For any period during which a Government mess has been declared available (whether or not used) for both the member and dependents for all meals due to unusual or emergency circumstances rendering the preparation of meals at home or the procurement of food in commercial establishments impractical;
5. When in a confinement status as a result of disciplinary action. In this case the member is authorized a COLA for dependents only at the rate specified in Appendix J, Table II, for the number of dependents who continue to reside in the PDS vicinity; or

6. When one or more dependents depart the PDS vicinity and return to CONUS to attend school, the COLA is reduced as of the day following the dependent's departure day to the rate specified in Appendix J, Table II, for the number of dependents remaining.

B. Dependents Arrive at or in Vicinity of OCONUS PDS before Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member, COLA begins as indicated in pars. U9157-B1 and U9157-B2.

1. Old PDS OCONUS. If the old PDS is outside CONUS, COLA begins on the day one or more dependents arrive, except that COLA is not paid for any day before the date a PCS order is issued.

2. Old PDS in CONUS. Except as provided in par. U9301-D, COLA begins on the day dependents arrive, if on or after the effective date of the PCS order, or the date a member departs CONUS, whichever is later.

NOTE: If a ship having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the departure day from CONUS.

3. Homeport Changes. If a member:

- a. Is currently assigned to a ship or other fleet unit with an announced homeport change, or
- b. Is in receipt of a PCS order to a ship or other fleet unit with an announced homeport change, and
- c. Dependents are authorized travel to the new homeport,

the new homeport is the member's PDS for COLA purposes effective on the dependent's arrival date (65 Comp. Gen. 888 (1986)).

4. Amended PCS Orders Change PDS. When, before joining dependents at a PDS originally designated in a PCS order, a member receives an amended PCS order to a different PDS, COLA at the original location ends the day the dependents depart for the newly-designated PDS. COLA at the original location cannot extend beyond 60 days after the effective date of the amended order unless specifically extended by the Secretarial Process. COLA at the with-dependents rate at the new PDS begins on the dependents' arrival day.

U9158 COLA GEOGRAPHIC LOCATIONS

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in Appendix J, Part I, par. A. For specific COLA indexes, follow the instructions in Appendix J to access COLA Tables on the PDTATAC website at: <https://secureapp2.hqda.pentagon.mil/perdiem/>.

U9159 COLA REPORT SUBMISSION

For COLA report submission, see Appendix M.

U9160 STATION ALLOWANCES FOR MEMBERS OF THE RESERVE COMPONENTS

See par. U7150-H regarding station allowances application to members of the Reserve Components called or ordered to active duty, or active duty for training.

PART C: TEMPORARY LODGING ALLOWANCE (TLA)**U9200 GENERAL**

A. Purpose. TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983) and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available;
2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent quarters in the PDS vicinity, to vacate permanent quarters permanently or temporarily, and to use temporary lodgings in the PDS vicinity while looking for other permanent quarters or waiting to reoccupy the vacated permanent quarters;
3. While seeking permanent housing following a TDY period when a member without dependents vacated permanent housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));
4. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after Government quarters are vacated in connection with a PCS order or after giving up other permanent accommodations;
5. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period; or

Effective 16 December 2004

*6. A member who retires/separates, stays in the PDS area, and then moves at a later date is not eligible for TLA.

B. Implementation

1. In countries/areas where only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.
2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.
3. ***A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to:***

Director, PDTATAC
Attn: T&T Branch
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

for review IAW DoDD 5154.29 before implementation. This written material must be coordinated in the country/area with the Services present there, must be consistent with this paragraph, and must be designed to uniformly authorize TLA to members of all Services.

U9201 TLA PAYMENT CONDITIONS

A. General

1. TLA may be authorized when it is mandatory that a member, the dependents, or both occupy temporary lodgings at personal expense.
2. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.
3. An initial TLA period and an additional authorized TLA period do not have to be continuous.
4. A member serving an all-others tour under pars. U9109-B and U9155 is not authorized TLA when an available Government mess is not used or available Government quarters are not occupied because non-command sponsored dependents are in the PDS vicinity.

Effective 1 October 2004

5. TLA authorization upon initial arrival stops when a member has received HHG at the permanent quarters and:
 - a. Signed for Government quarters, or
 - b. Entered a lease or mortgage

B. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

- a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an OCONUS PDS.
- b. If temporary lodgings occupancy is necessary, the requirements below must be met for TLA payment.
- c. If Government quarters are not available, finance regulations may require the member's written certification to support any voucher documentation submitted.
- d. ***When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).***
- e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:

*K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the least expensive unrestricted coach-class airfare (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

T4040 LIVING EXPENSES (PER DIEM)

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

A. Lodging Overnight Required -Business Travel Standards

1. Sleeping

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

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

c. Civilian Employees

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

(2) The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those

prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are without effect. The locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

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

NOTE 1: The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.

NOTE 2: The maximum amount allowed for lodging in foreign countries (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.

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

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

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

* (2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

- (a) Mortgage interest;
- (b) Property tax; and

(c) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges.

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Chapter 4, Part C or JTR, Chapter 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141 and JTR, par. C4555-G do not apply when the residence is purchased.***

Effective 20 September 2004

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the last TDY location or stopover point, as appropriate.

b. On other days, the allowance for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.***

c. When the Government purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

Effective 1 October 2003

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

NOTE 1: Applicable to civilian employees:

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

2. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

NOTE 2: Applicable to uniformed members:

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

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

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).***

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

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

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are authorized reimbursement of the amount paid for food. When the Secretary concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are authorized reimbursement of the amount paid for food. All EUM travelers are authorized the incidental expense. See par. T4020-B2.

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

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY Aboard Ships

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

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

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

SUBSIST ABOARD GOVERNMENT SHIP 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

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

2/ Discount Meal Rate = Food costs only.

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

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

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

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

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

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

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

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

2. ATM Fees

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

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

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

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

b. **CIVILIAN EMPLOYEES**. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned. *Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.*;

Effective 8 September 2004

3. Fees for passports, visas (including green cards, photographs for OCONUS travel; see JFTR, par. U1415 & JTR, par. C1415) and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001)).

NOTE:

(1) A travel order/authorization may be issued to authorize/approve (see JFTR, par. U2115/JTR, Chapter 3, Part B) travel and transportation at Government expense to a visa issuing office located outside the local area of the traveler's PDS if the traveler's presence at that office is/was mandatory;

(2) A travel authorization may be issued to authorize/approve (see JFTR, par. U2115/JTR, Chapter 3, Part B) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the traveler's PDS;

*a. Expenses for legal services for obtaining or processing applications for passports, visas (including green cards) are reimbursable if local laws or custom 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 an official order/authorization is to and/or from a high threat area or high risk airport (see http://travel.state.gov/warnings_list.html) by commercial air and the traveler is authorized to obtain and use a regular fee passport. 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. Dependents' fee is reimbursable ***except*** in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

d. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent are not reimbursable, except as in JFTR, par. U1410-A5 and JTR, par. C1410-A5 for inoculations.

e. Legal service expenses in obtaining passports or visas (including green card), for TDY or PCS, are not reimbursable even though local laws or custom may require the use of lawyers.

4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. T4040-E3e and T4040-E3f in this appendix apply to this expense).

Effective 1 October 2004***5. Taxes on lodging***

a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$60 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the taxes on \$60, which is the maximum authorized lodging amount); and

b. ***Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable.***

APPENDIX Q

OVERSEAS TOUR LENGTHS

Effective 7 December 2004

*Tour lengths are established IAW DoDI 1315.7, par. E3.1. Submit changes to tour lengths IAW DoDI 1315.7, par. E3.1.2. **Do not submit tour length changes to PDTATAC.**

The following are overseas tour lengths *for members of the DoD Services only (other than the Defense Attaché System)*:

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA (except as indicated) (Note 1)	36	36
Marine Corps Security Forces	24	12
Fort Greely	24	12
Adak, Clear, Galena, King Salmon and Eareckson	NA	12
ALBANIA		
Tirana	24	12
*ALGERIA <i>effective 7 December 2004</i>	24	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ARUBA	24	18
AUSTRALIA (except as indicated)	36	24
Alice Springs	36	24
Exmouth	24	24
Learmonth	24	15
Woomera	24	15
AUSTRIA	36	24
AZORES (See PORTUGAL)		
BAHAMAS		
Andros Island	24	24
BAHRAIN	24	12
BANGLADESH	24	18
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE	24	12
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY		
Diego Garcia	NA	12
BULGARIA		
Sofia	24	12
BURKINA FASO	24	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
CAMBODIA	NA	12
CANADA (except as indicated)	36	24
Argentina, Newfoundland; Goose Bay, Labrador	24	12
CHAD	24	12
CHILE	36	24
COLUMBIA	24	18
COMMONWEALTH of the NORTHERN MARIANA ISLANDS (Saipan)	24	12
COSTA RICA	36	24
CROATIA		
Zagreb	24	12
CUBA		
Guantanamo Bay (Note 2)	30	18
Marine Barracks	24	12
CYPRUS (except as indicated)	24	18
Akrotiri	24	12
CZECH REPUBLIC		
Prague	36	24
DEMOCRATIC REPUBLIC OF CONGO (Zaire)	24	12
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DOMINICAN REPUBLIC	36	24
ECUADOR	36	18
Manta	NA	12
EGYPT (except as indicated)	24	18
Ismailia	24	12
Beni Suef, Cairo (ETSS personnel only), Jiyanklis New, Sinai	NA	12
EL SALVADOR	NA	12
SAO Personnel	24	18
ENGLAND (See UNITED KINGDOM)		
ERITREA	24	12
ESTONIA		
Tallinn	24	24
FRANCE	36	24
GEORGIA		
Tbilisi	24	18
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
Geilenkirchen	36	36
GIBRALTAR	36	24
GREECE (except as indicated)	36	24
Athens, Thessalonki	24	15
Parnis, Patras	30	18
Crete, Souda Bay	24	18
Larissa	24	12
Argyroupolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, Yiannitsa	NA	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
GREENLAND (see DENMARK)		
GUAM <i>effective 12 October 2004</i>	36	24
GUATEMALA	36	24
GUYANA	24	18
HAWAII (except as indicated) (Note 1)	36	36
Kauai	30	18
Pohakuloa Training Area	24	18
HONDURAS (except as indicated)	24	18
Soto Cano AB	NA	12
HONG KONG	36	24
HUNGARY		
Budapest	36	24
ICELAND	30	18
INDIA	24	12
INDONESIA	24	12
IRELAND (<i>effective 10 August 2004</i>)	36	24
ISRAEL	24	12
ITALY (except as indicated)	36	24
Ghedi, Martina Franca, Mt. Corna, Mt. Venda, and Rimini	24	18
Mt. Vergine, and Crotone	24	15
Poggio Renatico	24	12
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, Paino di Cors	NA	12
Sardinia		
La Maddalena	24	24
Decimomannu Air Base (AB)	24	15
Sicily		
Sigonella	36	24
Comiso	24	12
JAMAICA	24	12
JAPAN (except as indicated) (Note 3)	36	24
*Akizuki Kure, *Kumamoto, *Osaka, *Itami (Sapporo), and *Sendai <i>effective 7 December 2004</i>	24	12
Ie Shima, Okuma, and Seburiyama	NA	12
Ryukyu Islands (Okinawa) (except as indicated)	36	24
MCAS Futenma, MCAS Iwakuni, and MCB Butler	36	12
Kuma Shima	NA	12
JOHNSTON ATOLL	NA	12
JORDAN (except as indicated)	24	12
Amman	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
KENYA (except as indicated)	24	12
Nairobi	24	18
KOREA (except as indicated) (Note 4)	NA	12
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan	24	12
KUWAIT	24	12
KYRGYZSTAN	24	12
LAOS	NA	12
LATVIA		
Riga	24	12
LIBERIA	24	18
LITHUANIA		
Vilnius	24	12
LUXEMBOURG	36	24
MACEDONIA (<i>effective 10 August 2004</i>)	24	18
Skopje	24	12
MADACASCAR	24	12
MALAYSIA	36	24
MARSHALL ISLANDS		
Enewetok	NA	12
Kwajalein	24	18
MEXICO	24	18
MIDWAY ISLANDS	NA	12
MOLDOVA		
Chisinau	24	18
MONGOLIA	24	24
MOROCCO (except as indicated)	24	15
Casablanca	24	12
Errachidia	NA	12
NETHERLANDS	36	24
NETHERLANDS ANTILLES		
Curacao	NA	12
NEW ZEALAND	36	24
NICARAGUA	24	18
NIGER	24	12
NORWAY (except as indicated)	36	24
Stavanger	24	24
OKINAWA (See JAPAN)		
OMAN	24	12
PAKISTAN	24	12
PANAMA (except as indicated)	36	24
Galeta Island	NA	12
PARAGUAY	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
PERU (except as indicated)	36	24
Lima MAAG	30	18
PHILIPPINES (except as indicated)	NA	12
Metropolitan Manila	24	18
POLAND		
Warsaw	36	24
PORTUGAL (except as indicated)	36	24
Azores Islands	24	15
PUERTO RICO (except as indicated)	36	24
Caguas, Isabela, Juana Diaz, Ponce (Ft Allen), and Yauco,	36	18
Vieques Island	NA	12
QATAR	24	12
ROMANIA		
Bucharest	24	24
SAINT HELENA (Ascension Island)	24	12
SARDINIA (See ITALY)		
SAUDI ARABIA	24	12
SCOTLAND (See UNITED KINGDOM)		
SEYCHELLES	24	12
SICILY (See ITALY)		
SINGAPORE	36	24
SLOVAKIA		
Bratislava	36	24
SLOVENIA		
Ljubljana	24	12
SPAIN (except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, and Villatobas	30	18
El Ferrol	24	24
Sonseca	24	15
Moron AB	24	15
Santiago	NA	18
Balearic Islands and Gorremandi	NA	15
Adamuz, Ciudad Real, and Estaca De Vares	NA	12
SUDAN	24	12
SURINAME	24	18
SWEDEN		
Stockholm	36	24
TAJIKISTAN	24	12
THAILAND (except as indicated)	24	18
Bangkok	36	24
TUNISIA	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
TURKEY (except as indicated)	24	15
Elmadag, Karatas, Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmir, Izmit, Murted, Oratakoy, Pirinclik, Sahihtepe, Sinop, and Yumurtalik	NA	12
TURKMENISTAN	24	12
UKRAINE		
Kiev	24	12
UNITED ARAB EMIRATES	24	12
UNITED KINGDOM (except as indicated) (Note 3)	36	24
RAF Fylingdales, RAF Machrihanish (Scotland)	24	18
URUGUAY	36	24
UZBEKISTAN	24	12
VENEZUELA	24	18
VIETNAM	24	12
VIRGIN ISLANDS	36	24
WAKE ISLAND	NA	12
WALES (See UNITED KINGDOM)		
WEST INDIES		
Anguilla	24	18
Antigua	24	12
Barbados	36	24
St. Lucia	NA	12
YUGOSLAVIA, FED REP (See Macedonia)		

NOTES:

1. Tour-length policies for service members assigned to duty stations within Alaska and Hawai'i are outlined in DoDI 1315.7, paragraph E3.1.4.

2. Dependents are permitted only when Government quarters are available.

3. A maximum 48-month tour is permitted for Navy personnel.

*4. Not all service members are eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the service member's actual duty assignment and is controlled by Commander U.S. Forces Korea. Those personnel not eligible to serve accompanied-by-dependents tours are serving unaccompanied tours. (Command-sponsored dependents of service members assigned to Suwon are required to reside at Osan AB.)