

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 222

Alexandria, VA

1 June 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 June 2005 unless otherwise indicated.

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This change includes all material written in MAP Item 07-05(E) and military editorials U05016 through U05023. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 221 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 222:

U1410-A7; T4040-E6a. Explains that the new structure to be shown on cardholders account statements for 1% charge for foreign currency transactions will be shown as “international transaction fee” as a separate line item and is a miscellaneous expense if used in an official capacity.

U2555. Provides a reference to and digest of a decision by the Comptroller General of the United States concerning reasonable conference costs, including the cost of meals and light refreshments, that may be paid for by the Government at a Government sponsored conferences.

U5530. Revises wording to clarify allowances for mobile home transportation for short distance moves.

U6004-I. Corrects the title.

Appendix A; Appendix S. Updates/corrects ASD (FMP) to read PDUSD (P&R).

Appendix O. Clarifies that JFTR, Chapter 7 rules apply for unusual travel such as travel of employees with disabilities, UN Peacekeeping, when accompanying Congress and prisoners and their guards or for disciplinary action. Also allows reimbursement for lodging expenses incurred when a member takes leave during contingency operations IAW par. U7225.

Appendix Q. Changes the accompanied tour length for Stavenger, Norway from 24 months to 36 months effective 7 July 2004 and changes the unaccompanied tour length for Belize from 12 months to 18 months effective 17 September 2004.

Appendix S. Approves waiver of FEML recertification for USCENTCOM until 31 October 2005.

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.

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***Effective 1 March 2004***

5. Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this ***does not include travel expenses*** incurred for obtaining the required inoculations) when authorized/ or approved;

6. Taxes on lodging (except when MALT PLUS per diem for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see Appendix A)

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

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

***Effective 1 April 2005***

\*7. Fees for:

a. Currency conversion. Members:

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

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

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

(4) are authorized the 1% “international transaction fee” for official qualifying transactions charged by the Government-sponsored contractor-issued travel charge card vendor. This charge is listed as a separate line item on the credit card billing statement.

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

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

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

8. CTO service and processing fees;

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

10. Public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);
11. Any additional costs of paper tickets *when authorized/approved* by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***NOTE: Paying for paper tickets sought by a member for personal convenience is the member's financial responsibility.***
12. Customary tips for handling any baggage at transportation terminals; and
13. Similar travel and transportation related expenses.

B. TDY Travel Only. In addition to the expenses listed in par. U1410-A, reimbursable TDY expenses for members include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);
2. Parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal (see par. U3320);
3. Trip insurance in a foreign country to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976)); and

***Effective 1 March 2004***

4. AO authorized/approved expenses for:
  - a. Services, including associated equipment needed for reports/correspondence preparation;
  - b. Clerical assistance;
  - c. Services of guides, interpreters, packers, or vehicle drivers;
  - d. Storage of property used on official business;
  - e. Room rental (used for official business) at a hotel/other place;
  - f. Official phone calls (see par. U1405);
  - g. Connections used for computers to perform official Government business (see par. U1405);
  - h. Excess baggage transportation costs (see par. U3015-C);
  - i. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. U2555-E3.***

- G. Cost Comparisons
- H. Conference Site Selection
- I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation
- J. Advertisement or Application Form for Conference Attendance
- K. Selection of Attendees
- L. Conference Administrative Costs
- M. Conference Lodging Allowance
- N. Conference Lodging Allowance Approval Authority
- O. Conference M&IE Rate

**U2555**

**CONFERENCE ATTENDANCE**

- A. General
- B. Authority
- C. Government Sponsored Conferences
- D. Non-Government Sponsored Conferences
- E. Registration Fees and Miscellaneous Expense
- F. Membership Fees and Dues
- G. Entertainment Expenses
- H. Guidance from the Comptroller General of the United States Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference

**PART H: MILEAGE & MALT RATES**

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- A. General
- B. PCS MALT Rates

**U2610**

**CONVERTING KILOMETERS TO MILES**

**U2615**

**SELF-PROPELLED MOBILE HOME**

B. Authority. In general, conference attendance expenditures for meetings concerned with the functions and activities of the DoD component which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. In the specific case of attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations, 37 USC §412 applies (55 Comp. Gen. 1332 (1976)). This authority is independent of the training authority included in par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. Conferences sponsored or cosponsored by a Federal agency at which a member's attendance is required in the performance of official duties;
2. Conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the member's attendance is related to official duties or for the purpose of transacting DoD business;
3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the member's official performance; and
4. Similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in pars. U2555-D2, U2555-D3, and U2555-D4.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to Service regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)).
3. Purpose. Members may attend conferences at Government expense to:
  - a. Further the programs of their DoD components;
  - b. Present scientific and technical papers which further the development of the U.S. resources; and
  - c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. Members who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel Is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. U4165-2b). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <https://www.secureapp2.hqda.pentagon.mil/perdiem/> is paid.
2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:
  - a. Does not involve travel,
  - b. Does not involve per diem, and
  - c. For which a travel order is not issued.
3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a DoD Component. The cost of each meal, whether included in a registration fee or contracted for separately, at a DoD-sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with Chapter 4, Part C. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.
4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

***Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.***

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem, Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

***Effective 3 March 2005***

\*H. Guidance from the Comptroller General of the United States Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs. The complete decision is available at:  
<http://www.gao.gov/decisions/appro/300826.htm>

Decision

Matter of: National Institutes of Health - Food at Government-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost so long as (1) meals and refreshments are incidental to the conference, (2) attendance at the meals and when refreshments are provided is important for the host agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and (3) the meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served. The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an agency, without specific statutory authority, may not augment its appropriations from sources outside the government. In applying this decision, NIH should develop an agency policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above. We expect agency counsels, as well as certifying officers, agency auditors, and Inspectors General, to apply these criteria. To the extent that agency officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

**U5515 MOBILE HOME TRANSPORTATION FACTORS**

A. Mobile Home Allowance Application. Mobile home transportation precludes unaccompanied baggage/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. U5515-G). The member may not request or accept payment, for transportation of the member's PCS HHG weight allowance at Government expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same order used for mobile home transportation. However, the member may receive mobile home transportation allowances to a designated place under par. U5505 and may later ship unaccompanied baggage/HHG or transport a mobile home under par. U5505.

B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported. The member may subsequently ship HHG under par. U5330-F5. See par. U5500-A for mobile home transportation cost limitations.

C. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported from there to the proper destination upon authorization/approval of the appropriate Service transportation officer. In these cases, the member's financial obligation is limited to whatever excess cost would have been incurred had the shipment been to the proper destination by the direct route.

D. Orders Amended, Modified, Canceled, or Revoked. When a member's mobile home is transported under par. U5510-A or U5510-B after a PCS order is received and the PCS order is later amended, modified, canceled or revoked, the member is authorized mobile home allowances to the original destination (as if the transportation was completed) or to the point the mobile home was intercepted en route and then to the ultimate new PDS, to another place authorized in this Part, or return to the old PDS, as appropriate. (See Example.)

**Example**

The member receives a PCS order and after receiving the PCS order arranges for mobile home transportation to the new PDS. While the mobile home is in transit to the new PDS the member's PCS order is canceled. The member is still authorized mobile home transportation to the new PDS or mobile home transportation back to the old PDS.

E. Mobile Home Transportation from a Prior PDS. When a member's mobile home was retained at a prior PDS, mobile home allowances from the *last* PDS may be authorized at any combination of the point of origin, in transit, or at destination.

F. Transportation before an Order Is Issued. When required by necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. U5510-A or U5510-B before a PCS order is issued, in the same manner as HHG under par. U5330-G. The member is authorized reimbursement under par. U5510-B only if a PCS order is later issued. The member should retain the authorizing/order-issuing official's/designated representative's written certification (see par. U2115-B) that the member was advised before the mobile home was transported that this PCS order would be issued in case finance regulations require submission of that certification with the reimbursement voucher.

G. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense under par. U5330-F5.

**U5520 MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER**

Mobile home transportation involving excess costs (see par. U1010-B8) may be made. The Government is obligated only for the total authorized cost. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation out of personal funds and apply for reimbursement of the amount allowable under this Part. These excess transportation costs may be allowed when a member is:

1. Discharged, resigns, or separates from active duty resulting in a non-pay status, or
2. Deceased, or
3. Authorized by Service regulations.

**\*U5530 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES**

A. General. A member, ordered by the commanding officer of the installation concerned, to vacate the premises (either Government or economy) on which the mobile home is located, is authorized Government-procured transportation/reimbursement for the expenses incurred (including temporary storage under par. U5555) for mobile home transportation to another site in the member's PDS vicinity.

B. Reimbursable Expenses. Reimbursable expenses include those necessarily incurred in:

1. Making the mobile home ready for transportation,
2. Moving it to another location, and
3. Installing it at the new site (52 Comp. Gen. 69 (1972)).

See also par. U5510-C6.

C. Non-reimbursable Expenses. See par. U5510-D2.

D. Cost Constraints. *The transportation cost ceilings prescribed in this Part do not apply to short distance moves. There is no cost constraint, nor is the member limited to the cost of transporting 18,000 lbs of HHG.*

E. Ownership. *The member (or a dependent) must own the mobile home when it is moved.*

**U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**

A. When Dependents Travel before the Member's PCS due to Official/Personal Situations

1. General. A member authorized HHG transportation under pars. U5370-B1 and U5370-B2:
  - a. To a designated place in CONUS, or

- b. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska, if the conditions in par. U5500 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The order authorizing dependent transportation (under pars. U5240, U5905 and U5915) also may authorize HHG/mobile home transportation and should specify under which subparagraph in par. U5370 the transportation is authorized. *After a mobile home is shipped due to dependent travel/transportation before issuance of a PCS order, no further mobile home transportation is authorized before the member's next PCS from the OCONUS PDS.*

2. Member Assigned to Full PCS Weight Allowance Area. The Government's financial responsibility for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed the Government's cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place. (See Example.)

#### Example

Dependents return from Hawai'i and 1,000 pounds of HHG are shipped from Hawai'i to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on the cost to move 11,500 pounds of HHG from Hawaii to Detroit.

3. Member Assigned to Administratively Weight-restricted Area. The mobile home may be transported from a point in CONUS (or Alaska) to the designated place. The Government's financial responsibility for mobile home and HHG transportation is in accordance with the basic authorization (see par. U5500) to transport the member's PCS HHG weight allowance, minus the weight of HHG shipped from OCONUS, from:

- a. The member's last PDS in CONUS (or Alaska), or
- b. The CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage.

B. Mobile Home Transportation Incident to Alert Notice. A member authorized HHG transportation under par. U5370-F is authorized mobile home transportation to a designated place in CONUS or in Alaska, if the conditions in par. U5500 are met. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS or Alaska. When the PDS is in Canada, Mexico, or Central America, authorization is in par. U5500-C1.

C. Mobile Home Transportation Incident to Tour Extension. A member on a tour of short duration (less than prescribed tour length) at a PDS, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at Government expense from the place where the mobile home is located to the PDS, up to the authorization from the old to new PDS. The authorization is limited to that situation when the tour is extended due to:

1. Unusual circumstances, and

2. The needs of the Service.

This authorization also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment (B-208861, 10 November 1982).

**U5545 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

A. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the United States who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status (see Appendix A) and to a member who dies while authorized basic pay. Transportation is authorized by one, or a combination, of the following:

1. Government-arranged transportation;
2. Personally arranged transportation via a commercial transporter;
3. Transportation by a means other than those specified in pars. U5545-A1 and U5545-A2.

*Mobile home transportation/incidental costs under this subparagraph are at Government expense. The ceilings prescribed elsewhere in this Part do not apply.* Transportation payments authorized by par. U5545-A may be made in advance (see par. U1010-B5).

B. Authorized Transportation. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. U5372, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:

1. Dead;
2. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or
3. Absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year. A mobile home transported under par. U5545-B2 may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when through the Secretarial Process it is determined the circumstances justify an additional move. Also, if HHG were previously transported under par. U5370-E, a mobile home may be transported under this subparagraph.

D. Death of a Member. When a member with a mobile home dies while on active duty, one dependent of the member is authorized the mobile home transportation allowances from the place the mobile home is located on date of death to a place designated by that dependent, provided:

1. The mobile home is to be used by the dependent as a residence at destination, and

2. Mobile home transportation is completed within 1 year after the member's death, or
3. When transportation is to be Government-procured the mobile home is turned over to a transportation officer within 1 year after the member's death.

Through the Secretarial Process an extension of the time limits in pars. U5545-D2 and U5545-D3 may be authorized/approved (see par. U5012-I).

#### **U5555 TEMPORARY STORAGE**

A. General. *The law precludes more than 180 days of temporary storage.* Temporary storage is storage authorized with mobile home transportation. This storage is cumulative and may accrue at origin, in transit, at destination, or any combination. When storage facilities are unavailable at origin or at destination, storage may be in the nearest available storage facility authorized/approved by the responsible transportation officer. In computing the storage periods, the actual storage period governs, regardless of billing practices. The temporary storage cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized allowance. Except as provided in pars. U5555-C and U5555-D, the member is financially responsible for all temporary storage costs when a mobile home is placed in storage under a PCS order but not transported.

#### **B. Temporary Storage Time Limits**

1. Temporary Storage - First 90 Days. A member is authorized mobile home temporary storage at Government expense for 90 days with any authorized mobile home transportation. When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member's financial responsibility unless additional storage is authorized/approved under this paragraph.

2. Temporary Storage - after the First 90 Days. When, because of conditions beyond the member's control, a mobile home must remain in temporary storage after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer/other officer designated by the Service concerned. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:

- a. Serious illness of the member;
- b. Serious illness or death of a dependent;
- c. Directed TDY after arrival at PDS;
- d. Non-availability of suitable permanent location for mobile home; or
- e. Acts of God.

#### **C. Orders Amended, Modified, Canceled or Revoked**

1. Orders Amended/Modified. After the date the mobile home was released to a carrier/the Government for shipment/temporary storage, a member whose PCS order is amended/modified before the member arrives at the

initially directed new PDS is authorized the storage type authorized under the original PCS order until the effective date of the amended/modified order. After that the amended/modified PCS order establishes the storage allowance.

2. Orders Canceled/Revoked. A member on a PCS order, which is canceled/revoked after the date a mobile home is released to a carrier/the Government for shipment/temporary storage, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized temporary storage with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in temporary storage when the PCS order is received, is authorized continued temporary storage (regardless of the time limit prescribed in par. U5555-B) until the effective date of the new PCS order or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

#### **U5560 FUNDS ADVANCEMENT**

Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured. The advance may not exceed the estimated amount allowable and may not be paid directly to a carrier.

**CHAPTER 6  
EVACUATION ALLOWANCES**

**PART A: AUTHORIZED OR ORDERED MOVEMENT OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U6000</b>	<b>REFERENCES</b>
<b>U6001</b>	<b>GENERAL INFORMATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Funding</li><li>C. Evacuation Allowance Payments</li><li>D. When Allowance Payments May Be Made</li></ul>
<b>U6002</b>	<b>DEFINITION OF TERMS USED IN THIS PART</b> <ul style="list-style-type: none"><li>A. Designated Place</li><li>B. Evacuated Dependent</li><li>C. Evacuation</li><li>D. Safe Haven</li></ul>
<b>U6003</b>	<b>RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>A. Authorizing/Ordering an Evacuation</li><li>B. Evacuation to a Safe Haven or a Designated Place</li><li>C. Termination of Safe-haven Status and Directing Dependents to Select Designated Place</li><li>D. Termination of Evacuation Status</li></ul>
<b>U6004</b>	<b>TRANSPORTATION OF DEPENDENTS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Command-sponsored Dependents and Student Dependents at the OCONUS PDS at the Time an Evacuation Is Authorized or Ordered</li><li>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</li><li>D. Dependents Temporarily Absent from Member's PDS when an Evacuation is Authorized or Ordered</li><li>E. Command-sponsored Dependents and Student Dependents En Route to the Member's OCONUS PDS when an Evacuation Is Authorized or Ordered</li><li>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</li><li>G. Non-command-sponsored Dependents</li><li>H. Allowances for Escort(s) for Dependent(s) Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances</li><li>I. Subsequent Authorization for Transportation of Dependents when Evacuation Status Is Canceled for Member's PDS</li></ul>
<b>U6005</b>	<b>PER DIEM ALLOWANCES FOR COMMAND SPONSORED DEPENDENTS AND STUDENT DEPENDENTS</b> <ul style="list-style-type: none"><li>A. Purpose</li><li>B. General</li></ul>

- C. Per Diem Allowances while Traveling
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- B. HHG at the PDS when an Evacuation Is Authorized or Ordered
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- D. HHG Transportation Incident to an Authorized or Directed Movement of Dependents from a Safe Haven and when Dependents Convert the Safe Haven to a Designated Place
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**U6008 TRANSPORTATION OF POV**

- A. HHG Transportation Incident to an Authorized Movement of Dependents from a Designated Place to the Member's PDS
- B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Order from the Evacuated Area
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**U6011 FAMILY SEPARATION HOUSING (FSH)**

**U6012 DISLOCATION ALLOWANCE (DLA)**

**U6013 ADVANCE OF FUNDS**

- A. Travel and Transportation Allowances
- B. DLA
- C. Pay

**U6014 CONUS COLA**

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 JTR, 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 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.

***Effective 23 March 2005***

**\*I. Subsequent Authorization for Transportation of Dependents when Evacuation 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.

## APPENDIX A

## PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II ( <i>replaced BAQ effective 1 January 1998</i> )
BAH	Basic Allowance for Housing ( <i>formerly BAQ plus VHA</i> )
BAS	Basic Allowance for Subsistence
CBA	Centrally-billed Account
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing ( <i>replaced FSA-I effective 1 January 1998</i> )
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services
HOR	Home of Record
HOS	Home of Selection

HP	Homeport
IADT	Initial Active Duty for Training
IBA	Individually-billed Account
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITA	Invitational Travel Authorization
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument
LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-in Housing Allowance
MILAIR	Military Aircraft
MOU	Memorandum of Understanding
MRE	Meal-Ready-To-Eat
MSC	Military Sealift Command
NOAA	National Oceanic and Atmospheric Administration ( <i>Same as USNOAA</i> )
NTS	Non-temporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ( <i>also referred to as PRO-Gear</i> )
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
*PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board
PHS	Public Health Service ( <i>Same as USPHS</i> )
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
RDD	Required Delivery Date
RPDCI	Retail Price Data Collection Instrument

SDDC	(Military) Surface Deployment and Distribution Command
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ( <i>Same as NOAA</i> )
USPHS	United States Public Health Service ( <i>Same as PHS</i> )
VA	Department of Veterans Affairs
VAMC	Veterans Affairs Medical Center
VPC	Vehicle Processing Center

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

*Effective 1 April 2005*

#### **\*T4000 INTRODUCTION**

This Appendix describes the travel and transportation allowances and responsibilities of travelers who perform the most common TDY travel types as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations, Volume 1 (JFTR), par. U1039, and Joint Travel Regulations, Volume 2 (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. The provisions in this Appendix are to be used in place of TDY allowances in the JFTR and JTR (with exceptions and references as noted herein), except that the provisions in JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees are to be used for travel of:

1. Senior ROTC;
2. Reserve Component Member travel for medical and dental care;
3. Retirees called to active duty;
4. Ready Reserve Component members authorized muster duty allowance;
5. midshipmen and cadets,
6. patients/for health care, and escorts and attendants;
7. pre-employment travel;
8. when accompanying members of Congress and Congressional Staff;
9. employees with a disability when additional travel and transportation expenses are incurred;
10. UN Peacekeeping;
11. prisoners and their guards or for disciplinary action; and
12. for rules that apply when emergency situations occur while TDY is being performed.

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

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

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

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

## T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. Government mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in website <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

## T4020 TDY TRAVEL POLICY

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

### B. Traveler Rights and Responsibilities

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

*Effective 1 April 2005*

## \*6. Fees for:

a. Currency conversion. Travelers:

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

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

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

(4) are authorized the 1% “international transaction fee” for official qualifying transactions charged by the Government-sponsored contractor-issued travel charge card vendor. This charge is listed as a separate line item on the credit card billing statement.

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

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

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

## 7. CTO service and processing fees;

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

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

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

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

## 12. Authorized expenses for:

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

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

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

***Effective 1 April 2005***

\*21. For lodging expenses incurred when a member takes leave *during contingency operations* see par. U7225; and

\*22. Similar travel related expenses.

F. **Reimbursement for Travel Expenses at the TDY Location**

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

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

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

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

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

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

**APPENDIX Q**  
**OVERSEAS TOUR LENGTHS**

**TABLE 1 - DoD**

**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 ( <i>eff 1 May 2004</i> )	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 ( <i>eff 17 September 2004</i> )	24	18
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

<b>Country or Area</b>	<b>Tours in Months Accompanied</b>	<b>Tours in Months Unaccompanied</b>
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

<b>Country or Area</b>	<b>Tours in Months Accompanied</b>	<b>Tours in Months Unaccompanied</b>
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 ( <i>effective 7 July 2004</i> )	36	24
OKINAWA (See JAPAN)		
OMAN	24	12
PAKISTAN	24	12
PANAMA (except as indicated)	36	24
Galeta Island	NA	12
PARAGUAY	24	18

<b>Country or Area</b>	<b>Tours in Months Accompanied</b>	<b>Tours in Months Unaccompanied</b>
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

<b>Country or Area</b>	<b>Tours in Months Accompanied</b>	<b>Tours in Months Unaccompanied</b>
TURKEY (except as indicated)	24	15
Elmadag, Karatas, Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmir, Izmit, Murted, Oratakoy, Pirincli, 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 1315.18, 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.)

**TABLE 2 - NOAA (effective 31 January 2005)**

Tour lengths are established by NOAA/CPC. Submit changes to tour lengths to NOAA/CPC. *Do not submit tour length changes to PDTATAC.*

The following are overseas tour lengths *for members of NOAA only*:

<b>Country or Area</b>	<b>Tours in Months Accompanied</b>	<b>Tours in Months Unaccompanied</b>
ALASKA	36	36
AMERICAN SAMOA	NA	12
ANTARCTICA	NA	12
AUSTRALIA (LEARMONTH)	36	36
FRANCE	36	36
HAWAI'I	36	36
SWITZERLAND	36	36

## APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) and, effective 2 Nov 2002, for civilian employees and their dependents:*

<b>Authorized FEML Location</b>	<b>Command Region</b>	<b>Authorized Destination</b>	<b>Re-certification Due Date</b>
Albania, Tirana	European	Frankfurt	<i>1 Jan 2003</i>
Argentina	Southern	Miami	<i>30 Apr 2005</i>
Armenia, Yerevan	European	Frankfurt	<i>30 Apr 2005</i>
Australia, Alice Springs	Pacific	Honolulu	31 Mar 2006
Australia, Exmouth	Pacific	Perth	31 Mar 2006
Australia, Learmonth	Pacific	Perth	31 Mar 2006
Azerbaijan, Baku	European	Frankfurt	31 Jul 2005
*Bahrain	Central	Frankfurt	31 Oct 2005
Bangladesh, Dhaka	Pacific	Honolulu	31 Mar 2006
Barbados	Southern	Miami	<i>30 Apr 2005</i>
Belarus, Minsk	European	Frankfurt	<i>30 Apr 2005</i>
Belize	Southern	Miami	<i>30 Apr 2005</i>
Bolivia	Southern	Miami	<i>30 Apr 2005</i>
Botswana, Gaborone	European	Frankfurt	<i>31 Mar 2005</i>
Brazil	Southern	Miami	<i>30 Apr 2005</i>
Bulgaria, Sofia	European	Frankfurt	<i>31 Mar 2005</i>
Burma, Rangoon	Pacific	Honolulu	31 Mar 2006
Cambodia, Phnom Penh	Pacific	Honolulu	31 Mar 2006
Cameroon, Yaounde	European	Frankfurt	<i>30 Apr 2005</i>
Chad, N'djamena	European	Frankfurt	<i>30 Apr 2005</i>
Chile	Southern	Miami	<i>30 Apr 2005</i>
China, Beijing	Pacific	Honolulu	31 Mar 2006
Columbia	Southern	Miami	<i>30 Apr 2005</i>
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
Croatia, Zagreb	European	Frankfurt	<i>31 Mar 2005</i>
Cuba, Guantanamo Bay	Southern	Jacksonville	31 Dec 2006
Cuba, Havana ( <i>for Coast Guard uniformed members only</i> )	USCG	Miami	18 Dec 2005
Cyprus, Nicosia	European	Frankfurt	<i>31 Mar 2005</i>

Democratic Republic of Congo, Kinshasa	European	Frankfurt	<b>30 Apr 2005</b>
*Djibouti	Central	Frankfurt	31 Oct 2005
Dominican Republic	Southern	Miami	<b>30 Apr 2005</b>
Ecuador	Southern	Miami	<b>30 Apr 2005</b>
*Egypt	Central	Frankfurt	31 Oct 2005
El Salvador	Southern	Miami	<b>30 Apr 2005</b>
*Eritrea, Asmara	Central	Frankfurt	31 Oct 2005
Estonia, Tallinn	European	Frankfurt	<b>31 Mar 2005</b>
*Ethiopia, Addis Ababa	Central	Frankfurt	31 Oct 2005
Fiji	Pacific	Honolulu	31 Mar 2006
Gabon, Libreville	European	Paris	<b>31 Oct 2004</b>
Georgia, Tbilisi	European	Frankfurt	<b>31 Mar 2005</b>
Ghana, Accra	European	Frankfurt	<b>30 Apr 2005</b>
Greece, Athens	European	Frankfurt	<b>31 Mar 2005</b>
Greece, Larissa	European	Frankfurt	<b>31 Mar 2005</b>
Greenland, Thule 1/	European	Baltimore	31 May 2006
Guatemala	Southern	Miami	<b>30 Apr 2005</b>
Guinea, Conakry	European	Paris/Frankfurt	<b>31 Jan 2005</b>
Guyana	Southern	Miami	<b>30 Apr 2005</b>
Haiti	Southern	Miami	<b>30 Apr 2005</b>
Honduras	Southern	Miami	<b>30 Apr 2005</b>
Hong Kong	Pacific	Los Angeles	31 Mar 2006
India, New Delhi	Pacific	Honolulu	31 Mar 2006
Indonesia, Jakarta	Pacific	Honolulu	31 Mar 2006
Israel, Tel Aviv	European	Frankfurt	<b>31 Mar 2005</b>
Ivory Coast, Abidjan	European	Frankfurt	<b>31 Mar 2005</b>
Jamaica	Southern	Miami	<b>30 Apr 2005</b>
*Jordan	Central	Frankfurt	31 Oct 2005
*Kazakhstan, Almaty	Central	Frankfurt	31 Oct 2005
*Kenya	Central	Frankfurt	31 Oct 2005
Korea 2/ ( <i>eff 28 May 2004</i> )	Pacific	Chicago or Los Angeles	<b>28 May 2005</b>
*Kuwait	Central	Frankfurt	31 Oct 2005
*Kyrgyzstan, Bishkek	Central	Frankfurt	31 Oct 2005

Laos, Vientiane ( <i>eff 29 October 2004</i> )	Joint POW/MIA	Honolulu	31 October 2006
Latvia, Riga	European	Frankfurt	<b>30 Apr 2005</b>
Lithuania, Vilnius	European	Frankfurt	<b>31 Mar 2005</b>
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	<b>31 Mar 2005</b>
Madagascar, Antananarivo ( <i>eff 28 May 2004</i> )	Pacific	Frankfurt	31 May 2006
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Mar 2006
Mali, Bamako	European	Frankfurt	<b>30 Apr 2005</b>
Marshall Islands, Majuro	Pacific	Honolulu	<b>31 Aug 2003</b>
Mexico	Southern	San Antonio	<b>30 Apr 2005</b>
Moldova, Chisnau	European	Frankfurt	<b>30 Apr 2005</b>
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Mar 2006
Morocco, Rabat	European	Frankfurt	<b>31 Mar 2005</b>
Mozambique, Maputo	European	Frankfurt	<b>31 Mar 2005</b>
Namibia, Windhoek	European	Frankfurt	<b>30 Apr 2005</b>
Nepal, Kathmandu	Pacific	Honolulu	<b>31 Dec 2004</b>
Nicaragua	Southern	Miami	<b>30 Apr 2005</b>
Niger, Niamey	European	Frankfurt	<b>31 Mar 2005</b>
Nigeria, Lagos	European	Frankfurt	<b>31 Mar 2005</b>
*Oman)	Central	Frankfurt	31 Oct 2005
*Pakistan	Central	Frankfurt	31 Oct 2005
Panama	Southern	Miami	<b>30 Apr 2005</b>
Paraguay	Southern	Miami	<b>30 Apr 2005</b>
Peru	Southern	Miami	<b>30 Apr 2005</b>
Philippines, Metro Manila	Pacific	Honolulu	31 Mar 2006
Poland, Warsaw	European	Frankfurt	<b>31 Mar 2005</b>
*Qatar	Central	Frankfurt	31 Oct 2005
Romania, Bucharest	European	Frankfurt	<b>31 Mar 2005</b>
Russia, Moscow	European	Frankfurt	<b>31 Mar 2005</b>
Rwanda, Kigali	European	Frankfurt	<b>30 Apr 2005</b>
*Saudi Arabia	Central	Frankfurt	31 Oct 2005
Senegal, Dakar	European	Frankfurt	<b>30 Apr 2005</b>
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Jun 2005

Singapore	Pacific	Honolulu ( <i>eff 14 Apr 2004</i> )	31 Mar 2006
South Africa, Pretoria	European	Frankfurt	<i>31 Mar 2005</i>
Sri Lanka, Columbo	Pacific	Frankfurt	31 Mar 2006
Suriname	Southern	Miami	<i>30 Apr 2005</i>
*Syria, Damascus	Central	Frankfurt	31 October 2005
Tanzania, Dar Es Salaam	European	Frankfurt	<i>30 Apr 2005</i>
Thailand, Bangkok	Pacific	Honolulu	31 Mar 2006
Thailand, Chiang Mai	Pacific	Honolulu	31 Mar 2006
Trinidad and Tobago	Southern	Miami	<i>30 Apr 2005</i>
Tunisia, Tunis	European	Frankfurt	<i>31 Mar 2005</i>
Turkey, Ankara	European	Frankfurt	<i>30 Apr 2005</i>
Turkey, Izmir	European	Frankfurt	<i>1 Jan 2003</i>
*Turkmenistan, Ashgabat	Central	Frankfurt	31 Oct 2005
Uganda, Kampala	European	Frankfurt	<i>30 Apr 2005</i>
Ukraine, Kiev	European	Frankfurt	<i>31 Mar 2005</i>
*United Arab Emirates	Central	Frankfurt	31 Oct 2005
Uruguay	Southern	Miami	<i>30 Apr 2005</i>
*Uzbekistan, Tashkent	Central	Frankfurt	31 Oct 2005
Venezuela	Southern	Miami	<i>30 Apr 2005</i>
Vietnam, Hanoi	Pacific	Honolulu	31 Mar 2006
*Yemen	Central	Frankfurt	31 Oct 2005
Zambia, Lusaka	European	Frankfurt	<i>31 Oct 2004</i>
Zimbabwe, Harare	European	Frankfurt	<i>31 Mar 2005</i>

***Effective 16 March 2005***

\*1/ Exception to the 24-month tour requirement approved by PDUSD (P&R) on 18 Mar 2002 memo.

***Effective 28 May 2004***

2/ Only for uniformed members of the 2d Brigade Combat Team, 2d Infantry Division on unaccompanied tours in Korea preparing for deployment for Operation Iraqi Freedom. PDUSD (P&R) authorized an exception to the 24-month tour requirement and the 6 months begin/end of the tour limitation on 28 May 2004.