

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 224

Alexandria, VA

1 August 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 August 2005 unless otherwise indicated.

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This change includes all material written in MAP Items 08-05; 26-05(E); 32-05(E) and military editorials 05032; 05033; 05035 through U5042; 05044 and 05045. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 223 cover page.

BRIEF OF REVISION

These are the major changes made by Change 224:

U1010-B2; U3125-B1f; U3125-B4a; Appendix A. Implements Amendment-304 that revises the definition of first-class. Redefines a two cabin aircraft as coach and business-class when that is what the air fare is coded, rather coach and first-class.

U1410-A4; T4040-E4. Corrects incorrect cross-references in pars. U1410-A4, and T4040-E4.

U2146-B. Clarifies that Secretarial authority to designate a training course of 20 or more weeks as a TDY does not apply to back-to-back courses at one location.

U3120-A4. Changes “no” “not” in par. U3120-A4.

U3125-B4J; U3125-C; T4025-C; T4060-B3. Clarifies that State Department and USAID authority for use of foreign air commercial carriers between foreign locations, even when U.S. Flag carriers are available, does not apply to uniformed members, DoD civilian employees or their dependents.

U5243-D4. Corrects paragraph reference.

U5420-C3. Corrects paragraph reference.

U7210. Authorizes than one trip for convalescent leave if recommended by the attending physician and approved through the Secretarial Process.

T4000. States that activities authorized to use Appendix O are listed at the end of this Appendix.

Chapter 2, Part G. Adds guidance for conference planning.

Appendix A. Aligns lists under 'DoD Components' for clarity.

Appendix F1. Clarifies that two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.

Appendix L, par. B1b; Appendix O, Table of appendix. Changes the name of the Ballistic Missile Defense Organization (BMDO) to Missile Defense Agency (MDA).

Appendix S. Changes the recertification date and command for Mexico FEML and changes the recertification date for all other SOUTHCOM locations to 30 April 2007.

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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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CHAPTER 1

PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

This Volume contains basic statutory regulations concerning official travel and transportation of members of the Uniformed Services. The regulations in this Volume pertain to travel and transportation and certain station allowances. These regulations are issued under the authority of 10 USC §2631-2635 and Chapter 7, 37 USC.

There may be circumstances when payment of certain allowances is prohibited. Those circumstances are stated. However, just because a prohibition is not stated does not mean that authorization exists or can be provided. All regular and reserve personnel, without regard to the Service to which they are assigned, are covered.

Effective 9 September 2004

U1005 GENERAL

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized the travel, transportation and station allowances in this Volume as opposed to the authorized allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. These regulations provide special allowances for DoD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S. These regulations also affect their dependents. *Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose.* The allowances include:

1. Environmental and morale leave transportation,
2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel in connection with TDY,
5. Dependent visitation,
6. Dependent care expenses connected with training of responsible dependents,
7. Representational travel by dependents,
8. Removal of dependents and HHG,

9. Shipment of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

U1010 IMPLEMENTATION

A. Regulations. *The regulations in this Volume require no further allowances implementation.* When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites that do have implementing instructions provided by Service regulations. There may be additional implementing instructions that are not specifically cited below. ***NOTE: DoDD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.***

1. Completion and submission of travel vouchers;

Effective 1 June 2005

*2. Appropriate authority/approval level for business-class air travel (see par. U3125-B2b);

3. Order endorsements related to foreign flag carriers (par. U3125-C4);

4. Procedures for the issuance, use, and care of meal tickets, and for the payment for meals procured with the tickets (see par. U1500-B);

5. Procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Parts B, C, D, E2, F, G and H – see par. U5020) may be made. (Also, see pars. U5165, U5250, U5560, U6013-A, U6013-B, U6060-A, U6060-B, U9116-B, and U9208);

6. Appropriate separation activities (see pars. U5125-A3 and U5130-A3);

7. Required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);

8. Claims for personally procured HHG transportation (see pars. U5320-D);

9. Member financial responsibility (see pars. U5340-A2, U5380-A, U5420-C, U5445, U5474, and U5520);

10. Personal emergency determination (see par. U7205-A);

11. Transportation of the remains of deceased members and dependents (see Chapter 7, Part R);

12. Currency loss/gain procedures for OHA (see par. U9116-B);

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 childcare, 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.

Effective 19 May 2005

*4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. U1410-A3d and U1410-A3e apply to this expense).

- 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

U2556

GUIDANCE FOR CONFERENCE PLANNING (FTR, Chap 301, App. E)

- A. Terms
- B. Getting Started
- C. Planning Committee
- D. Milestone Schedule
- E. Specification Sheet
- F. Budgeting
- G. Conference Site Selection
- H. Geographic Location
- I. Facility Types
- J. Date Selection
- K. Considerations when Choosing a Site
- L. Food and Drink
- M. Account Reconciliation
- N. Notification
- O. Facility Process
- P. Registration Process
- Q. Conference Information Package
- R. Miscellaneous
- S. Resources
- T. Conclusion

PART H: MILEAGE & MALT RATES

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U2605	PCS TRAVEL A. General B. PCS MALT Rates
U2610	CONVERTING KILOMETERS TO MILES
U2615	SELF-PROPELLED MOBILE HOME

NOTE: A member's PCS order to a course of instruction may not be changed to a TDY order after arrival at the new PDS, unless the order was erroneously issued.

Effective 20 May 2005

*B. TDY vs. PCS Status for Training Courses of 20 or More Weeks. The Secretary concerned (without delegation) may authorize a designated course (excluding initial entry courses) scheduled for:

1. 20 or more weeks,
2. But not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS. The status (either TDY or PCS) of all members, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same (***Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.***). For courses attended by multiple Services, the Secretary concerned must obtain agreement from the other affected Service Secretaries before changing the course.

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.

***U2556 GUIDANCE FOR CONFERENCE PLANNING (FTR, Chap 301, App. E)**

A. Terms

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. The term "conference" also applies to training activities that are conferences under 5 CFR §410.404.
2. Conference lodging allowance: The rate that is up to 25 percent above the established lodging per diem rate.
3. Milestone schedule: Deadlines, which need to be reached in a progressive and orderly manner.
4. Planner: The person designated to oversee the conference.
5. Planning committee: Operational group significantly contributing to a conference's overall success and able to fully reflect the needs of both the agency and the attendees.

B. Getting Started. Depending on the conference size, type, and intended effect, start planning a minimum of one year in advance. Designate a planner and a planning committee.

C. Planning Committee. Planning committee functions typically include:

1. Establishing a set of objectives, and
2. Developing a theme, and

3. Making recommendations for location, agenda, dates, and logistics, e.g., schedule, exhibits, speaker, and
4. Making suggestions as to who should attend, and
5. Serving as communications link between planners and participants, and
6. Evaluation and follow-up, and
7. Similar functions.

D. Milestone Schedule

1. Develop a milestone schedule, which is essential to conference planning, by working backward from the beginning date of the conference to include each major step. Examples include:
 - a. Planning committee meetings.
 - b. Preparation of mailing lists.
 - c. Letters of invitation.
 - d. Designation of speakers.
 - e. Confirmation letters to speakers.
 - f. Confirmation with site selection official.
 - g. Preparation of agenda.
 - h. Preparation of specification sheet.
 - i. Location and date selection.
 - j. Exhibits.
 - k. Budget.
 - l. Printing requirements.
 - m. Signage.
 - n. Conference information packages.
 - o. Scheduling photographer (if planned).

- p. Use of agency seal and conference logo.
 - q. Handicapped requirements.
 - r. Planning of meals and refreshments, if appropriate.
2. Establish completion dates for each major step.
 3. Update and revise the schedule as needed.
- E. Specification Sheet. A detailed specification sheet is necessary to:
1. Identify essential elements of a conference which typically include:
 - a. Sleeping rooms and on-site food services. It is generally best to estimate on the low side for the number of sleeping rooms and meals to be prepared. Facilities, unless there is only limited available space, are usually prepared to increase the number of sleeping rooms and meals; however, they discourage—and in some cases penalize—if the sleeping room and meal guarantees are not met, and
 - b. Meeting rooms, and
 - c. Exhibit facilities, and
 - d. Audio-visual equipment and support services, and
 - e. Miscellaneous support services, and
 - f. Sleeping rooms with amenities, e.g., Internet access, data ports, conference call, and voice mail, and
 - g. Similar specifications.
 2. Determine costs:
 - a. Procurement. Bring contracting officer into the process early. All agreements and decisions should be written and agreed to by the agency-contracting officer before being sent to the facility.
 - b. Government per diem rates. The Government per diem rate applies to Federal attendees. Application of it to non-Federal attendees is at the discretion of the property and conference negotiator.
 - c. Registration fee. Generally, the registration fee covers all direct expenditures of agency funds for planning and organization of a conference, e.g., meeting room accommodations, meals, light refreshments (if appropriate), speaker fees, publications, and materials. Anything directly relating to the conference, except liquor, can be included in the fee. To estimate the registration fee, divide the proposed budget by the estimated number of attendees.

F. Budgeting. Decide who pays for the conference expenses (other than sleeping room accommodations and individual meals), i.e., by the attendee from a training or registration fee, or directly by the agency.

G. Conference Site Selection. Minimize total costs, all factors considered.

H. Geographic Location. In determining where to locate the conference, consider:

1. Targeted audience.
2. Total costs, including per diem, transportation, and other.
3. Accessibility by car or air.
4. Whether recreational activities are necessary.
5. The expense of desired facility (significant savings can be achieved in off-season periods).

I. Facility Types

1. Federal Government. Use Government-owned or Government-provided conference facilities to the maximum extent possible.
2. Convention centers. Excellent for very large meetings, trade shows and exhibits; usually located near a large number of hotels.
3. Conference centers. Dedicated meeting facilities; good for smaller meetings when numerous breakout sessions are planned.
4. Colleges and universities. Many have good meeting facilities and can offer sleeping accommodations when school is not in session.
5. Hotels. Commercial facilities that may be used to meet all conference needs or just the room night needs.

J. Date Selection. For availability and economical reasons, the best months are April, May, September, October, and November. Book the facility as early as possible to increase the chances of getting the desired date. However, pay particular attention to commitments for September or October due to fiscal year budget considerations.

K. Considerations when Choosing a Site

1. Is the facility:
 - a. Cost effective, e.g., are Government rates honored?
 - b. Safe, e.g., FEMA-approved?

- c. Secure (i.e., on-site security personnel?)
 - d. Easily reached from an airport or by car?
 - e. Clean?
 - f. Well run, e.g., does the staff seem to be competent and responsive?
 - g. Laid out in a functional way?
 - h. Large enough to supply the number of sleeping rooms required?
 - i. Set up to provide necessary conference registration equipment?
 - j. Handicapped accessible?
2. Parking:
- a. Is it adequate?
 - b. How close to the facility is it?
 - c. Is it secure and safe?
 - d. Is the cost separate?
3. Sleeping rooms:
- a. Will the facility make the reservations, or else who is responsible for making the reservations for participants?
 - b. What are the facility's registration rules?
 - c. What are departure rules?
4. Meeting room functionality:
- a. Is appropriate space available?
 - b. What costs are involved?
 - c. Is needed equipment available (i.e., for conference registration, faxes, phones, computers, copiers)? Do not rent equipment unless it is absolutely unrealistic to bring it.
 - d. Are rooms designated for agency use for the duration of the conference?

- e. Are there columns that can block views?
 - f. Are ceilings high enough for audio-video equipment?
 - g. Are rooms suitable for both classroom and/or theatre setups?
 - h. Are there windows? Shades?
 - i. Are there manually controlled thermostats?
 - j. Are rooms handicapped accessible?
 - k. Where are electrical outlets?
 - l. Can the rooms be darkened?
 - m. Would it be more economical to bring audio-visual equipment?
 - n. Does the facility want meeting schedules and room layouts in writing in advance of the conference?
 - o. If necessary, can the rooms be entered the evening before for an early setup?
 - p. Will the facility arrange for room setup if given a layout?
 - q. What set-up costs are included?
 - r. What are departure rules?
5. Exhibits:
- a. If exhibits are planned, is suitable exhibit space available?
 - b. Are easels available at no cost?
 - c. What are the put-up and takedown times?
 - d. What costs are involved?
 - e. What about pre-delivery and after-conference arrangements?
 - f. If exhibits are shipped, know where and to whom they are to be sent.
 - g. If bringing large exhibits, determine location of loading dock, appropriate entrances and elevators.
 - h. Are there additional handling fees?
 - i. Check hotel policy on posting, size and appearance of signs.

L. Food and Drink1. Meals

- a. Generally, appropriated funds cannot be used to pay for meals for employees at their official duty stations.
- b. Employees on TDY travel may be served meals but cannot be reimbursed for those provided at government expense.
- c. Clarify in advance the appropriate per diem reduction(s) of meal(s) allowance(s) for TDY travel.
- d. Pay, or reimburse, as desired an employee for meals as necessary expenses incident to an authorized training program (under the Government Employees Training Act (GETA) at 5 USC §4104(4)), if a determination has been made that essential training must be conducted during the meal.
- e. Work closely with the hotel to plan quality menus that fit within authorized per diem rates.
- f. Clarify and agree in advance to the number of meal guarantees.
- g. Ensure that gratuities and service charges are added to the cost of each meal, and determine the method of billing to be used (e.g., signed guarantee, collected meal tickets, or actual quantities consumed).
- h. Confirm menus.

2. Breaks and Refreshments. Breaks should last no longer than 30 minutes and take place between meeting sessions. The following should also be considered when planning for refreshments:

- a. Keep in mind that everyone does not drink coffee or tea.
- b. Clarify and agree in advance that coffee and pastries, if appropriate, are purchased by the gallon and dozen.
- c. Try to avoid a per person charge.
- d. Negotiate the cost into the contract.
- e. Be conservative in estimates. There are seldom 100 percent of the conference participants attending any one function.
- f. If coffee, soft drinks, and water are not included in the fee, are they available “at cost” to the attendee?

M. Account Reconciliation. It is important to request that the hotel bill be prepared in a logical and chronological sequence, and that backup data accompany the bill. Generally, the hotel completes its accounting of the conference within two weeks of the conclusion.

N. Notification

1. Announcement and/or Invitations. Announcement of the planned conference should be made as early as possible, even one year in advance; invitation letters, 8 weeks in advance. They should include:

- a. Point of contact name and telephone number.
- b. Registration form, card, or Internet address (include space for identifying handicapped requirements).
- c. Registration instructions.
- d. Registration deadline date.
- e. Detailed area map and driving instructions.
- f. Information on traffic patterns to avoid rush hour delays.
- g. Promotional brochures from the facility.
- h. Layout of facility including telephone numbers.
- i. Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.
- j. Agenda with a list of speakers and topics.
- k. Activity schedule for spouses and guests (all charges or costs attributed to spouses or guests must be borne by the individual attendee (not reimbursable by the Government)).
- l. Provide a sample travel voucher.
- m. Notice that the conference lodging allowance applies if applicable.
- n. Similar information.

2. Confirmations. A designated person or group should:

- a. Decide on the speaker(s) and the message to be conveyed and obtain early commitment(s) in writing.
- b. Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.
- c. Conduct a final planning committee meeting to confirm all plans.
- d. Confirm photographer's schedule.
- e. Confirm hotel plans at least one day in advance.

O. Facility Process

1. Check-In and-Out.
 - a. Streamline the process:
 - b. Does the facility need additional personnel?
 - c. Is electronic one-stop processing available?
 - d. Is luggage storage and shuttle service available?
 - e. Arrange parking for any special guests.
2. Provide signage.

P. Registration Process. Registration is generally the attendees' introduction to the conference. Give it special attention by:

1. Using directional signs.
2. Placing especially attractive or important exhibits nearby.
3. Planning for late arrivals.
4. Using state-of-the-art processing.
5. Checking out the registration capabilities of using GSA's electronic Smart Pay System.
6. Providing for handicapped attendees.

Q. Conference Information Package. Each registrant should be given a conference information package. Used regularly during the conference, the conference information package should be accurate, beneficial, and reflect detailed information on a daily/hourly basis. If time allows, try to finalize the package and send it to the printer at least 4 weeks in advance of the starting date. The program is ordinarily widely used, so print twice as many copies of the program there are expected attendees. The information package, for example, may contain:

1. A list of everything in the package.
2. A "welcome" letter.
3. A schedule.
4. Workshop agendas.
5. Discussion of exhibits.

6. Panelists' information.
7. Photos and biographies of speakers/special guests.
8. Facility layout and list of services available.
9. Identify designated smoking areas.
10. Special events.
11. Message center information.
12. Area map.
13. Other pertinent material.

NOTE: Use of the agency seal and conference logo may be considered for the conference package. However, the decision to use such items is strictly the judgment of agency officials.

R. Miscellaneous

1. Suggested Room Coordination. Plan ahead to setup:
 - a. Staff room to handle core of activities;
 - b. Meal functions;
 - c. Exhibit rooms, and
 - d. Meeting rooms—
 - (1) Theatre or auditorium for lectures;
 - (2) Facing speaker when note taking is important;
 - (3) Square or U-shaped style for discussion/interaction; and
 - (4) Banquet or roundtable for discussion.
2. Keeping in Touch. Plan for:
 - a. A message center to be set up in a central location for special announcements and telephone messages.
 - b. How to reach whomever at all times—use beepers and walkie-talkies.
 - c. Clear identification of conference staff.
 - d. Accommodation of physically impaired attendees with sign language or other special needs.

3. Mementos. Appropriations are not available to purchase memento items for distribution to conference attendees as a remembrance of an event. Two notable exceptions to the memento or gift prohibition are under training and awards. Work closely with appropriate agency officials to make final determinations.

S. Resources. The following resources may be of assistance in planning a conference:

1. An agency contracting officer;
2. Travel Management Centers;
3. Interagency Travel Management Committee members (a forum of agency travel policy managers—for member identification, contact the agency's administrative or financial office);
4. State Chambers of Commerce or Visitors Bureaus;
5. Local chapters of the Society of Government Meeting Professionals; and
6. Private industry conference planners.

T. Conclusion. Process:

1. Questionnaires, which may provide invaluable feedback about the success of the conference.
2. Training certificates.
3. Thank-you notes to participants, facility personnel, speakers, printers, photographers, and other special contributors.
4. Summary to acknowledge the accomplishments, and to convey the information discussed to a wider audience, may be an excellent promotional tool.

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.

Effective 3 June 2005

*4. Reimbursement Not Allowed. *Reimbursement is not 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, FEML, 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.

Effective 1 June 2005

*f. If an airline flight has only two classes of service (i.e., two ‘cabins’), with two distinctly different seating types (i.e., girth and pitch) available and the front cabin is termed business-class by the airline and the tickets are fare-coded as business-class, then the front of the cabin is business-class. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full-fare economy-class, and only restricted economy fares are available in the ‘economy’ cabin, the entire aircraft is economy seating. In this second situation, qualifying for premium-class travel is not required to purchase a non-restricted economy-fare seat in the front of the aircraft as the entire aircraft is ‘economy’.

- 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).

Effective 18 January 2005

(1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, 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 by the first-class authorizing/approving authority, may authorize/approve business-class transportation. ***Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited.*** Business-class authorization/approval authorities must obtain authorization/approval for their own business-class travel from the next higher approval authority. See par. U2000-A2b.

Effective 18 January 2005

c. Premium Class Authorization/Approval Authorities

	First Class (DoDD 4500.9)	Business Class
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-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.

Effective 18 January 2005

d. When required by the mission. This criterion is exclusively for use in connection with Federal advisory committees and special high-level invited guests. For DoD, the approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director. 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 also must be met (par. U3125-B3a, U3125-B3b, U3125-B3c, U3125-B3d, or 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:

Effective 1 June 2005

*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, FEMLE, and personnel evacuations.) When TDY travel in business-class accommodations is authorized/approved because the mission is "so urgent it cannot be postponed," business-class accommodations may only be authorized to the TDY site. 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 18 January 2005

d. When required by the mission. This criterion is for use in connection with Federal advisory committees and special high-level invited guests. The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

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.

i. TDY travel is between authorized origin and destination points (at least one of which is OCONUS), the scheduled flight time (including non-overnight airport stopovers and plane changes) is in excess of 14 hours, **and the TDY purpose/mission is so unexpected and urgent it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work.** See NOTE 2 below.

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

NOTE 2: The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class accommodations for PCS, COT Leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.

NOTE 3:

(1) The member or dependent is not eligible for business-class accommodations at Government expense, if:

(a) A ‘stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,

(b) A rest stop en route is authorized, or

(c) An overnight rest period occurs at the TDY location before beginning work.

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

*(3) On TDY travel, the 14-hour rule (in par. U3125-B4i above) only applies en route to the TDY site. Less than business-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.

(4) When use of business-class accommodations is authorized/approved, use of business-class airfares provided under the Contract City Pair Program is mandatory.

j. 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

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

a. Orders. See par. U2000-A2a.

b. Travel Certification. The member must certify, on the travel order, or by travel order attachment, the reason(s) for the use of premium-class airline accommodations. (*Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. U3125-B3 and U3125-B4.*) Specific authorization/approval, including which of the specific conditions was met, and the cost difference between the premium- and coach-class, must be attached to, or stated on, the travel order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the member must certify these circumstances on the travel order attachment. In the absence of specific authorization/approval from an authority designated in par. U3125-B2, the member is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the member or dependent was eligible.

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

****NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to uniformed Service members (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employees, or their dependents. Uniformed Service members, DoD civilian employees, and dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in this paragraph.***

1. Requirements. Available U.S. flag air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. U3125-C3, U.S. flag air carrier service is available if the:

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

b. Service accomplishes the mission, even though:

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

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

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

(4) The only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

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

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

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

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

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

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

4. Air Travel Schedule Selection

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

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

b. Selecting a Schedule. The following example applies the guidelines shown in par. U3125-C4a when selecting a schedule.

EXAMPLE

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

Schedule I

Monday/Tuesday/Thursday/Saturday/Sunday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Foreign
Arrive:	Stuttgart	1410	

Schedule II

Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III

Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Schedule IV

Daily (except Saturday)

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

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

U3130 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents travel by car ferry IAW par. U5116-C3. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

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

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

NOTE: See par. U2000-A2c for medical reasons.

C. Ship Accommodations. Members and/or dependents who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations at Government expense must be authorized/approved IAW par. U3130-D.

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

NOTE: See par. U2000-A2b.

1. Authorization/Approval. Use of more costly first-class accommodations, under the circumstances specified in par. U3130-E, may be authorized/approved in accordance with par. U3125-B2.
2. Requirements. Authorization for more costly first-class ship accommodations use at Government expense should be received in advance of the travel unless extenuating circumstances or emergency situations make advance authorization impossible. In these cases, the member must request written approval from the appropriate authority at the earliest possible time. See par. U2000-A2a.

Effective 16 August 2004

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

1. Less costly first-class accommodations are not available.
2. See par. U2000-A2c for medical reasons.
3. There are exceptional security requirements. Examples are:
 - a. A member or dependent whose use of least costly first-class accommodations would entail danger to the member's or dependent's life or Government property.

- b. Agents of protective details accompanying individuals authorized to use more costly first-class accommodations.
- c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

F. Use of Ships of U.S. Registry

1. General. Ships of U.S. registry must be used except as provided in pars. U3130-F2 and U3130-F3 (46 USC §1241 (a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a ship of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, 1 May 1978).
2. Ship of U.S. Registry Use Impracticable. When use of a ship of U.S. registry would seriously interfere with/prevent the performance of official business, the AO official may authorize/ approve foreign flag ship use. Documentation required by par. U3125-C4 explaining why use of a ship of U.S. registry is impracticable must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.
3. Ship of U.S. Registry Unavailable. When a ship of U.S. registry is not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. U3125-C3 is used explaining why a ship of U.S. registry is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.
4. Determination Required. The authorizations/approvals referred to in pars. U3130-F2 and U3130-F3 must not be based on inconvenience in securing transportation on a ship of U.S. registry, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

Effective 27 April 2005

U3135 TRAIN TRANSPORTATION

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

B. Train Class Accommodations

1. Coach-class. The basic class of accommodations offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.
2. Slumber coach. Includes slumber coach accommodations on trains offering such accommodations, or the least expensive level of sleeping accommodations available on a train that does not offer slumber coach accommodations.
3. Business-class. A class of service offered on AMTRAK Acela or Metroliner extra fare train service. Includes first-class train accommodations in foreign areas when the only difference between less-than-first-class and first-class is that the first-class accommodations have reserved seating and no other amenities are included in the first-class accommodations (e.g., food, drinks, club service).
4. First-class. Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

C. AO Authorization/Approval. The AO can authorize/approve the following:

1. Coach-class. Any 'standard' economy (lower than premium-class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.
2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest class of service available on any AMTRAK Acela Express or Metroliner train service (including Acela Express) is business-class and is advantageous to the Government. No further agency approval is needed except see note for U.S. Coast Guard. However, if the lowest class available is first-class, the AO still must comply with the requirements in par. U2000-A2 for premium-class travel orders. "Coach" class is the lowest available class on Amtrak Regional trains. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only as provided in pars. U3135-D and U3135-E.
3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest service class available is advantageous to the Government and no further agency approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the requirements in par. U2000-A2 for premium-class transportation annotation travel orders. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO (see note for U.S. Coast Guard) can authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only as provided in pars. U3135-D and U3135-E.

NOTE: Premium-class travel accommodations, regardless of transportation modes, must be authorized/approved by USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.

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

1. Authorization/Approval. The first-class authorizing/approving authority official in par. U3125-B2 may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve first-class accommodations use when Coast Guard funds are being used. See par. U2000-A2b.
2. Requirements. See par. U2000-A2a.

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

1. Advantageous to the Government and no coach-class train accommodations are reasonably available. "Reasonably available" means available coach-class train accommodations that are available and scheduled to leave within 24-hour period before the member's proposed departure time, or are scheduled to arrive within the 24-hour period before the member's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" must also be based on slumber coach sleeping accommodations availability. "Reasonably available" does not include accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete the duty.

2. See par. U2000-A2c and Appendix H, Part IV for medical reasons.
3. There are exceptional security requirements. Examples are:
 - a. A member whose coach-class accommodations use would entail danger to the member's life or Government property,
 - b. Agents of protective details accompanying individuals authorized to use first-class accommodations, and
 - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.
4. Coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in par. U3140-A for the travel involved.

U3145 CITY-PAIR PROGRAM

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

*Effective 14 February 2005*2. Transportation Allowances. A member:

- a. Permanently stationed OCONUS; and
- b. Accompanied by command-sponsored dependents at/or in the member's PDS vicinity (or the homeport of an OCONUS homeported 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 OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement can not exceed the transportation allowances (*see NOTE below*) for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

Effective 14 February 2005

3. Lodging. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The amount of the reimbursement is determined using the per diem lodging ceiling applicable to the location of such a circumstance. ***NOTE: If another entity (such as an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for any lodging expense above that paid by the airline and within the per diem lodging ceiling for the location of the expense.)*** Lodging taxes on the authorized payment are also payable in a CONUS and non-foreign OCONUS location.

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 calendar days because of an unusual or emergency circumstance (i.e., an early or late holiday recess or school closing).

*Effective 10 May 2005**4. Limitations. Par. U5243-D does not apply to a member:

- a. assigned to a PDS/ship homeported in Alaska or Hawai'i who has an unmarried dependent child attending a school in the PDS state;
- 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 member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or
 - (2) member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/homeport vicinity;

- c. assigned to a PDS or ship homeported in Alaska or Hawai'i who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or
- d. who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

Effective 14 February 2005

5. Travel to a Location other than the Member's OCONUS PDS/Homeport

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, 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/homeport by the authorized transportation mode.

Effective 14 February 2005

6. Transoceanic Travel

- a. General. When AMC service is reasonably available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC service is not reasonably available, Government-procured air transportation (from a CTO/TMC) for the transoceanic travel portion is to be used.
- 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 CTO/TMC-provided Government-procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.
- c. Government-procured Transportation Not Available
 - (1) Reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled economy commercial air service over the direct route between origin and destination when CTO/TMC-provided Government-procured transportation is not available.
 - (2) Pars. U3125-B and U3125-C apply to dependent student travel.
 - (3) Reimbursement is limited to the least costly CTO/TMC-provided first-class passenger accommodations on a commercial ship if air travel is medically inadvisable. See par. C3130.

Effective 14 February 2005

7. Overland Travel

- a. Overland travel should be by CTO/TMC-provided Government-procured transportation, or, if a CTO/TMC is not available at personal expense on a reimbursable basis.

Step 2. Determine reimbursement when member, and spouse with 2 children, perform *non-concurrent travel in two POCs*.

STEP 2				
Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs				
	Per Diem		MALT	Total
Member	\$91 x 8 Days (\$728)	+	\$.15 x 2,666 mi (\$399.90) =	\$1,127.90
Spouse	\$91 x 8 Days (\$728)	+	\$.19 x 2,666 mi (\$506.54) =	\$1,234.54
1 st Child	\$64.50 x 8 Days (\$546) =			\$ 546.00
2 nd Child	\$64.50 x 8 Days (\$546) =			+ \$ 546.00
Total Paid				\$3,454.44

3. Step 3. Determine reimbursement limitation to drive one POC and transport one POC.

STEP 3	
Reimbursement Limitation to Drive One POC and Transport One POC	
Based on the above steps the total reimbursement limitation for transporting one vehicle is limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$3,454.44) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1POC (\$2,899.20). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV =	\$800.00
2. Reimbursement limitation is \$3,454.44 (Step 2) - \$2,899.20 (Step 1) =	- \$555.24
3. Total out-of-pocket expense for member to 'drive one and ship one' is \$800 – \$555.24 =	\$244.76

Effective 16 March 2004

U5420 TRANSPORTATION RESTRICTIONS

A. POV Purchased in a Non-foreign OCONUS Area

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at Government expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.
2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;
2. Determined to be necessary for reasons of national interest by the Secretary concerned or higher authority; or

3. Directed by the foreign government concerned.

C. Vehicle Size

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B8) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.
2. Excess cost collection is in accordance with Service regulations.

Effective 12 May 2005

- *3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

D. Combining POV Weight Limitations when Husband and Wife Are Members

1. The 20 measurement tons limitation contained in par. U5420-C may be combined for the purpose of transporting one larger POV at Government expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members under PCS orders.
2. Payment for transporting the vehicle may not exceed the total cost the Government would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port.

U5425 TRANSPORTATION METHODS

NOTE: In connection with transportation of a POV within CONUS when advantageous and cost-effective to the Government, the member is responsible for making all arrangements. See par. U5417.

- A. Government/Commercial Transportation. Transportation of a POV may be by Government/commercial means as authorized by law. Members traveling with their vehicles via ferry are covered in par. U5116-C3.

NOTE: Transportation of a POV by air is not authorized at Government expense (54 Comp. Gen. 756 (1975)).

- B. Personally Procured Transportation. An eligible member, who has not transported a POV at Government expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a Government representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the Government had arranged the transportation (51 Comp. Gen. 838 (1972)). The cost of a vehicle transported on a car ferry with the member/dependents is a reimbursable transportation expense (see par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances (see par. U5455-E).

U5435 PORTS/VPCS USED

- A. Designation of Ports. The Service concerned designates ports/VPCs to be used for loading and unloading POVs transported under this Part.

5. Transportation Funded by a Host Government. *If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.*

F. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML.*

***U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)**

A. Authorization. A member is authorized transportation allowances (no per diem) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

1. CONUS place of medical treatment to a place selected by the member and authorized/approved by the Secretarial Process, and
2. Member-selected place to any place of medical treatment.

NOTE: Additional trips may be authorized, if deemed necessary by the attending physician and authorized through the Secretarial Process.

B. Transportation Allowances. A member performing travel under par. U7210-A may select:

1. Transportation-in-kind;
2. Reimbursement for the commercial transportation cost when the member travels at personal expense (see Chapter 3, Part B and par. U5116-D), ***NOTE: IAW par. U3120-A1, it is mandatory policy that members use available CTOs to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110; or***
3. The TDY automobile mileage rate for the official distance.

NOTE: Government/Government-procured transportation must be furnished and used to the maximum extent practicable.

C. Reimbursement

1. Commercial transportation reimbursement is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel.
2. Reimbursement is prescribed in par. U5105-E2 when land travel is performed partly at personal expense and partly by transportation-in-kind.

D. Restrictions. *Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.*

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception:*** A member who departed the ship on emergency leave while the ship was in its homeport is authorized allowances under this paragraph even if the member knew of the ship's relocation before departing on emergency leave.

B. Limitation. A member is authorized travel and transportation allowances for the additional cost, if any, to return to a ship's new location over that required to return to its old location. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations.

C. Reimbursement. Travel and transportation allowances are the same as if traveling on TDY. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. *If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use.*

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Authorization. Eligible members are authorized the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

- a. Beginning the day they depart from the leave location or place they receive an order canceling leave, and ending on the arrival day at the duty station; and
- b. If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the order canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

- a. Actual contingency or emergency war operations, or
- b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
 - (1) Within 24 hours of departure, or
 - (2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:
 - (a) A substantial portion of the scheduled leave period has been eliminated by the recall, or
 - (b) The purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

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

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

Effective 1 June 2005

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

Types include:

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

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

Effective 1 June 2005

***ACCOMMODATIONS, COMMON CARRIER.**

1. First-Class. Generally, the highest accommodations class offered by commercial airlines in terms of both cost and amenities and termed "first class" by the airlines and in reservations systems. Includes suites offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Business-Class. A premium accommodations class offered by commercial airlines that is higher than coach/economy and lower than first-class in both cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline. For business-class definition for trains see par. U3135-B3.
3. Coach-/Economy-Class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the fare paid. The term applies

when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

4. Slumber Coach. The least expensive sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

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

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

ACTIVE DUTY. Full-time duty in the active service (37 USC §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary concerned. ***NOTE: A member is on active duty while in a travel status or while on authorized leave.***

ACTIVE DUTY FOR TRAINING. Full-time training duty in the active military service for the purpose of training members of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary concerned.

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

ACTUAL SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance, ***NOTE 2.***

ADVANCED TRAVEL OF DEPENDENTS. The movement of dependents based on a Permanent Change of Station (PCS) order, but before member travel.

AGENCY.

A. Includes:

1. An Executive agency, as defined in 5 USC §101;
2. A military department;
3. An office, agency or other establishment in the legislative branch;

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

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has authorized and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

COMMAND SPONSORED DEPENDENT. See ***DEPENDENT, COMMAND SPONSORED.***

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

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

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

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

CONSECUTIVE OVERSEAS TOUR (COT). (Also see ***IN PLACE CONSECUTIVE OVERSEAS TOUR.***) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

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

CONTINGENCY OPERATION. A military operation that:

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

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

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

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

***DEPARTMENT OF DEFENSE (DoD) COMPONENTS.** (Also ref: <http://www.defenselink.mil/pubs/almanac/> and/or <http://www.gov.com/agency/dod/agency.html>)

The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)
Department of the Army
Department of the Air Force
Department of the Navy (including the Marine Corps)
DoD Inspector General
United States Court of Appeals for the Armed Forces

DOD FIELD ACTIVITIES:

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

DEFENSE AGENCIES:

Defense Advanced Research Projects Agency
Defense Commissary Agency
Defense Contract Audit Agency
Defense Contract Management Agency
Defense Finance and Accounting Service
Defense Information Systems Agency
Defense Intelligence Agency
Defense Legal Services Agency
Defense Logistics Agency
Defense Security Cooperation Agency
Defense Security Service
Defense Threat Reduction Agency
Missile Defense Agency
National Geospatial Intelligence Agency
National Geospatial Intelligence College
National Security Agency/Central Security Service
Pentagon Force Protection Agency

JOINT SERVICE SCHOOLS:

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

APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A member, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year* (i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.*

A civilian employee, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year* (i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.). **NOTE: Two shipments of consumable goods (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized. This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156. **In no event may the total weight of HHG shipped and/or stored at Government expense exceed 18,000 pounds. The 18,000 pounds includes the weight of HHG shipped at Government expense, consumable goods shipments, and the weight of HHG stored.***

Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

LOCATIONS		
Afghanistan, Kabul	Eritrea, Asmara	Niger, Niamey
Albania, Tirana	Estonia	Nigeria, Lagos
Algeria, Algiers	Ethiopia, Addis Ababa	Norway, Bodo
Angola, Luanda	Gabon, Libreville	Oman, Muscat
Armenia, Yerevan	Georgia, Tbilisi	Pakistan, Islamabad Quetta
Azerbaijan, Baku	Ghana, Accra	Philippines, Manila
Bangladesh, Dhaka	Guinea, Conakry	Poland, Warsaw
Belarus, Minsk	Guyana, Georgetown	Romania, Bucharest
Bolivia, La Paz	Haiti	Russia, Moscow St. Petersburg
Bosnia & Herzegovina, Federation of	India, Calcutta Chennai Mumbai New Delhi	Rwanda, Kigali
Botswana	Indonesia	Senegal
Bulgaria, Sofia	Kazakhstan, Almaty (Alma-Ata) Astana (Aqmola)	Serbia & Montenegro, Republics of Belgrade
Burkina, Ouagadougou	Kenya	Sierra Leone, Freetown
Burma, Rangoon	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burundi, Bujumbura	Laos	Sri Lanka, Colombo
Cambodia, Phnom Penh	Latvia, Riga	Sudan, Khartoum
Cameroon, Yaounde	Liberia, Monrovia	Suriname, Paramaribo
Central African Republic, Bangui	Lithuania, Vilnius	Syria, Damascus

Chad, N'Djamena	Macedonia, The Former Yugoslav Republic of, Skopje	Tanzania, Dar es Salaam (eff 19 April 2005)
China, Beijing Shanghai	Madagascar, Antananarivo	Togo, Lome
Congo, Democratic Republic of the Kinshasa	Malawi, Lilongwe	Turkmenistan, Ashkhabat
Congo, Republic of the Brazzaville	Mali, Bamako	Uganda, Kampala
Cote d'Ivoire, Abidjan	Mauritania, Nouakchott	Ukraine, Kiev
Cuba, Havana	Mongolia, Ulaanbaatar	Uzbekistan, Tashkent
Cyprus, Nicosia	Moldova	Vietnam
Djibouti	Mozambique, Maputo	Yemen, Sanaa
East Timor	Nepal, Kathmandu	Zambia, Lusaka
Ecuador, Quito	Nicaragua, Managua	Zimbabwe

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA)
SUBMISSION CHANNELS

A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (*this authority must not be re-delegated*), or as designated by the Service concerned. The AO, or the official who requires the TDY assignment determines if an AEA is warranted. *Requests should arrive at least 10 days before travel begins*. Authority to authorize/approve AEAs is delegated below.

NOTE: Do not send AEA requests up to 300% directly to the PDTATAC.

B. AEA Requests up to but Not Exceeding 150%. Authority to authorize/approve AEA requests, not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4614-A and C4614-B) is delegated as indicated below.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: AO:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

Effective 1 June 2005

*b. Missile Defense Agency
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. *This authority must not be re-delegated.*

Effective 25 October 2004

g. Defense Information Systems Agency
Attn: MPS 4
PO Box 4502
Arlington, VA 22204-4502

h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035

i. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600

j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221

k. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816

l. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400

m. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651

n. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515

o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
Regional Directors of DCAA Regions at Eastern, Northeastern, Central, Mid-Atlantic, and Western for assigned personnel and other DCAA personnel under their command and control.

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Effective 3 June 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 at the end of this Appendix, 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.

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

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

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

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

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

B. Requirements

1. When making travel arrangements, travelers should use the following:
 - a. Services available under a TMS (see Appendix A), or
 - b. In-house travel offices.

Effective 1 September 2004

2. All travel arrangements must be made in accordance with:
 - a. DoDD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
 - b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and

c. Service regulations.

*C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft of foreign registry must *not* be authorized/approved unless the conditions in par. T4060-B3 are met (see also JFTR, par. U3125-C and JTR, par. C2204-C).

D. Transportation Reimbursement

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

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

Effective 27 April 2005

B. Commercial Transportation. The Services must require that CTOs arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city-pair flights, or to arrange foreign flag carriers, or business- (but not first-) -class accommodations (*see JTR, par. C1060, NOTE 1 and JFTR, par. U4326, NOTE 1*) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, pars. C2204-B2 and C2208-C (trains only) and JFTR, pars. U3125-B2 and U3135-C (trains only) may authorize business- or first-class accommodations use.

Effective 28 Apr 05

C. Rental Vehicles (Includes Aircraft). When rental vehicle use is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U1410 and JTR par. C1410). The following expenses are also reimbursable: parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage, hangar or boathouse rental; subsistence of operator; and optional extra collision hull insurance for rental aircraft. When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the SDDC rental car agreement. *Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.* Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles, while the vehicles are being used for official business, are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (found at website <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DoD Services). *Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.*

*Effective 28 April 2005*D. Government Transportation

1. The TO arranges international Government airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

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

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

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

Effective 18 November 2004

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

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 childcare, 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.

Effective 19 May 2005

*4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. T4040-E3d and T4040-E3e 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.***

NOTES:

1. *If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.*
2. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*
3. *The 14-hour rule only (in par. T4060-B1c(6) above) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.*
4. *When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.*
5. *When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.*

**NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to uniformed Service members (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employees, or their dependents. Uniformed Service members, DoD civilian employees, and dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in this paragraph.*

3. Using American Flag Carriers. Available U.S. flag air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S. flag carriers are not considered “available” if:***
 - a. Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
 - b. Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
 - c. Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
 - d. The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
 - e. The travel can only be financed with excess foreign currency and available U.S. flag carriers do not accept the currency;
 - f. Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

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

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

5. Lodging Selection

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

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

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

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

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

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

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

[1] Authorization to begin testing using simplified allowances was pending but never issued.

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

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

APPENDIX S
Effective 18 May 2005

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	<i>1 Jan 2003</i>
*Argentina	Southern	Miami	30 Apr 2007
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	30 Apr 2007
Belarus, Minsk	European	Frankfurt	<i>30 Apr 2005</i>
*Belize	Southern	Miami	30 Apr 2007
*Bolivia	Southern	Miami	30 Apr 2007
Botswana, Gaborone	European	Frankfurt	<i>31 Mar 2005</i>
*Brazil	Southern	Miami	30 Apr 2007
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	30 Apr 2007
China, Beijing	Pacific	Honolulu	31 Mar 2006
*Columbia	Southern	Miami	30 Apr 2007
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 (for Coast Guard uniformed members only)	USCG	Miami	18 Dec 2005
Cyprus, Nicosia	European	Frankfurt	<i>31 Mar 2005</i>
Democratic Republic of Congo, Kinshasa	European	Frankfurt	<i>30 Apr 2005</i>

Djibouti	Central	Frankfurt	31 Oct 2005
*Dominican Republic	Southern	Miami	30 Apr 2007
*Ecuador	Southern	Miami	30 Apr 2007
Egypt	Central	Frankfurt	31 Oct 2005
*El Salvador	Southern	Miami	30 Apr 2007
Eritrea, Asmara	Central	Frankfurt	31 Oct 2005
Estonia, Tallinn	European	Frankfurt	31 Mar 2005
Ethiopia, Addis Ababa	Central	Frankfurt	31 Oct 2005
Fiji	Pacific	Honolulu	31 Mar 2006
Gabon, Libreville	European	Paris	31 Oct 2004
Georgia, Tbilisi	European	Frankfurt	31 Mar 2005
Ghana, Accra	European	Frankfurt	30 Apr 2005
Greece, Athens	European	Frankfurt	31 Mar 2005
Greece, Larissa	European	Frankfurt	31 Mar 2005
Greenland, Thule 1/	European	Baltimore	31 May 2006
*Guatemala	Southern	Miami	30 Apr 2007
Guinea, Conakry	European	Paris/Frankfurt	31 Jan 2005
*Guyana	Southern	Miami	30 Apr 2007
*Haiti	Southern	Miami	30 Apr 2007
*Honduras	Southern	Miami	30 Apr 2007
Hong Kong	Pacific	Los Angeles	31 Mar 2006
India, New Delhi	Pacific	Honolulu	31 Mar 2006
Indonesia, Jakarta	Pacific	Honolulu	31 Mar 2006
Israel, Tel Aviv	European	Frankfurt	31 Mar 2005
Ivory Coast, Abidjan	European	Frankfurt	31 Mar 2005
*Jamaica	Southern	Miami	30 Apr 2007
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	28 May 2005
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 Oct 2006
Latvia, Riga	European	Frankfurt	30 Apr 2005

Lithuania, Vilnius	European	Frankfurt	31 Mar 2005
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Mar 2005
Madagascar, Antananarivo (<i>eff 28 May 2004</i>)	Pacific	Frankfurt	31 May 2006
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Mar 2006
Mali, Bamako	European	Frankfurt	30 Apr 2005
Marshall Islands, Majuro	Pacific	Honolulu	31 Aug 2003
*Mexico	Northern	San Antonio	30 Aug 2005
Moldova, Chisnau	European	Frankfurt	30 Apr 2005
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Mar 2006
Morocco, Rabat	European	Frankfurt	31 Mar 2005
Mozambique, Maputo	European	Frankfurt	31 Mar 2005
Namibia, Windhoek	European	Frankfurt	30 Apr 2005
Nepal, Kathmandu	Pacific	Honolulu	31 Dec 2004
*Nicaragua	Southern	Miami	30 Apr 2007
Niger, Niamey	European	Frankfurt	31 Mar 2005
Nigeria, Lagos	European	Frankfurt	31 Mar 2005
Oman	Central	Frankfurt	31 Oct 2005
Pakistan	Central	Frankfurt	31 Oct 2005
*Panama	Southern	Miami	30 Apr 2007
*Paraguay	Southern	Miami	30 Apr 2007
*Peru	Southern	Miami	30 Apr 2007
Philippines, Metro Manila	Pacific	Honolulu	31 Mar 2006
Poland, Warsaw	European	Frankfurt	31 Mar 2005
Qatar	Central	Frankfurt	31 Oct 2005
Romania, Bucharest	European	Frankfurt	31 Mar 2005
Russia, Moscow	European	Frankfurt	31 Mar 2005
Rwanda, Kigali	European	Frankfurt	30 Apr 2005
Saudi Arabia	Central	Frankfurt	31 Oct 2004
Senegal, Dakar	European	Frankfurt	30 Apr 2005
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Jun 2005
Singapore	Pacific	Honolulu (<i>eff 14 Apr 2004</i>)	31 Mar 2006
South Africa, Pretoria	European	Frankfurt	31 Mar 2005
Sri Lanka, Columbo	Pacific	Frankfurt	31 Mar 2006
*Suriname	Southern	Miami	30 Apr 2007
Syria, Damascus	Central	Frankfurt	31 Oct 2005

Tanzania, Dar Es Salaam	European	Frankfurt	30 Apr 2005
Thailand, Bangkok	Pacific	Honolulu	31 Mar 2006
Thailand, Chiang Mai	Pacific	Honolulu	31 Mar 2006
*Trinidad and Tobago	Southern	Miami	30 Apr 2007
Tunisia, Tunis	European	Frankfurt	31 Mar 2005
Turkey, Ankara	European	Frankfurt	30 Apr 2005
Turkey, Izmir	European	Frankfurt	1 Jan 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 Oct 2005
Uganda, Kampala	European	Frankfurt	30 Apr 2005
Ukraine, Kiev	European	Frankfurt	31 Mar 2005
United Arab Emirates	Central	Frankfurt	31 Oct 2005
*Uruguay	Southern	Miami	30 Apr 2007
Uzbekistan, Tashkent	Central	Frankfurt	31 Oct 2005
*Venezuela	Southern	Miami	30 Apr 2007
Vietnam, Hanoi	Pacific	Honolulu	31 Mar 2006
Yemen	Central	Frankfurt	31 Oct 2005
Zambia, Lusaka	European	Frankfurt	31 Oct 2004
Zimbabwe, Harare	European	Frankfurt	31 Mar 2005

1/ Exception to the 24-month tour requirement approved by ASD(FMP) on 18 Mar 2002 memo.

Effective 28 May 2004

*2/ Only for uniformed members of the 2d Brigade Combat Team, 2d Infantry Division on unaccompanied tours in Korea preparing for deployment for Operation Iraqi Freedom. 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.