

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 225

Alexandria, VA

1 September 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 September 2005 unless otherwise indicated.

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This change includes all material written in MAP Items 17-05; 19-05(E); 28-05(E) through 30-05(E); 31-05; 33-05(E); 35-05(E); 42-05(E) and military editorials U05043; U05048; and U05049. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 224 cover page.

BRIEF OF REVISION

These are the major changes made by Change 225:

Introduction. Corrects paragraph cross reference to the DPRI.

U3125-C6; U4149; U4151; U5222-C2; T4040-A2. Clarifies that the GMR and PMR do not apply when Government quarters are available but a member is directed to procure lodgings on the economy and to correct JFTR, par. U5222-C2 language and the numbering of JFTR, par. U3125-C6 to U3125-C5.

U3310. Permits constructed POC transportation (especially by private airplane) to include expenses for persons performing official travel as passengers (uniformed members and civilian employees) in the same conveyance.

U3550. Changes the total monthly reimbursement amount for DoD uniformed personnel and DoD civilian employees from \$185 to \$200 for parking expenses at a PDS or TDY site, when they are assigned to duty as a recruiter for any of the armed forces; at a military entrance processing facility of the armed forces; or detailed for instructional and administrative duties at any institution where a unit of the Senior ROTC is maintained.

U4600; U5620-A; U5630-B; Appendix A, Part II. Revises JFTR to clarify that DLA is payable when a member is on indeterminate TDY travel.

U4605-B2. Explains that if the Secretarial Process authorizes dependent travel to a CONUS location when the PDS and ITDY stations are both OCONUS, there is no cost limitation.

U5222-D1. Adds the PLEAD as a starting point.

U5246. Authorizes per diem and transportation allowances for family members of service members who are injured in a combat operation or zone and are hospitalized inside the United States but who are not classified as very seriously injured or seriously injured.

U5417-C2; U5417-D. Makes clear that a member and/or dependents are not authorized commercial travel at Government expense in conjunction with a PCS when the member is authorized transportation for a POV within CONUS.

Appendix A, Part I. Clarifies that trailers, associated with vehicles other than POVs and trailers associated with boats, that are authorized to be shipped as household goods under Appendix A, may be shipped even if the vehicle or boat itself is not shipped.

Appendix A, Part II; Appendix H, Part II. Adds Emergency Visitation Travel and Family Visitation Travel to the list of travel categories that are “excluded” from being considered for a finding of “not reasonably available” for the purpose of premium-class accommodations justification.

Appendix K, Part I. Clarifies that items or services such as cars, golf club membership/fees, exercise club memberships, not directly related to the physical dwelling and not considered customary and usual in the host country should not be included in the rental agreement.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, that are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

Ch.	Page								
216	i	214	U3A-1	220	U4D-1	216	U5C-7	216	U5D-51
225	iii	214	U3A-3	220	U4D-3	213	U5C-9	216	U5D-53
225	v	224	U3B-1	220	U4D-5	225	U5C-11	216	U5D-55
216	vii	224	U3B-3	193	U4E-1	225	U5C-13	216	U5D-57
225	ix	224	U3B-5	220	U4F-1	213	U5C-15	216	U5D-59
225	xi	224	U3B-7	225	U4G-1	213	U5C-17	216	U5D-61
216	U-i	224	U3B-9	219	U4H-1	213	U5C-19	219	U5D-63
216	U-iii	224	U3B-11	223	U4H-3	213	U5C-21	219	U5D-65
216	U-v	225	U3B-13	219	U4H-5	221	U5C-23	219	U5D-67
216	U1-i	224	U3B-15	219	U4H-7	213	U5C-25	219	U5D-69
216	U1-iii	224	U3B-17	219	U4H-9	213	U5C-27	219	U5D-71
224	U1A-1	208	U3C-1	214	U4I-1	213	U5C-29	223	U5E1-1
216	U1A-3	225	U3D-1	214	U4I-3	220	U5C-31	216	U5E1-3
216	U1A-5	225	U3D-3	202	U4J-1	220	U5C-33	216	U5E1-5
193	U1B-1	225	U3D-5	216	U5-i	213	U5C-35	225	U5E1-7
224	U1C-1	214	U3E-1	216	U5-iii	221	U5C-37	225	U5E1-9
222	U1C-3	213	U3E-3	216	U5-v	224	U5C-39	216	U5E1-11
219	U1C-5	208	U3F-1	225	U5-vii	225	U5C-41	216	U5E1-13
216	U1C-7	201	U3F-3	225	U5-ix	223	U5C-43	216	U5E1-15
209	U1D-1	225	U3G-1	225	U5-xi	219	U5D-1	214	U5E2-1
209	U2-i	216	U4-i	225	U5-xiii	216	U5D-3	214	U5E2-3
224	U2-iii	216	U4-iii	225	U5-xv	216	U5D-5	214	U5E2-5
223	U2A-1	223	U4-v	225	U5-xvii	216	U5D-7	214	U5E2-7
216	U2A-3	219	U4-vii	225	U5-xix	216	U5D-9	221	U5F-1
221	U2B-1	194	U4A-1	225	U5-xxi	216	U5D-11	203	U5F-3
221	U2B-3	214	U4B-1	225	U5-xxiii	216	U5D-13	211	U5F-5
224	U2B-5	214	U4B-3	199	U5A-1	216	U5D-15	222	U5F-7
209	U2C-1	216	U4B-5	209	U5A-3	220	U5D-17	222	U5F-9
191	U2C-3	216	U4B-7	209	U5A-5	216	U5D-19	222	U5F-11
202	U2D-1	225	U4B-9	216	U5B-1	216	U5D-21	225	U5G-1
176	U2E-1	225	U4B-11	216	U5B-3	216	U5D-23	225	U5G-3
216	U2F-1	225	U4B-13	216	U5B-5	223	U5D-25	225	U5G-5
192	U2G-1	225	U4B-15	221	U5B-7	221	U5D-27	217	U5G-7
201	U2G-3	225	U4B-17	221	U5B-9	223	U5D-29	219	U5G-9
222	U2G-5	225	U4B-19	221	U5B-11	216	U5D-31	214	U5H-1
224	U2G-7	225	U4B-21	221	U5B-13	216	U5D-33	214	U5H-3
224	U2G-9	225	U4B-23	221	U5B-15	216	U5D-35	214	U5H-5
224	U2G-11	225	U4B-25	221	U5B-17	216	U5D-37	214	U5H-7
224	U2G-13	212	U4C-1	221	U5B-19	216	U5D-39	184	U5I-1
224	U2G-15	212	U4C-3	221	U5B-21	216	U5D-41	223	U5J-1
224	U2G-17	204	U4C-5	221	U5B-23	216	U5D-43	213	U5J-3
220	U2H-1	204	U4C-7	220	U5C-1	216	U5D-45	213	U5J-5
223	U3-i	204	U4C-9	220	U5C-3	216	U5D-47	213	U5J-7
215	U3-iii	194	U4C-11	220	U5C-5	216	U5D-49	215	U5J-9

Ch.	Page	Ch	Page	Ch.	Page	Ch.	Page	Ch.	Page
221	U5J-11	217	U7G-15	214	U9C-9	214	H4B-1	215	P2-3
213	U5J-13	213	U7H1-1	214	U9C-11	214	H4C-1	215	P2-5
222	U6-i	213	U7H1-3	214	U9C-13	214	H4D-1	222	Q-1
177	U6-iii	213	U7H1-5	214	U9C-15	214	H4E-1	222	Q-3
216	U6A-1	217	U7H1-7	214	U9C-17	214	H4F-1	222	Q-5
219	U6A-3	213	U7H1-9	214	U9C-19	176	I-1	222	Q-7
219	U6A-5	224	U7H1-11	223	U9D-1	217	J-i	173	R-1
222	U6A-7	209	U7H2-1	223	U9D-3	217	J1-1	224	S-1
216	U6A-9	221	U7I-1	224	A1-1	217	J1-3	224	S-3
216	U6A-11	221	U7I-3	221	A1-3	217	J2-1	216	T-i
216	U6A-13	213	U7J-1	224	A1-5	225	K-i	216	T-1
216	U6A-15	219	U7J-3	221	A1-7	225	K1-1	216	T-3
216	U6A-17	223	U7K-1	221	A1-9	225	K1-3	213	U-1
216	U6A-19	216	U7L-1	223	A1-11	217	K1-5	193	i-1
216	U6A-21	168	U7M-1	221	A1-13	217	K1-7		
216	U6A-23	209	U7N-1	221	A1-15	217	K2-1		
216	U6A-25	209	U7O-1	225	A1-17	217	K2-3		
216	U6A-27	184	U7P-1	223	A1-19	217	K3-1		
216	U6A-29	223	U7Q-1	221	A1-21	217	K4-1		
216	U6B-1	168	U7R-1	221	A1-23	217	L-i		
216	U6B-3	185	U7S-1	221	A1-25	224	L-1		
216	U6B-5	160	U7T-1	221	A1-27	217	L-3		
216	U6B-7	213	U7U-1	221	A1-29	220	L-5		
216	U6B-9	195	U7V-1	221	A1-31	221	L-7		
216	U6B-11	193	U7W-1	221	A1-33	220	L-9		
216	U6B-13	223	U7X-1	221	A1-35	220	L-11		
216	U6B-15	223	U7Y-1	225	A2-1	220	M-1		
216	U6B-17	217	U7Z1-1	225	A2-3	217	N-i		
216	U6B-19	217	U7Z2-1	221	B-1	214	N1-1		
216	U6B-21	204	U8-i	138	C-1	214	N1-3		
216	U5B-23	185	U8-1	221	D-1	214	N1-5		
216	U6B-25	204	U8-3	216	E-i	217	N2-1		
216	U7-i	223	U8-5	220	E1-1	217	N2-3		
216	U7-iii	223	U8-7	216	E1-3	216	O-i		
221	U7-v	223	U9-i	216	E1-5	224	O-1		
216	U7-vii	223	U9-iii	216	E1-7	224	O-3		
216	U7-ix	223	U9-v	220	E2-1	224	O-5		
223	U7-xi	215	U9A-1	220	E2-3	223	O-7		
218	U7A-1	220	U9B1-1	217	F-i	225	O-9		
209	U7B-1	215	U9B1-3	224	F1-1	225	O-11		
189	U7C-1	215	U9B1-5	217	F2-1	224	O-13		
168	U7D-1	213	U9B1-7	176	G-1	222	O-15		
168	U7E-1	223	U9B1-9	217	H-i	223	O-17		
195	U7F1-1	213	U9B1-11	214	H1-1	223	O-19		
157	U7F2-1	213	U9B1-13	214	H2A-1	223	O-21		
199	U7F3-1	223	U9B2-1	214	H2B-1	223	O-23		
217	U7G-1	223	U9B2-3	225	H2C-1	224	O-25		
217	U7G-3	223	U9B2-5	225	H2C-3	217	O-27		
220	U7G-5	223	U9B2-7	214	H3A-1	218	O-29		
217	U7G-7	219	U9C-1	220	H3B-1	224	O-31		
217	U7G-9	214	U9C-3	220	H3B-3	215	P-i		
217	U7G-11	215	U9C-5	221	U3B-5	216	P1-1		
217	U7G-13	214	U9C-7	214	H4A-1	216	P2-1		

Paragraph: U5310-B2a(1)(a)

- Volume 1
- Chapter 5
- Paragraph 310
- Subparagraphs

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

- JFTR, par. U5310
- JFTR, par. U5310-A
- JFTR, par. U5310-A1
- JFTR, par. U5310-A1a
- JFTR, par. U5310-A1a(1)(a)
- JFTR, pars. U5310-U5350

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

- JFTR, par. U5310-A2
- JFTR, par. U5310-B4a

The most specific unit of reference should be used.

CHANGES

DoD Uniformed Travel Determinations (UTDs), Department of State Travel Per Diem Supplements, Per Diem Determinations (PDs), or memoranda initiate changes to the allowances in the JFTR. UTDs are effective on the indicated date. They may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute, some other date. When an effective date is earlier than the date assigned to the printed change page, changes reflect the specific effective date.

PDs make changes in the per diem rates contained in <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>, and station allowance changes to the tables contained in <https://secureapp2.hqda.pentagon.mil/perdiem/>. PDs ordinarily are effective on the final approval date. PDs are posted to the PDTATAC Internet home page (<https://secureapp2.hqda.pentagon.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

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

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

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

FEEDBACK REPORTING

Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4179.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103;
4. Air Force - Through appropriate command channels to: HQ AF/DPDF, 1040 AF Pentagon, Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;

Effective 10 November 2004

7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, Office of the Director, 1101 Wootton Parkway, Tower Building, Plaza Level, Rockville, MD 20852; or
8. Office of the Secretary of Defense and other DoD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building 1, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

HOW TO GET THE JFTR

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

1. Army. The Army no longer purchases printed paper JFTR copies. You can download and print copies at your desktop by accessing the following site:
<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.
2. Navy. Navy distribution of changes to the JFTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate MILSTRIP requisition must be submitted for *each* change/basic.

(a) **For up to 3 copies**, requisition through the normal supply channels in accordance with NAVSUP P2002 and NAVSUP P-437. You may order the changes on website www.nll.navsop.navy.mil, then go into P2003 search/order, fill out the MILSTRIP requisition on line.

(b) **For more than 3 copies**, send the request by mail or fax a letter of justification (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to SECNAV/AAUSN Publications Management Branch, 1000 Navy Pentagon, Room 5E784, Washington, DC 20350-1000. FAX COML 703-692-6052, DSN (312) 222-6052.

(c) **For changes in distribution**, mail or fax (including SNDL number, point of contact and phone number (DSN and commercial)) to the address in (b) above.

3. **Marine Corps**. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.

4. **Air Force**. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.

5. **DoD Agencies/Components Not Specifically Listed**. Through the appropriate agency/component publishing distribution office.

Effective 22 June 2005

*6. **Homeland Security (Coast Guard)**. JFTR procurement and distribution, including copies and missing pages, are in accordance with instructions in the current edition of COMDTNOTE 5600, Coast Guard Directives, Publications, and Reports Index (DPRI). The JFTR is listed in Chapter 5 of the DPRI.

7. **Commerce (NOAA)**. Through the NOAA Distribution Unit, 1315 East-West Highway (SSMC-3), Silver Spring, MD 20910-3233.

8. **Health and Human Services (USPHS)**. From Division of Commissioned Personnel, PSC (ATTN: Distribution Control Officer), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

9. **Non-Uniformed Service Organizations**. For a fee, the JFTR and changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

10. **Internet**. Available for downloading from the Internet. Go to PDTATAC Home Page <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.

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)).

Effective 29 June 2005

*5. 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.

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

- A. Policy. Uniformed Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.
- B. Authorization/Approval. The AO should authorize/approve POC travel only if it is advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:
1. Its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
 2. There is no practicable commercial transportation; or
 3. Common carrier use would be so time-consuming that it would delay the mission.

POC use cannot not be directed.

- C. Official Distances. See par. U2020.
- D. PCS Travel by POC. See Chapter 5, Part B and Chapter 5, Part C.

U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)

- A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid mileage.
1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized mileage for the official ordered travel distance at a rate per mile for the POC type used. See par. U2600 for applicable mileage rates.
 2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time computed under par. U3005-C.

Effective 15 July 2004

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

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

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

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §3701-3721).

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

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

U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)*A. Limitation**

1. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. U2600 plus constructed per diem.
2. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
3. This paragraph does not apply to travel performed under par. U3345 (B-183480, 4 September 1975).

B. Mileage and Per Diem Computation

1. The TDY Mileage allowance is computed for the DTOD distance between authorized points.
2. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. U3310-B1.
3. The per diem rate authorized in the travel authorization is used for computing per diem.

C. Computation of Constructed Transportation Cost and Per Diem

1. The Government's constructed transportation cost is computed on the basis of fares or charges for the least expensive, most direct, unrestricted common carrier transportation fare (ordinarily contract city-pair airfare) between authorized points.
2. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.
3. Taxi fares and excess baggage costs that would have been allowed are included.
4. The constructed POC transportation cost includes transportation expenses for:
 - a. The member claiming mileage, and
 - b. Persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

D. Comparison. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.

E. Passengers

1. Passengers, accompanying the member claiming mileage, are not authorized TDY mileage.
2. Per diem for eligible passengers is computed by comparing the total per diem payable for the:
 - a. Travel performed, and
 - b. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

F. Mixed Mode Transportation

1. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by:
 - a. POC for personal convenience, and
 - b. Common carrier at personal expense,

the member is authorized:

- c. Appropriate mileage plus per diem under par. U3305-A for the distance traveled by POC, plus
 - d. Transportation cost purchased with personal funds and per diem under Chapter 4, Part B, for actual travel.
2. The total amount is limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructed travel time for the distance of the ordered travel.

U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

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

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

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

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

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

U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

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

U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

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

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

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §240-243).

U3340 POC USE IN AND AROUND PDS OR TDY STATION

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

U3345 POC USE INSTEAD OF GOVERNMENT AUTOMOBILE

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

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

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

D. Government Automobile Directed

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

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

Effective 30 June 2005

PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

***U3550 GENERAL**

NOTE: See par. U7030 for reimbursement for recruiter itinerary stop parking.

Army, Navy, Air Force, and Marine Corps members are to be reimbursed for that portion of their monthly parking expenses in excess of \$25 but not to exceed \$200. This reimbursement covers all expenses for parking a POV at a PDS work site or TDY site where assigned to duty:

1. As a recruiter for any of the armed forces;
2. At an armed forces military entrance processing facility; or
3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.

For example: Monthly parking expenses of \$135.00 warrant reimbursement of \$110.00 ($\$135 - \$25 = \110) while monthly parking expenses of \$320.00 would warrant reimbursement of \$200.00 ($\$320 - \$25 = \295 but NTE \$200.00). ***Additionally, the statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.***

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

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

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

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

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

U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

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

Effective 1 October 2004

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

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

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

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

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

U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

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

U4145 PER DIEM COMPUTATION

A. **General.** Ordinarily, per diem is based on the TDY location of the member at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day. If no lodging is required, the per diem rate is still determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day.

B. Stopover Point. If authorized travel requires more than 1 day and a stopover for the night is required, per diem at the stopover point is based on the stopover point locality per diem rate.

Effective 5 August 2004

C. M&IE Payment. The M&IE rate is payable to the member without expense itemization and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes. **NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.**

D. Meal Rate. The meal rate established by the order cannot be reduced after the ordered travel has been completed except for a deductible meal (Government meals paid for by the member and consumed in a Government mess are not deductible meals, see par. U4165). However, AOs/schoolhouse commanders may amend orders to direct immediate and/or future meal rate changes.

U4147 PER DIEM COMPUTATION FOR DEPARTURE FROM AND RETURN DAYS TO PDS

1. 75% of the appropriate M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>) is paid for the days of departure from and/or return to the PDS in connection with TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR do not apply.
2. The M&IE rate for the days of departure from and/or return to the PDS is the M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>) applicable to the first/last TDY station, except when en route travel requires more than one day and a stopover for the night is required. When that occurs, the M&IE rate for the en route stopover point applies to the day of departure from/return to the PDS.
3. Stopover Point. If authorized return travel to the PDS requires more than 1 day and multiple stopovers are required, the maximum per diem is based on the locality per diem rates of the additional stopover points with the locality per diem rate for the final stopover point applying to the final day of travel to the PDS.
4. Lodging Not Procured. The per diem rate for the day of departure from the PDS is based on the member's TDY location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the destination is the applicable M&IE rate.

Effective 29 June 2005

***U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS**

A. Locality Rate. See <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html> for the applicable locality rate.

Effective 1 October 2003

B. Government Meal Rate (GMR). The standard GMR for meals in a Government mess plus \$3 for incidental expenses is paid. This rate applies each day that:

1. Adequate Government quarters are available (see **NOTE** below) on the U.S. Installation to which the member is assigned TDY,
2. The GMR is directed,
3. The Government mess is available for all three meals on the U.S. Installation to which the member is assigned TDY, and
4. The member is not traveling, or

NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR and \$3 for incidental expenses (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR.).

Effective 1 October 2003

C. Proportional Meal Rate (PMR). The PMR plus \$3 for incidental expenses is paid. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. At least one meal is available and directed where the member is assigned TDY, and
3. The member is not traveling.

NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the PMR and \$3 for incidental expenses. (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to PMR.)

U4150 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

Effective 29 June 2005

***U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS**

A. Applicable Locality Rate. (See <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>). Use \$3.50 instead of the incidental expense rate for the locality concerned for the incidental expense rate when adequate Government quarters are available (see ***NOTE*** below) on the U.S. Installation to which the member is assigned TDY, or

B. The Standard GMR for Meals in a Government Mess Plus \$3.50 for Incidental Expenses. This rate applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. The GMR is directed,
3. The Government mess is available for all three meals on the installation to which the member is assigned TDY, and
4. The member is not traveling.

NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality M&IE to GMR plus \$3.50.)

C. PMR Plus the Incidental Expense Rate. The PMR applies each day that:

1. Adequate Government quarters are available on the U.S. Installation to which the member is assigned TDY,
2. At least one meal is available and directed in a Government mess on the U.S. Installation to which the member is assigned TDY, and
3. The member is not traveling.

NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the PMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality M&IE rate to PMR plus \$3.50.)

D. OCONUS Incidental Expense Rate. The OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. Installation (see <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>), or \$3.50 when the member is TDY to a U.S. Installation and Government quarters are available (see ***NOTE*** below) on that U.S. Installation. Two exceptions are noted below. The AOs can determine that \$3.50 is:

1. Adequate when the member is *not lodged* on a U.S. Installation. *The OCONUS incidental expense rate of \$3.50 may be authorized and must be stated in the travel order.*
2. *Not adequate when the member is lodged on a U.S. Installation. The locality incidental expense rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>) may be authorized and must be stated in the travel order.*

NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality incidental rate to \$3.50.)

U4153 PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the embarkation/debarkation port M&IE rate applies.

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

The schoolhouse commander is authorized to determine if one of the two meal rates based on Government mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate - regardless of what the AO may put in a TDY order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in the order. If that information is not available prior to order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

U4157 LODGING PER DIEM COMPUTATION

Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location in <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>. The lodging cost, or the locality lodging ceiling whichever is less, is added to the M&IE rate for that location to determine the per diem rate for the day. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Chapter 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply. See par. U4129-G.

U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS

A. M&IE Rate. M&IE of 75% of the M&IE rate for the TDY location in <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html> is payable. If more than one TDY location is involved and the member is not required to obtain lodging, M&IE of 75% of the highest M&IE rate is payable. If the member must obtain lodging, the rules for travel of more than 24 hours apply. *Per diem is not authorized under this subparagraph when travel is performed in the local area (see par. U4510 for occasional meals authority).*

B. Lodging Not Required. If lodging is not required, per diem is 75% of the TDY location M&IE rate for one day even if the time period is over two calendar days.

C. Lodging Required with/without Cost. If lodging is required, the rules for travel of more than 24 hours apply.

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

When a member on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

1. Mileage (see par. U2600)

a. Mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location.

b. If more than one car ferry is used, mileage is payable for overland travel between ferries; or

2. Transportation. The member is authorized:

a. Government-procured ferry transportation; or

b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Per Diem

a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.

Effective for travel by car ferry on or after 1 January 2005

b. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate (currently \$51) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day.

NOTE: If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the location of the member at 2400 (see par. U4145-A) on the debarkation day.

4. Ferry Fees. Reimbursement is authorized for ferry fees.

NOTE: See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.

U4161 NOT USED

Effective 1 October 2003

U4163 ESSENTIAL UNIT MESSING (EUM)

There is no authorization for the meal portion of the M&IE allowance when the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that Government messing is essential to accomplish training and readiness. The incidental expense rate is \$3 in CONUS, or the appropriate OCONUS incidental rate at <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>, or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 rate must be stated on the order for it to be paid.*** Members ordered to use EUM, who must procure occasional meals, are authorized reimbursement under par. U4510. ***In accordance with par. U4151-D, if an order does not state otherwise, the locality incidental rate is paid.***

U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided (see par. U2555-E3).
2. A deductible meal is a meal:
 - a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
 - b. Included in a registration fee paid by the Government;
 - c. Furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
 - d. Furnished by the Government at no cost to a member.

Effective 1 October 2003

3. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) is payable.

U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:

Effective 5 August 2004

- a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the ***only method*** of providing adequate subsistence to members. ***NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.***
- b. In-flight meals,
- c. Rations furnished by the Government on military aircraft,

- d. Government meals paid for by the member and consumed in a Government mess,
- e. Meals furnished on commercial aircraft, or
- f. Meals provided by private individuals.

Effective 1 October 2003

2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>) or \$3.50 OCONUS) is payable.

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals.

Effective 4 February 2005

U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

- A. Government Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Check Appendix A for the current GMR.
- B. U.S. and Non-foreign OCONUS Lodging Taxes. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable travel expenses, except when MALT PLUS per diem for POC travel is paid.
- C. Foreign Lodging Taxes. The maximum amount allowed for lodging in foreign areas (see OCONUS foreign locations in <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

Effective 4 February 2005

- D. Examples

EXAMPLE 1			
Per Diem Rate			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$57	\$31	\$88	
Actual lodging cost is \$62 per night and Government mess is not available at the TDY point.			
ITINERARY:			
<u>Date</u>	<u>Travel Status</u>	<u>Transportation Mode</u>	<u>Mileage</u>
10 May	Depart PDS	POC	
	Arrive TDY Station		340 miles
11 May	TDY		
12 May	TDY		
13 May	Depart TDY Station	POC	
	Arrive PDS		340 miles
REIMBURSEMENT:			
5/10		75% times \$31 = \$23.25 plus \$57 (\$62 limited to \$57)	\$ 80.25
5/11		\$31 plus \$57	88.00
5/12		\$31 plus \$57	88.00
5/13		75% times \$31	23.25
1 round trip of 680 miles x \$0.405 per mile =			275.40
Total Reimbursement =			\$554.90

EXAMPLE 2			
Per Dem Rate			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$60	\$31	\$91	
A member is TDY to a U.S. Installation. Lodging on the U.S. Installation in Government quarters is \$6 per night. The Government meal rate is directed. Breakfast is not available on the 17 th and the AO approves the increase to the PMR for the 17 th . NOTE: Government mess deductions are never made for arrival and departure days. In this example, a GMR of \$8 is used, and a proportional meal rate (PMR) of \$18 is used.			
ITINERARY:			
<u>Date</u>	<u>Travel Status</u>		
15 March	Depart Residence		
	Arrive U.S. Installation		
16 March	TDY		
17 March	TDY		
18 March	TDY		
19 March	Depart U.S. Installation		
	Arrive Residence		

REIMBURSEMENT:		
Date	Computation	Total
15 March	$(\$31 \text{ (M\&IE)} \times 75 \text{ maximum \%}) + \$6 \text{ (Govt. quarters)} =$	\$ 29.25
16 March	$\$10 \text{ (GMR)} + \$6 =$	16.00
17 March	$(\$18 \text{ (PMR)} + \$6 =$	24.00
18 March	$\$10 + \$6 =$	16.00
19 March	$\$31 \times 75\% =$	<u>23.25</u>
TOTAL		\$ 108.50

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General. A member who voluntarily returns to the PDS, or residence from which the member ordinarily commutes daily to the PDS, during a TDY period for personal reasons is authorized the lesser of per diem or AEA:

1. For the actual travel time (*no per diem or AEA while at the PDS*) and transportation expenses for the travel from the TDY point to the PDS and return; or
2. That would have been allowed had the member stayed at the TDY point.

Effective 7 September 2004

NOTE: *No allowances are credited for any day the member was in a leave status. However, see par. U7225 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.*

Effective 4 February 2005

B. Computation. The following are examples of computing per diem allowances and making cost comparisons under this paragraph:

NOTE: The GMR used in the following example(s) are for illustrative purposes only. Check Appendix A (GMR) for the current Government meal rates.

EXAMPLE 1

Member performed TDY. The member returned to the PDS during the intervening weekend.

ITINERARY:				
23 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
24-26 June	TDY			
27 June	Dep:	TDY Station	POC	
	Arr:	PDS (personal reasons)		325 miles
28 June		At PDS		
29 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
30 June – 2 July	TDY			
3 July	Dep:	TDY Station	POC	
	Arr:	PDS		325 miles

Lodging cost \$60 per night. Per diem rate is \$83, lodging is \$52 and M&IE maximum is \$31. Government mess is not available at the TDY point.

In this example the member is due \$1,079.50 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

REIMBURSEMENT:			
Cost Comparison			
Actual Cost:			
6/23		75% times \$31 = \$23.25 plus \$52 (\$60 limited to \$52) =	\$ 75.25
6/24		\$31 plus \$52	83.00
6/25		\$31 plus \$52	83.00
6/26		\$31 plus \$52	83.00
6/27		75% times \$31	23.25
6/29		75% times \$31 = \$23.25 plus \$52 (\$60 limited to \$52) =	75.25
6/30		\$31 plus \$52 =	83.00
7/1		\$31 plus \$52	83.00
7/2		\$31 plus \$52	83.00
7/3		75% times \$31	23.25
2 round trips of 650 miles = 1300 x \$0.405 per mile=			<u>526.50</u>
Total Reimbursement=			\$1,218.50
Constructed Cost:			
6/23		75% times \$31 = \$23.25 plus \$52 (\$60 limited to \$52) =	\$ 75.25
6/24		\$31 plus \$52 =	83.00
6/25		\$31 plus \$52 =	83.00
6/26		\$31 plus \$52 =	83.00
6/27		\$31 plus \$52 =	83.00
6/28		\$31 plus \$52 =	83.00
6/29		\$31 plus \$52 =	83.00
6/30		\$31 plus \$52 =	83.00
7/1		\$31 plus \$52 =	83.00
7/2		\$31 plus \$52 =	83.00
7/3		75% times % \$31 =	23.25
1 round trip of 650 miles = 650 x \$0.405 per mile =			<u>263.25</u>
Total Reimbursement =			\$1,108.75

EXAMPLE 2

A member performed TDY at a U.S. Installation with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July		TDY		
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use is directed. Per diem rate is \$91, lodging maximum is \$60 and M&IE rate is \$31. In this example, a GMR of \$8.00 is used.

REIMBURSEMENT:		
Cost Comparison:		
Actual Cost:		
7/9	75% times \$31 = \$23.25 plus \$6 =	\$ 29.25
7/10	\$10.00 plus \$6 =	16.00
7/11	75% times \$31 = \$23.25 =	23.25
7/13	75% times \$31 = \$23.25 plus \$6 =	29.25
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$31 = \$23.25 =	23.25
2 round trips of 370 miles = 740 x \$0.405 per mile =		299.70
Total Reimbursement =		\$452.70
Constructed Cost:		
7/9	75% times \$31 = \$23.25 plus \$6 =	\$ 29.25
7/10	\$10.00 plus \$6 =	16.00
7/11	\$10.00 plus \$6 =	16.00
7/12	\$10.00 plus \$6 =	16.00
7/13	\$10.00 plus \$6 =	16.00
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$31 = \$23.25 =	23.25
1 round trip of 370 miles = 370 x \$0.405 per mile =		149.85
Total Reimbursement =		\$298.35

In this example the member is due \$298.35.

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized reimbursement for transportation expenses. The member is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the member remained at the TDY location. Reimbursement is not to exceed what would have been paid had the member remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

Example 1: Member TDY from Location A to Location B (with a per diem rate of \$173 (\$122 for lodging and \$51 for M&IE)) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40)) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging for Friday and Saturday. Even though the per diem rate in Location C is \$196 (\$149 for lodging and \$47 M&IE), the member is limited to \$122/night for lodging (and lodging taxes on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday. This is because the rate for Location B is \$173 (\$122 for lodging and \$51 for M&IE) and the member is being paid per diem that would have been paid (max \$122 for lodging plus \$51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to \$14.64 per night (12% of \$122). The member is reimbursed up to \$29.28 for lodging tax while in Location C. *The member is not authorized any mileage for driving between Locations B and C.*

Example 2: Member TDY from Location X to Base Y (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)) where the member is staying on the installation for \$20/night with no taxes and is being paid the \$31 proportional meal rate (PMR) based on the order content that indicates Government quarters and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y bachelor quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$122 (\$79 for lodging and \$43 M&IE), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging taxes, and is paid \$31/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (\$20 for lodging plus \$31 for M&IE) that would have been paid had the member remained in Base Y and limited to the Government quarters cost and PMR since they were directed in the order. *The member is not authorized any mileage for driving between Locations Y and Z.*

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

U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. *In the absence of*

such an authorization, travel orders prescribing rates of per diem different from those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are without effect and the locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used. Reduced rates of per diem should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

U4179 REQUESTING REVIEW OF PER DIEM RATES

When members, commands or AOs think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Per Diem Rates
Hoffman Building 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

NOTE: *To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.*

U4181 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part B. See pars. U4163 and U4800 when JTF operations are involved.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
(1) Day of Departure from PDS			Abbreviation used: Gov't. = Government GMR = Government meal rate			
Footnotes: See table # 4			NTE = Not to exceed PMR = Proportional meal rate			
	A	b	C	d	e	f
	Arrived at the TDY location (not on a U.S. Installation) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. Installation) on the same day as departed the PDS. The member occupied Gov't. quarters.	Arrived at the TDY location (on a U.S. Installation – Gov't. quarters available) on the same day as departed the PDS. The member elected not to occupy available Gov't. quarters.	Traveled overnight – no lodging required	Overnight lodging required at a stopover en route to the TDY location.	Arrived on the same day as departed from the PDS at the TDY location where per diem at a lesser amount than rate prescribed for the TDY location was authorized under par. U4177.
Per Diem for Day of Departure from PDS ^{6/}	75% of the M&IE rate for the TDY locality ^{1/} plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus the cost of Gov't. quarters NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality ^{1/} plus the cost of lodgings occupied NTE cost of available Gov't. quarters. (No reimbursement for lodging tax.)	75% of the M&IE Rate for the destination TDY locality ^{1/}	75% of the M&IE rate for the en route stopover locality plus lodging cost NTE the maximum lodging amount prescribed for the stopover locality. ^{2/, 5/}	75 % of the M&IE rate for TDY locality ^{1/} plus lodging ^{2/} , ^{5/} cost NTE the maximum lodging prescribed for the TDY locality. (The per diem rate authorized under par. U4135 applies to full days at the TDY location.)

Effective 1 October 2003

(2) Whole Days of Travel - CONUS		Abbreviations used: Gov't. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate					
Footnotes: See table # 4		a	b	c	d	e	f
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. Installation) on day after departing PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't. quarters.	Each whole day at CONUS TDY locality (not on a U.S. Installation).	Each whole day at a CONUS TDY locality (on a U.S. Installation) – the member occupies Gov't. quarters.	Each whole day at a CONUS TDY locality (on a U.S. Installation) when a member elects not to occupy available Gov't. quarters.	Each whole day at a CONUS locality where per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4177.	
Per Diem for Whole Days of Travel ^{6/}	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality ^{2/} .	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3 if directed in the order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3 when the order directs essential unit messing and 3 meals are available to the member. PMR plus \$3 applies if 3 meals are not available to the member. ^{1/}	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality ^{2/} (If directed in the order, M&IE is PMR plus \$3 when deductible meals are provided ^{7/} – par. U4165-1)	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the order, (3) PMR plus \$3 if directed in the order, or (4) no amount for meals plus \$3 when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability) (see par. U4149 for determination of the M&IE rate))	M&IE plus the cost of lodging not to exceed the cost of Gov't. quarters (Lodging taxes are not reimbursable). (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the order, (3) PMR plus \$3 if directed in the order, or (4) no amount for meals plus \$3 when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability) (see par. U4149 for determination of the M&IE rate))	Per diem at the rate authorized under par. U4177.	

(3) Whole Days of Travel – OCONUS			Abbreviations used: Gov't. = Government GMR =Government mealrate NTE = Not to exceed PMR = Proportional meal rate			
Footnotes: See table # 4						
	A	b	c	d	e	f
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. Installation) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't. quarters.	Each whole day at the OCONUS TDY locality (not on a U.S. Installation)	Each whole day at an OCONUS TDY locality (on a U.S. Installation). The member occupied Gov't. quarters.	Each whole day at an OCONUS TDY locality (on a U.S. Installation) when the member elects not to occupy available Gov't. quarters.	Each whole day at an OCONUS locality where per diem in lesser amount than the prescribed rate for the TDY location was authorized under par. U4177.
Per Diem for Whole Days of Travel ^{6/}	M&IE ^{4/} applicable to the OCONUS TDY locality plus the cost of lodging ^{5/} NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3.50 if directed in the order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3.50 when the order directs essential unit messing and 3 meals are available to the member. PMR plus \$3.50 applies if 3 meals are not available to the member. ^{1/)}	M&IE ^{4/} applicable to the OCONUS TDY locality plus the cost of lodging ^{5/} NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't. quarters. (M&IE may be at (1) the meal rate prescribed for the TDY locality plus \$3.50, (2) Standard GMR plus \$3.50 ^{3/} , if directed in the order, (3) PMR plus \$3.50 ^{3/} , if directed in the order, or (4) no amount for meals plus \$3.50 ^{3/} when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability and par. U4149 for the applicable M&IE rate).	M&IE plus the cost of lodging not to exceed the cost of Gov't. quarters ^{5/} . (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3.50 ^{3/} , if directed in the order, (3) PMR plus \$3.50 ^{3/} , if directed in the order, or (4) no amount for meals plus \$3.50 ^{3/} when the order directs essential unit messing (see par. U4400 for Gov't. mess use/availability and par. U4149 for the applicable M&IE rate))	Per diem at the rate authorized under par. U4177.

Effective 1 October 2003

(4) Day(s) of Return to PDS		Abbreviations used: Gov't. = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate			
	A	b	c	d	e
	Arrived at the PDS on same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on day after departing the TDY location.	On day of departure from the TDY location overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4177.
Per Diem for Day of Return to PDS^{6/}	75% of M&IE rate for last TDY locality. ^{1/}	For day of departure from the TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at the PDS, 75% of the M&IE rate for the TDY locality. ^{1/}	For day of departure from the TDY: M&IE plus lodging ^{2/,5/} cost NTE the rate for the stopover locality. For the day of arrival at PDS: 75% of M&IE rate for the stopover locality.	75% of the M&IE rate plus the cost of lodging based on the locality rate where lodging was obtained if authorized/approved by the AO (see par. U4169).	75% of M&IE prescribed for the TDY locality.

Footnotes

- 1/ GMRs/PMRs and the \$3.50 incidental rate do not apply on day of departure from or return to the PDS or any day the member is traveling.
- 2/ Lodging tax *is* separately reimbursed for lodging in CONUS and non-foreign OCONUS areas because an amount is not included in the applicable maximum lodging amount for taxes.
- 3/ The AO can determine that \$3.50 is not adequate for TDY on a foreign OCONUS U.S. Installation and authorize/approve the incidental expenses rate for the TDY locality prescribed on <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>. Payment of the locality incidental expense rate for the TDY locality must be stated in the travel order.
- 4/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the IE prescribed for the TDY locality, is adequate for anticipated expenses when the member is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the order.
- 5/ Lodging tax *is not* separately reimbursable for foreign area lodging because an amount is included in the applicable foreign area maximum lodging amount for taxes.
- 6/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing *is not* a separately reimbursable expense for travel *OCONUS* and is part of the incidental expense (IE) allowance included within the per diem rates/AEA authorized/approved for *OCONUS* travel.
- 7/ On any day that 3 deductible meals are provided without cost to the member, no reimbursement is allowed for meals.

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

Effective 20 June 2005

***U4600 GENERAL**

This Part prescribes dependent travel and transportation allowances when the member is assigned to Indeterminate TDY (ITDY). DLA is payable for members under ITDY orders. (*See pars. U5620 and U5630-B.*) Authorization for dependents' transportation under this Part is the same as that authorized for PCS. The MALT rates in par. U5105-B1 apply unless the dependents accompany the member to the TDY location traveling in the same POC. If the dependents travel as passengers then no MALT is payable for the dependents since the member receives TDY mileage. See par. U4755 for HHG transportation.

U4605 MEMBER ORDERED ON INDETERMINATE TDY

A. General. *Only the Service Headquarters can authorize/approves indeterminate TDY.* When indeterminate TDY applies and the member's TDY order does not provide for return to the PDS and the TDY:

1. is contemplated to be for 20 or more weeks at any one location, except as noted in par. U2146-B; or
2. order does not specify or imply any limit to the period of absence from the PDS;

dependent travel and transportation allowances at Government expense are authorized.

B. Dependents' Transportation to the TDY Station or Other Location. All travel and transportation authorized below at Government expense is to enable dependents to establish a residence.

1. When Both PDS and TDY Stations Are in CONUS. Dependent transportation at Government expense is authorized at a cost not to exceed the cost from the PDS to the TDY station.

*2. When Both PDS and TDY Stations Are OCONUS. Dependent transportation at Government expense is authorized to any location at a cost not to exceed the cost from the PDS to the TDY station. However, if determined to be in the Government's best interest, the Secretarial Process may authorize dependent travel to a CONUS location without any cost limitation.

3. When the PDS is in CONUS and the TDY Station is OCONUS. Only the Secretarial Process may authorize/approve dependent transportation at Government expense in this situation. When authorized/approved, transportation may be authorized from the PDS to

- a. the TDY station;
- b. a CONUS location; or
- c. a non-foreign OCONUS location if the OCONUS location is the member's HOR, PLEAD or legal residence before entering active duty or the spouse's legal resident at the time of marriage.

Travel must not be authorized/approved to an OCONUS location unless at least 12 months remain in the member's tour of duty at the OCONUS TDY station on the date the dependents are scheduled to, or actually do, arrive OCONUS.

4. When the PDS is OCONUS and the TDY Station is in CONUS. The Secretarial Process may authorize dependent transportation at Government expense to the TDY station, or other location not to exceed, the cost from the PDS to the TDY station.

C. Return of the Member to the PDS. When:

1. the member returns to the PDS on a subsequent order to an activity at the same PDS, or
2. simply returns to the same PDS from indeterminate TDY,

after dependents have been moved at Government expense to the TDY station or to another location; the member is authorized dependent travel and transportation from the TDY station or from the other location to the PDS. Return transportation from CONUS to an OCONUS PDS must not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependents are scheduled to, or actually do, arrive at that PDS or on the date command sponsorship again is granted, whichever is later.

D. PCS Order Received at TDY Station. When dependents are moved at Government expense to the TDY station or other location and the member receives a PCS order at the TDY station, dependent travel and transportation allowances at Government expense (to include per diem) for travel performed to the new PDS must not exceed the cost from the TDY station/other location to the new PDS.

U5230

RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

- A. General
- B. Time Limits
- C. Recalled to Active Duty before Choosing a HOS
- D. Recalled to Active Duty after Choosing a HOS
- E. Member on TDRL Discharged or Retired
- F. Member Dies after Retirement or Release
- G. Member Ordered to a Place to Await Disability Retirement

U5237

DEPENDENTS' TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

U5240

DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

- A. General
PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to
- B. Unusually Arduous Sea Duty
- C. Dependents' Travel and Transportation OCONUS for Medical Care
- D. Dependents' Travel and Transportation Incident to Alert Notice
- E. Dependents' Travel and Transportation Incident to Tour Extension
Dependent Travel and Transportation Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for
- F. Members Stationed in CONUS)
Dependents' Travel and Transportation Incident to an In-Place Consecutive
- G. Overseas Tour (IPCOT)
- H. Travel and Transportation for Dependents Relocating for Personal Safety

U5241

DEPENDENT'S TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS OR UPON DEATH

- A. General
- B. Definitions
- C. Limitations
- D. When Authorized
- E. Administrative Instructions
- F. Attendants for Dependents

U5242

FUNERAL TRAVEL

Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 USC §411f) ***NOTE: The families of***

- A. ***cadets/midshipmen are not eligible for this transportation.***
Funeral Travel of Families of Members Who Died while POWs or MIAs during
- B. the Vietnam Conflict
- C. Definition of Burial Ceremony

U5243

TRANSPORTATION OF DEPENDENT STUDENTS

- A. General
- B. Dependent Students Attending Dormitory DoDEA Schools
- C. Travel of Handicapped DoDEA Students for Diagnostic and Evaluation Purposes
- D. Dependent Student Transportation to a School in the U.S.
Travel of DoDEA Students for Academic Competitions and Co-curricular
- E. Activities

U5246

TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER

- A. General
- B. Definition
- C. Transportation
- D. Per Diem
- E. Reimbursable Expenses

U5250

ADVANCE OF FUNDS

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

Paragraph

Contents

U5300

GENERAL

U5305

ELIGIBILITY

U5310

BASIC AUTHORIZATION

- A. General
- B. Prescribed Weight Allowances
- C. Professional Books, Papers, and Equipment (PBP&E)
- D. Additional Consumable Goods
- E. Certain Articles Involving a Weight Additive
- F. Excess Costs for Transportation of Boats as HHG
- G. Civilian Clothing of Recruits
- H. Storage
- I. Services
- J. Transportation of Replacement HHG Items
- K. Required Medical Equipment

U5315

ADMINISTRATIVE WEIGHT LIMITATIONS

- A. General
- B. Entitlement
- C. Exceptions

U5317

HHG TRANSPORTATION ENTITLEMENT DISALLOWED

U5318

RE-TRANSPORTATION OF THE SAME HHG

U5320

METHODS OF TRANSPORTATION

- A. HHG
- B. Unaccompanied Baggage
- C. Government-procured Transportation
- D. Personally-procured Transportation and NTS
- E. Split Shipment

U5330

FACTORS AFFECTING HHG TRANSPORTATION

- A. Combining Weight Allowances when Husband and Wife Are Both Members
- B. Impact of Effective Date of Orders
- C. Orders Amended, Modified, Canceled or Revoked
- D. Improper Transportation
- E. Items of Extraordinary Value

- F. HHG and Mobile Home Allowance
- G. HHG Transportation Before Orders Issued
- H. Time Limitation
- I. Alcoholic Beverage Shipment

U5335

DETERMINING THE NET WEIGHT

- A. General
- B. Government-arranged Move and Transportation at Personal Expense
- C. DPM Transportation
- D. Unaccompanied Baggage
- E. When Shipment Weight is Unobtainable
- F. Exceptions

U5340

EXCESS CHARGES

- A. General
- B. HHG Transportation in Excess of Authorized Weight Allowance
- C. HHG Transportation other than between Authorized Locations
- D. Transportation of Unauthorized Articles
- E. HHG Transportation with Special Routing or Services Provided

U5345

TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS

- A. Entrance into the Service
- B. Called/Ordered to Active Duty
PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending
- C. Further Assignment
- D. Courses of Instruction of 20 or More Weeks at One Location
- E. CONUS Area to Which HHG Transportation is Prohibited
- F. Ordered to a CONUS Hospital
- G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation
- H. Ordered on PCS to a PDS in the Vicinity of Storage

U5350

**TRANSPORTATION UNDER PCS ORDERS TO OR FROM SEA DUTY OR
OCONUS DUTY**

- A. Ordered to an OCONUS PDS to Which HHG Transportation is Permitted
- B. Ordered from Shore Duty to Sea Duty
Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation
is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual
- C. Circumstances
Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG
Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty
- D. Under Unusual Circumstances.
- E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
- F. Ordered from Sea Duty to an OCONUS Shore Duty PDS
- G. Ordered from Sea Duty to Sea Duty
Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from
- H. Homeport
- I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed
Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed Due to
- J. Base Closure or Similar Action

U5355

LOCAL SHORT DISTANCE MOVES

- A. General
- B. Short Distance Move Incident to Reassignment or PCS
Short Distance Move and NTS Incident to Government/Government-controlled
- C. Quarters or Privatized Housing Assignment/Termination
- D. Short Distance Move and NTS Incident to Vacating Local Economy Quarters

U5360

**SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY
EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

- A. General
- B. Storage
- C. Separation or Relief from Active Duty to Continue in the Service
Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed
- D. Term of Service
Relief from Active Duty for Members of the Reserve Components Called/Ordered
to Active Duty for less than 20 Weeks or less than 6 Months for Initial Active Duty
- E. for Training

- F. Member Required to Vacate Government/Government-controlled Quarters or Privatized Housing upon Separation or Relief from Active Duty
- G. Time Limit
- H. Members Ordered Home to Await the Results of Disability Proceedings
- I. Member Serving in CONUS Who Has No Dependents and is Separated from the Service Under other than Honorable Conditions
- J. Member Ordered to a College
- K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty
- L. Member Dies after Separation from Service or Relief from Active Duty

U5365

RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

- A. HOS Authorized
- B. Transportation to HOS Not Authorized
- C. Storage
- D. Member Undergoing Hospitalization or Medical Treatment
- E. Member Undergoing Education or Training
- F. Other Deserving Cases
- G. Member Required to Vacate Government/Government-controlled Quarters or Privatized Housing before Selecting a Home
- H. Recalled to Active Duty before Selecting a Home
- I. Recalled to Active Duty after Selecting a Home
- J. Members on TDRL Discharged or Retired
- K. Member Dies after Retirement or Release
- L. Members Ordered Home to Await Disability Retirement

U5370

HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

- A. General
- B. HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS
- C. PDS to Which Dependent Travel Is Authorized Changed to Dependent-restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty
- D. HHG Transportation Incident to Alert Notice
- E. Cadet or Midshipman Dies while Enrolled in Service Academy

- F. Member Reduced in Grade
- G. HHG Transportation Incident to Tour Extension
HHG Shipment Incident to a Court-martial Sentence/Administrative Discharge
under other than Honorable Conditions (for Member With-Dependents Station in
CONUS)
- H. CONUS)
- I. HHG Transportation Incident to IPCOT
- J. Consumable Goods Allowance Incident to Tour Extension or IPCOT
- K. HHG Transportation for Dependents Relocating for Personal Safety

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

U5372

- A. General
- B. Limitations
- C. When Authorized
- D. Storage
- E. Termination of Missing Status
Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days
in a Missing Status, and Spouse is Also a Member
- F. in a Missing Status, and Spouse is Also a Member
- G. Administrative Instructions

U5375

TEMPORARY STORAGE

- A. General
- B. Time Limits
- C. Temporary Storage for HHG Transported from NTS to Destination
- D. Temporary Storage Converted to NTS
- E. HHG Partial Lot Withdrawal and Delivery from Temporary Storage
- F. Further PCS Orders Received After the Member Arrives at a New PDS
- G. Orders Amended, Modified, Canceled or Revoked
- H. Short Distance Moves

U5380

NONTEMPORARY STORAGE

- A. General
- B. Place of NTS
- C. NTS as an Alternative to Transportation
- D. NTS Converted to Temporary Storage

- E. NTS of HHG Currently in Temporary Storage
- F. Withdrawal of HHG from NTS as an Alternative to Continued Storage
NTS Incident to Occupancy of Government/Government-controlled Quarters or
- G. Privatized Housing and Incident to Vacating Local Private Sector Housing
- H. NTS When Ordered on PCS to a Remote CONUS Area with a Housing Shortage
- I. Successive Periods of NTS
- J. Orders Amended, Modified, Canceled or Revoked
NTS Upon Separation from Service or Relief from Active Duty, Retirement,
Placement on TDRL, Discharge With Severance or Separation Pay, or Involuntary
- K. Release from Active Duty With Readjustment or Separation Pay
- L. Time Limits

U5385

ADVANCE OF FUNDS

PART E: POV TRANSPORTATION AND STORAGE

SECTION E1: POV TRANSPORTATION

Paragraph

Contents

U5400

GENERAL

U5405

ELIGIBILITY

- A. Initial Authorization
- B. Subsequent Authorization

U5410

TRANSPORTATION

- A. Transportation Permitted
- B. POV Shipment when Transportation to the New PDS Not Permitted
- C. Replacement POV Transportation
- D. Reimbursement of Rental Vehicle Cost when a Motor Vehicle Arrives Late

U5413

TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

- A. General

- B. POV Delivery/Pick-up Separate from PCS Travel
Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY
- C. En Route Involved
POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En
- D. Route Involved
POV Delivery to Pick-up from a Designated POV Port/VPC Accomplished
- E. Concurrently with TDY En Route

U5414

TRANSPORTATION OF POV TO/FROM PDS

Transportation of POV from Old to New PDS Incident to a Unit Move Involving an

- A. OCONUS PDS
- B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS

U5415

POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE

U5417

POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN POV TRANSPORTATION IS ADVANTAGEOUS AND COST-EFFECTIVE TO THE GOVERNMENT

- A. General
- B. Member Has More than Two Vehicles
- C. Restrictions
- D. Cost Reimbursement Example

U5420

TRANSPORTATION RESTRICTIONS

- A. POV Purchased in a Non-foreign OCONUS Area
- B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS
- C. Vehicle Size
- D. Combining POV Weight Limitations when Husband and Wife Are Members

U5425

TRANSPORTATION METHODS

- A. Government/Commercial Transportation
- B. Personally Procured Transportation

U5435

PORTS USED

- A. Designation of Ports
- B. Alternate Ports
- C. Transshipment from a Designated Port

U5440

FACTORS AFFECTING POV TRANSPORTATION

- A. POV Transportation May Be Deferred
- B. Shipping Error
- C. Orders Amended, Modified, Canceled or Revoked
- D. Transportation before an Order Is Issued

U5445

EXCESS COST COLLECTION

U5455

POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

- A. Official and Personal Situations
Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the
- B. POV Is Transported from a CONUS Port/VPC
- C. Incident to Alert Notice
- D. PDS Evacuation
Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death
- E. a Missing Status, or Upon Death
- F. POV Transportation for Dependents Relocating for Personal Safety

U5456

TRANSPORTATION INCIDENT TO DIVORCE

U5457

TIME LIMITATION FOR TRANSPORTATION OF A POV

- A. Incident to Separation from Service or Relief from Active Duty
Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or
- B. Separation Pay
- C. Incident to PCS

U5460 CARE AND STORAGE

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE

SECTION E2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON-FOREIGN OCUNUS (see par. U5462) PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY

<u>Paragraph</u>	<u>Contents</u>
U5462	DEFINITION
U5464	GENERAL
U5466	ELIGIBILITY A. Members B. Storage
U5467	STORAGE IN LIEU OF SHIPMENT
U5468	TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY A. General B. Delivery/Pick-up C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY en Route is Involved D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY en route is Involved E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY en Route
U5470	STORAGE FACILITIES USED A. Designated Storage Facilities B. Personally Procured POV Storage

U5472

FACTORS AFFECTING POV STORAGE

- A. Orders Amended, Modified, Canceled, or Revoked
- B. Storage before an Order is Issued
- C. Time Limitation

U5474

RESTRICTIONS

- A. Restriction on Vehicle Size
- B. Combining POV Size Limitation when Husband and Wife Are Members
- C. Other Excess Storage Costs

U5476

CONTINUED POV STORAGE

- A. Continued POV Storage for Active Duty Members
Continued POV Storage upon Separation from Service or Relief from Active Duty,
Retirement, Placement or TDRL, Discharge with Severance or Separation Pay, or
- B. Involuntary Release from Active Duty with Readjustment or Separation Pay

U5478

CARE AND STORAGE

U5479

ADVANCE OF FUNDS

PART F: MOBILE HOMES TRANSPORTATION

Paragraph

Contents

U5500

PRIVATELY OWNED MOBILE HOMES

- A. General
- B. Eligibility
- C. Geographic Limitations

U5505

MOBILE HOME TRANSPORTATION ENTITLEMENTS

- A. Definition
- B. Member Married to Member
- C. Single Member/Concurrent Travel Performed

- D. Dependents Travel to/from a Designated Place/Selected Point in CONUS or Alaska
- E. Return from a PDS neither in CONUS nor Alaska
- F. Upon separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement

U5510

GOVERNMENT-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION

- A. Routing
- B. Personally Procured Commercial Transportation
- C. Movement other than by Commercial Transportation
- D. Government-procured Transportation
- E. Transportation Partly by Commercial Transporter and Partly by other Means

U5515

MOBILE HOME TRANSPORTATION FACTORS

- A. Mobile Home Allowance Applications
- B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route
- C. Improper Shipments
- D. Orders Amended, Modified, Canceled or Revoked
- E. Mobile Home Transportation from a Prior PDS
- F. Transportation before an Order Is Issued
- G. HHG Removed from a Mobile Home to Meet Safety Requirements

U5520

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

U5530

MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES

U5540

MOBILE HOME TRANSPORTATION UNDER UNUSUAL/ EMERGENCY CIRCUMSTANCES

- A. When Dependents Travel before the Member's PCS due to Official and Personal Situations
- B. Mobile Home Transportation Incident to Alert Notice
- C. Mobile Home Transportation Incident to Tour Extension

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

- A. General
- B. Authorized Transportation
- C. Additional Moves—Member Reported as Missing for more than 1 Year
- D. Death of a Member

U5555 TEMPORARY STORAGE

- A. General
- B. Temporary Storage Time Limits
- C. Orders Amended, Modified, Canceled or Revoked
- D. Another PCS Order Issued after the Member Arrives at the New PDS

U5560 FUNDS ADVANCEMENT

PART G: DISLOCATION ALLOWANCE (DLA)

Paragraph

Contents

U5600

PURPOSE

U5605

DEFINITION OF TERMS

- A. Member with Dependents
- B. Member without Dependents

U5610

ELIGIBILITY

- A. Member with Dependents
- B. Member without Dependents

U5615

DETERMINING AMOUNT PAYABLE

- A. General
- B. Dependents Authorized to Relocate in Connection with PCS but Delay Their Travel

PART I: PET QUARANTINE

Paragraph

Contents

U5800

PURPOSE

U5805

PET QUARANTINE REIMBURSEMENT

PART J: EARLY RETURN OF DEPENDENTS

Paragraph

Contents

U5900

DEPENDENT TRAVEL

- A. General
- B. Official Situations
- C. National Interest
Personal Situations and Travel of Dependents in CONUS when Disciplinary Action
is Taken against Member Stationed OCONUS
- D. is Taken against Member Stationed OCONUS
- E. Divorce of Annulment

U5905

HHG TRANSPORTATION

- A. From other than the U.S. Due to Official Situation
- B. National Interest
- C. From OCONUS Due to Personal Situations

U5910

POV TRANSPORTATION

- A. OCONUS Dependent Transportation Authorized
- B. Dependent Currently at an Appropriate Destination – Orders Not Issued
- C. Ex-Family Members' Travel Incident to Divorce or Annulment
- D. Dependents' Return to OCONUS Areas Authorized
- E. Entitlement on Next PCS

U5915

MOBILE HOME TRANSPORTATION

- A. General
- B. Member Assigned to Full PCS Weight Allowance Area
- C. Member Assigned to Administrative Weight Restricted Area

U5920

TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR PERSONAL SAFETY

- A. General
- B. Definition
- C. Restriction
- D. Authorization
- E. Reimbursement

1. Traveling Separately. Par. U5210-C applies when the dependents travel separately from the member for the allowable travel time for that leg of the journey.
2. Traveling Together. Par. U5210-B applies when the dependents travel with the member for the allowable travel time for that leg of the journey.

U5222 VARIOUS UNIQUE PCS ORDERS

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is authorized dependents' travel and transportation allowances for dependents' travel to the PDS, up to the allowances for travel from the HOR or the PLEAD to the first PDS.
2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependents' travel and transportation allowances for dependents' travel, up to the authorization for travel to the PDS, regardless of the point designated in the order (Service academy or HOR) from which the officer's travel is directed to be performed. When dependents are acquired after the date of an officer's departure (detachment) from a Service academy incident to an active duty order, but on or before the effective date of the order, the officer is authorized dependents' travel and transportation allowances for dependents' travel to the new PDS from one of the following:
 - a. HOR;
 - b. Service academy; or
 - c. place where the dependents are acquired. However, if the dependents travel from the place acquired to the HOR or Service academy before the effective date of an active duty order, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This authorization is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. Members assigned to foreign service colleges on a PCS for 20 or more weeks are authorized dependents' travel and transportation allowances. The tour length restrictions in par. U5203-B3e and U5203-B3f do not apply.

C. Ordered to an OCONUS Station to which Dependents' Travel Is Authorized

- *1. General. When a member is ordered to make a PCS to an OCONUS station to which dependents' travel is authorized, the member is authorized the dependents' travel and transportation allowances in par. U5222-C if they travel.
- *2. Dependents Authorized Concurrent Travel with Member. When dependents are authorized concurrent travel to the OCONUS PDS (whether or not they travel with the member), the member is authorized allowances for their travel when performed from the place the dependents are located when the member receives the PCS order to the OCONUS PDS, up to the allowances for travel from the last place transported at Government expense to the new PDS. Government transportation facilities for transoceanic travel should be used when available.
3. Concurrent Dependents' Travel Denied

a. Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependents' travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized allowances for dependents' travel to a designated place in CONUS or a designated place in a non-foreign OCONUS area:

- (1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or
- (2) Provided the member was called to active duty from that place or it is the member's HOR.

A member is authorized allowances for the dependents' travel from the designated place to the OCONUS PDS if authorized at a later date, provided the dependents are command sponsored before they travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive there.

b. Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependents' travel and transportation allowances must not exceed the allowances from the last place to which transported at Government expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave dependents at their current location, or move them to a designated place in:

a. CONUS,

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;
- (2) The member's spouse was a legal resident of that area at the time of marriage;
- (3) The member was called to active duty from that area;
- (4) It is the member's HOR; or
- (5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour. Dependents cannot be moved again at Government expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT. A member moving dependents to a designated place under this subparagraph may move dependents to the OCONUS PDS at personal expense. If dependents are command sponsored there after arrival, they may be moved at Government expense when a subsequent PCS order is issued.

5. Reimbursement for Transoceanic Travel. *Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by dependents at personal expense.*

D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty under Unusual Circumstances

Effective 16 June 2005

*1. PCS on a Dependent-restricted Tour. When transferred by a PCS order on a dependent-restricted tour, a member may elect to move dependents from the old PDS (or HOR/PLEAD based on their location if member's first PCS on active duty) to a designated place in:

- a. CONUS;
- b. a non-foreign OCONUS area; if:
 - (1) The member was a legal resident of that area before entering on active duty;
 - (2) The member's spouse was a legal resident of that area at the time of marriage;
 - (3) The member was called to active duty from that area;
 - (4) It is the member's HOR; or
 - (5) Authorized/approved through the Secretarial Process;
- c. An OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or
- d. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary concerned;
 - (1) This authority may not be delegated below the Service headquarters that directs dependents' travel and transportation policy and procedures;

Effective 18 June 2004

- (2) For Armed Forces' members, this authority may be used only to return foreign-born dependents to the spouse's native country per DoDI 1315.7, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/ins1.html>;
- (3) The Commandant of the Coast Guard (CG-12) may make exceptions for Coast Guard members; and
- (4) ***Dependents residing in the same country as the member cannot be command sponsored, if moved there under this authority.***

2. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as specified in par. U5222-D1. Members are authorized dependents' travel and transportation allowances under this subparagraph when the old homeport or PDS is identical to the new homeport or PDS (57 Comp. Gen. 266 (1978)).

3. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a ship or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified, or the member is thereafter transferred by a PCS order to such ship or afloat staff, the member is authorized dependents' travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.

4. Subsequent Authorization. When a member is:

- a. Transferred by PCS order from a dependent-restricted tour to an area to which dependent travel is authorized;
- b. Transferred by PCS order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified ship, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);
- c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or U5222-D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or
- d. On permanent duty on a dependent-restricted tour on the date the restriction against dependents' travel to the member's PDS is removed;

except as provided in par. U5215-F, dependents' travel and transportation allowances are authorized from the place the dependents are located on receipt of the PCS order involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which dependents were moved at Government expense under par. U5222-D1 or U5222-D3, whichever results in the least reimbursement, to the member's PDS. Dependents' travel and transportation allowances are authorized from the place to which dependents were moved under this paragraph or from the homeport for a ship, afloat staff, or afloat unit if dependents are located there on receipt of the PCS order involved in U5222-D4b, to the new PDS. A member is authorized dependents' travel and transportation allowances even though the homeport of the old ship, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical (57 Comp. Gen. 266 (1978)).

5. Change of Homeport. When on duty with a ship, afloat staff, or an afloat unit specified as unusually arduous on the effective date of the homeport change, a member is authorized dependents' travel and transportation allowances from the old homeport:

- b. CTO/TMC-provided Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever CTO/TMC-provided Government-procured transportation is available, but transportation is personally procured, reimbursement is authorized for the transportation cost up to what it would have cost the Government for CTO/TMC-provided Government-procured transportation between authorized points.
- d. When a POC is used, mileage (see par. U2600) is authorized -- the mileage amount paid cannot exceed the Government's cost had CTO/TMC-provided Government-procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

Effective 14 February 2005

8. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under par. U5243-D. The member is financially responsible for any overweight unaccompanied baggage during educational travel.

Effective 14 February 2005

9. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's unaccompanied baggage (NTE 350 pounds) in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

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

***U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER**

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

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

NOTE: (Effective for the period 30 June 2005 through 30 September 2005)

One round trip, including per diem payment, may be authorized for each family member authorized to visit a member not described above who has an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A) and who is hospitalized in a medical facility in the United States for treatment of that injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the United States. Per diem authorization must not exceed 30 days unless an extension is authorized/approved through the Secretarial process.

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

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

3. **Member Retired due to Illness or Injury.** Round-trip transportation and per diem is authorized to visit a member who is retired solely on account of a serious injury or illness, or as a result of a declaration of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious illness, serious injury, or declaration of imminent death, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

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

B. **Definition.** "Family members" as used in par. U5246 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case. If the family member is a:

1. Uniformed Service member: The member is authorized TDY travel and transportation allowances.
2. Civilian Employee: A U.S. Government civilian employee is authorized allowances in regulation issued by the employee's agency or department for TDY. Allowances for DoD civilian employees are in JTR, par. C6800 and DoD employees are issued a DD Form 1610 TDY travel authorization.
3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA. The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

3. The conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

Example 1: The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

Example 2: The member is assigned to an OCONUS country. That country's government requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

Effective 16 March 2004

U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE

An eligible member ordered on a PCS between CONUS PDSs may be authorized transportation of one POV from the old CONUS PDS to new CONUS PDS when:

1. The member is physically unable to drive, or
2. There is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

NOTE: *Inability of a dependent to drive does not satisfy this criterion.*

Effective 1 October 2004

U5417 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN POV TRANSPORTATION IS ADVANTAGEOUS AND COST-EFFECTIVE TO THE GOVERNMENT

A. General

1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS when it is advantageous ***and cost-effective to the Government*** and provided that the:
 - a. Member and/or eligible dependent(s) own more than one POV to be relocated to the new PDS;
 - b. Member and dependents then travel at one time in one POC;
 - c. Cost of shipment and commercial transportation of the POV to be shipped does not exceed the cost of MALT plus per diem for driving two POCs to the new PDS. See example below in par. U5417-D.; ***and***
 - d. Member is financially responsible for all excess costs or additional expenses associated with POV transportation. ***NOTE: If the cost of transporting the POV exceeds the reimbursement limitation (see par. U5417-D) the member is financially responsible for the cost difference to enable the POV to be transported.***
2. ***MALT and cost reimbursement are separately authorized for driving the second vehicle.***

B. Member Has More than Two Vehicles. Driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle) requires authorization/approval to drive the third (or subsequent) vehicle if reimbursement for its use is desired. See par. U5015-B.

C. Restrictions

1. A member must not be authorized POV transportation at Government expense if the member has:
 - a. No dependents,
 - b. No dependents *eligible* for transportation at Government expense, or
 - c. No dependents being relocated incident to the PCS.

Effective 28 June 2005

- *2. A member who is authorized POV transportation is not authorized commercial travel at Government expense for the member or dependents in conjunction with the PCS.
3. ***The member must personally procure all POV transportation. Government-procured transportation is not authorized.***
4. ***Payment of mileage or MALT to drop off/pick up the POV ICW transportation of the POV is not authorized.***
5. POV storage at Government expense is ***not authorized*** ICW transportation of a POV in par. U5417.

Effective 28 June 2005

*D. Cost Reimbursement Example. The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling from Camp Pendleton, CA, to MCB Quantico, VA. The cost to transport a POV (for illustration purposes only) = \$800.

NOTE: Of the various computation possibilities, the Services chose the following comparisons to use.

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform ***concurrent travel in one POC***.

*STEP 1				
Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC				
	Per Diem		MALT	Total
Member	\$91/day x 8 days (\$728)	+	\$.20/mi x 2,666 mi (\$533.20) =	\$1,261.20
Spouse	\$68.25/day x 8 days (\$546) =			\$ 546.00
1 st Child	\$68.25/day x 8 days (\$546) =			\$ 546.00
2 nd Child	\$68.25/day x 8 days (\$546) =			+ \$546.00
Total Paid				\$2,899.20

Step 2. Construct the cost for the member, spouse, and 2 children to perform ***non-concurrent (not traveling on the same route at the same time) 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/day x 8 days (\$728)	+	\$.15/mi x 2,666 mi (\$399.90) =	\$1,127.90
Spouse	\$91/day x 8 days (\$728)	+	\$.19/mi x 2,666 mi (\$506.54) =	\$1,234.54
1 st Child	\$68.25/day x 8 days (\$546) =			\$ 546.00
2 nd Child	\$68.25/day x 8 days (\$546) =			+ \$546.00
Total Paid				\$3,454.44

3. Step 3. Determine the funds available to the member to ship one POC while the entire family travels as a unit in the other POC.

*STEP 3	
Reimbursement Limitation to Drive One POC and Transport One POC	
Based on the above steps the funds available for transporting one POV are 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 1 POC (\$2,899.20). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (The \$800 amount shown is for illustration purposes only)	\$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.

PART G: DISLOCATION ALLOWANCE (DLA)

U5600 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the Government's convenience (see par. U5630-B15), or incident to an evacuation (see pars. U6012 and U6059). This allowance is in addition to all other allowances authorized in this Volume and may be paid in advance (37 USC §407).

U5605 DEFINITION OF TERMS

A. Member with Dependents. As used in this Part, "member with dependents" means a member who, on the effective date of PCS orders, has dependents authorized transportation in connection with the PCS. (A member, whose spouse is a dependent on the effective date of the member's PCS order, is considered to be a member with dependents for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983))).

B. Member without Dependents. As used in this Part, "member without dependents" means a member who:

1. Has no dependents;
2. Is not authorized travel and transportation allowances for travel of dependents under par. U5203-B in connection with a PCS (see par. U5605-A for exceptions in parenthesis); or
3. Has dependents authorized travel and transportation allowances under par. U5203, but the dependents do not relocate in connection with a PCS (59 comp. Gen. 376 (1980)).

U5610 ELIGIBILITY

A. Member with Dependents. A member with dependents is authorized a DLA when dependents:

1. Relocate in connection with a PCS,
2. Move in connection with the closure or realignment of a military installation (see par. U5630-B12),
3. Move to a designated place incident to an evacuation (IAW pars. U6012 and U6059), or
4. As otherwise authorized in this Part.

B. Member without Dependents. A member without dependents is authorized DLA when:

1. Relocated in connection with a PCS to a PDS where Government quarters are not assigned, or
2. Ordered to, and actually does, move in connection with the closure or realignment of a U.S. Installation (see par. U5630-B12).

In the circumstances of par. U5610-B1, DLA authorization continues to exist if Government quarters' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days. ***NOTE: See pars. U5630-B14 and U5630-E for regulations applicable to member-married-to-member couples.***

U5615 DETERMINING AMOUNT PAYABLE

A. General. DLA rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. U5630-B6 only). DLA is based on the member being with or without dependents (par. U5605) on the effective date of the PCS order or the order directing the member to move in connection with the closure or realignment of a military installation.

B. Dependents Authorized to Relocate in Connection with PCS but Delay Their Travel. When dependents are authorized to travel but do not move with the member, DLA at the without-dependent rate may be paid provided the member is not assigned Government quarters at the new PDS. If the dependents later join the member and are authorized such travel at Government expense, the member may be paid the difference between the DLA at the with-dependent rate and the without-dependent rate.

U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA***Effective 20 June 2005***

*A. General. Under 37 USC §407, members are authorized only one DLA during a fiscal year, unless the:

1. Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year. With the exceptions noted below for USCG and NOAA, the authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned. Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned. ***NOTE: For the Coast Guard: delegation is to the Commander, Coast Guard Personnel Command (CGPC) with no further re-delegation authorized; for the NOAA Corps: delegation is to the Director of the NOAA Corps only.***
2. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;
3. Eligible dependents are relocated to a designated place incident to an evacuation (see pars. U6012 and U6059);
4. Movement of a member's household is made in conjunction with a national emergency or in time of war;
5. Movement of a member and/or dependents is made as envisioned by par. U5630-B6, U5630-B8 or U5630-B10;
6. Movement of member's and or dependent's household is made in connection with base realignment or closure (BRAC); or
7. Member's dependents relocate incident to the member being assigned to Indeterminate TDY (see par. U4605).

NOTE: The one DLA per fiscal year limitation does not apply to partial DLA (see par. U5630-B15).

B. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authorization occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.

2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Government quarters carry no DLA authorization. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at an installation of the Services, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.
3. Except under the conditions in pars. U5620-A2, U5620-A5, and par. U5620-B2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

U5630 FACTORS AFFECTING AUTHORIZATION

A. General. Under par. U5610, members are authorized DLA for PCS moves and evacuation of dependents. These are the normal authorization categories. There are a number of other situations in which members may or may not be authorized DLA. The following subparagraphs explain the authorization under these special circumstances.

B. Special Categories DLA Authorized

1. Member's Old and New PDSs in Proximity to Each Other or Member Reassigned between Activities at Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at Government expense (42 Comp. Gen. 460 (1963)).
2. PCS between PDSs Not in Proximity to Each Other. When dependents make a proximity move based on a PCS between PDSs not in proximity to each other, a statement that the relocation of the household was necessary as a direct result of the PCS is required to support DLA payment. When the PCS is from or to a dependent restricted tour, the member's statement must be accepted. When the PCS is not from or to a dependent restricted tour, a statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required. The designated representative may not re-delegate this authority.
3. Movement of Dependents to/from a Designated Place. DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS order. No further DLA authorization accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, in connection with an evacuation, eligible dependents move to a designated place (see pars. U6012 and U6059).
4. Transfer to Hospital in CONUS
 - a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.
 - b. Transfer to Hospital in CONUS from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the commanding officer of the receiving hospital.
5. Inter-service Transfer. When a member is:
 1. Separated or relieved from active duty to continue on active duty in another Service, and
 2. Transferred with no break in service from one Service to another under the authority of 10 USC §716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

6. Orders Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from the place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence in connection with a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable in connection with each move. ***No more than two DLAs are authorized by this paragraph. NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. This paragraph does not authorize more than one DLA for dependents who move twice under the authority in par. U5222-C3a.***

7. Member without Dependents Assigned to Two-crew Nuclear Submarine (SSBN)

a. No Homeport Change. A member without dependents assigned to a two-crew nuclear submarine is authorized DLA upon arrival at the ship's homeport, provided the member is not assigned Government quarters and occupies non-Government quarters for a period of more than 15 days before reporting aboard the assigned ship (57 Comp. Gen. 178 (1977)).

b. Homeport Change. A member without dependents, assigned to a two-crew nuclear submarine when the homeport is changed, is authorized DLA at the new homeport, provided the member is not assigned to Government quarters and occupies non-Government quarters for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

8. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same duty station after completion of the initial tour of duty is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS in connection with the change-of-tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA (B-252098.2, 18 October 1993) if the member:

a. ***Has no dependents,***

b. Is assigned to permanent duty aboard a ship,

c. Elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or (***effective 1 July 1997 for E-5 and effective 30 October 2000 for E-4***) is authorized BAH for a member in the grade of E-5 or E-4, and

d. Occupies non-government quarters ashore,

Effective 15 April 2005

12. Ordered to Move in Connection with a Base Realignment and Closure (BRAC) of a Military Installation. A member is authorized DLA when the member is ordered to move in connection with a BRAC Commission action on a military installation and, as a result, the member's dependents actually move or, in the case of a member without dependents, the member actually moves. For the purpose of par. U5630-B12, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances (10 USC §2687(e)(3))

13. Member without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 is authorized DLA if the member:

- a. Has no dependents,
- b. Is assigned to quarters of the united states that do not meet the minimum adequacy standards established by DoD for members in such grade, or
- c. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
- d. Elects not to occupy such quarters or facility,

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

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

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

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

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

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

- (1) *From Government quarters upon separation/retirement;*
- (2) *Incident to PCS;*

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

Effective 20 June 2005

*16. Indeterminate TDY. DLA (also see exception to one-DLA-per-year rule) is payable in connection with an Indeterminate TDY order.

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

- 1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place in connection with the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);
- 2. From last PDS to home or to the PLEAD;
- 3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
- 4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without-dependent rate if Government quarters are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS (see par. U5630-C1 with which this item does not conflict).***; or
- 5. For a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, U5203-B1d, U5203-B2a, U5203-B2b, U5203-B2c; U5203-B2d, U5203-B2e, U5203-B2f; and U5203-B3b.

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

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

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

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

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

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

NOTE 1: The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

NOTE 2: Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.

NOTE 3: An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in par. U5130-A1.

HOUSEHOLD GOODS (HHG). Items (*except those listed in 2 and 3*) associated with the home and all personal effects (see ***NOTE 1***) belonging to a member and dependents on the effective date (see ***NOTE 2***) of the member's PCS or TDY order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: See par. U5310-E for articles involving weight additives.

NOTE 2: HHG acquired after the effective date of the order but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.

- *1. HHG also include:
- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
 - b. Spare POV parts (see the definition in this Appendix) and a pickup tailgate when removed;
 - c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
 - d. Consumable goods for members ordered to locations listed in Appendix F;
 - e. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles (and/or their associated trailers));

- f. Boats (and/or their associated trailers); and
- g. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

2. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Articles that otherwise would qualify as HHG but are acquired after the effective date of the PCS order, except:
 - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
- e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
- f. HHG for resale, disposal or commercial use;
- g. Privately owned live ammunition (B-130583, 8 May 1957);
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

3. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

APPENDIX A

PART II: ACRONYMS

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

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

PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
*RAT	Renewal Agreement Travel
RDD	Required Delivery Date
RPDCI	Retail Price Data Collection Instrument
SDDC	(Military) Surface Deployment and Distribution Command
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSN	Social Security Number
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration (<i>Same as NOAA</i>)
USPHS	United States Public Health Service (<i>Same as PHS</i>)
VA	Department of Veterans Affairs
VAMC	Veterans Affairs Medical Center
VPC	Vehicle Processing Center

Effective 16 August 2004

PART II

SECTION C

FIRST-CLASS DECISION SUPPORT TOOL

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

First-class accommodations requests.

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

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

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

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

Effective 30 June 2005

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

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

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

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

Effective 30 June 2005

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Effective 18 January 2005

Yes - Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?

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

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

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

Effective 18 January 2005

Yes - First-class accommodations *may* be authorized/approved. ***For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.***

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

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

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

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

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

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

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

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

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

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

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

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

Is the request for first-class accommodations for a member/employee traveling in support of congressional travel? (FC)

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

Yes - An approval authority must sign a separate and distinct authorization form for issuance of a premium-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART I: GENERAL INFORMATION

<u>Par.</u>	<u>Contents</u>
A.	General
B.	Rent
C.	Costs to Include in Rent
D.	Utility/Recurring Maintenance Allowance Expenses
E.	Move-In Housing Allowance (MIHA)
F.	Fixed Exchange Rate
G.	OHA Computation Steps

PART II: BRIEFING SHEET

<u>Par.</u>	<u>Contents</u>
A.	OHA Overview
B.	Required Form(s) Submission
C.	Rental Allowances
D.	Utility/Recurring Maintenance Allowances
E.	Move-In Housing Allowances (MIHA)/Miscellaneous Expenses
F.	Rental Advances

PART III: MOVE-IN HOUSING ALLOWANCE (MIHA) MISCELLANEOUS EXPENSES

<u>Table</u>	<u>Contents</u>
I	Reportable MIHA Miscellaneous Expense Items
II	Non-Reportable MIHA Miscellaneous Expense Items

PART IV: RENTAL ADVANCE PROTECTION

<u>Table</u>	<u>Contents</u>
I	Countries <i>Currently</i> Authorized OHA Rental Advances
II	Countries <i>Previously</i> Authorized OHA Rental Advances

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART I: GENERAL INFORMATION

For Appendix K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA ceilings, see the PDTATAC website at: <https://secureapp2.hqda.pentagon.mil/perdiem/aloha.html>.

A. General

1. Purpose. OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (except Hawai'i and Alaska) authorized to live in private housing. OHA defrays the member's housing costs and includes the following three components:
 - a. Rent,
 - b. Utility/recurring maintenance expenses, and
 - c. Move-in housing allowance (MIHA).
2. Allowance Payable. The amount of OHA payable is based on the difference between the member's:
 - a. BAH-II or FSH, and
 - b. The member's reported rental amount, up to the locality OHA rental ceiling, plus
 - c. The appropriate utility amount based on the member's status.
3. OHA Locality/Rate Tables. OHA rates are contained within individual country tables that list all authorized OHA areas within each country. Locality/country tables are regularly updated and located on the PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/aloha.html>. The following information applies to all OHA tables:
 - a. Where only an island or country is listed, all territory within the island's/country's boundaries are included (including all offshore islands in the same general vicinity).
 - b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.
 - c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).
 - d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

B. Rental Allowance Ceiling. Locality OHA rental ceilings are based on actual rental cost data for members with command-sponsored dependents residing in private housing. The OHA program is designed (ordinarily) to cover actual rental costs for 80 percent of the assigned members.

1. With-Dependents. When computing rental ceilings the maximum allowable amount for the monthly rent is contained in the specific locality table (see PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/alloha.html>) unless all or a significant portion of utilities are included in the rent. See this Appendix, Part I, subpar. F, for OHA calculation examples. When computing an OHA rental ceiling and *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is **added** to the rental-ceiling portion.

2. Without-Dependents. When computing rental ceilings the maximum allowable amount for the monthly rent is contained in the specific locality table (see PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/alloha.html>) unless all or a significant portion of utilities are included in the rent. See this Appendix, Part I, subpar. F for OHA calculation examples. When computing an OHA rental ceiling and *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is **added** to the rental-ceiling portion. The without-dependents ceiling is 90 percent of the with-dependents ceiling.

3. Homeowners. If a member is a homeowner the derived 'rent' is computed by dividing the original home purchase price by 120. Settlement costs, title search fees, and other legal/related costs **are not included** in the original purchase price. ***NOTE: For members in the Azores who purchased homes on/after 1 January 1999, divide the purchase price by 24. See par. U9105-C3 for OHA when member (or member's dependents) inherited a dwelling or residence or otherwise received it without purchasing it.***

4. Sharers. To determine the monthly rent for each sharer when a member is a sharer (as defined in par. U9000-C), divide the **total** monthly rent amount by the number of sharers living in the dwelling.

*C. Costs to Include in Rent. Items or services not directly related to the physical dwelling and not considered customary and usual in the host country should not be included in the rental agreement. Such items as cars, golf club membership and fees, exercise club memberships or maid service costs must be separately identified and are not used in determining the monthly rent. Other items such as gardeners or redecoration fees upon vacating quarters may be included if it is a requirement of the landlord and typical for that area - that is, most local national renters also pay for these services as part of their rents. However, once a lease has been signed, the rent may not be increased and a new lease renegotiated to specifically cover such items or services. When in doubt, the Housing Officer or the approving official may request that PDTATAC determine whether or not the inclusion of a specific item or service is authorized.

D. Utility/Recurring Maintenance Allowance Expenses. The utility/recurring maintenance allowances found in the OHA locality tables at <https://secureapp2.hqda.pentagon.mil/perdiem/alloha.html> are based on member (with-dependents) reported expenses.

1. Monthly Allowance. A monthly utility/recurring maintenance allowance is:

a. Provided for each individual OHA locality (see locality tables at the PDTATAC website <https://secureapp2.hqda.pentagon.mil/perdiem/alloha.html>),

b. Based on actual member-reported expense data for members with dependents who pay all (or a majority) of their utilities,

- c. Covers the utility costs for 80 percent of members assigned to an area,
- d. Paid to sharers (see par. U9000-C) on a pro rated amount of the net allowance,
- e. Paid to members 'without dependents' (who *are not* sharers) at 75 percent of the 'with dependents' rate (see par. U9106 for more information on Utility/Recurring Maintenance Allowance), and
- f. Subject to elimination or reduction if all or parts of the utilities are included in the rent (see par. U9106).

2. **Rent Includes All, No, or Some Utilities.** Amount of monthly utility/recurring maintenance allowance is determined by the member's responses to the utility questions in block 7, DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report). For more information when rent includes *all* or *no* utilities see par. U9106. When rent includes *some* utilities, the locality *climate code* and the *utility point score* determine the monthly utility/recurring maintenance allowance amount.

a. **Climate Codes.** Locality climate codes are indicated on each locality table (see PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/aloha.html>). The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. **Climate Code Utility Points.** Use the table below to determine the correct climate code and then credit the member with appropriate *points* for each utility/service that *was not* checked in block 7c, DD Form 2367. The final number is the member's total *utility point score*.

Climate Code Utility Points (See Appendix K OHA Locality Tables)			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Percentage Utility/Recurring Maintenance Allowance Payment	
Total Utility Point Score	Allowance Percentage
0	0
1-2	25
3-4	65
5-9	100

E. Move-In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see PDTATAC website <https://secureapp2.hqda.pentagon.mil/perdiem/aloha.html>) is based on average member-reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See Appendix N for specific MIHA information. Part III of this Appendix includes a list of reportable move-in expenses.

F. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

G. OHA Computation Steps. Follow steps one through five to determine a member's OHA. ***NOTE: BAH-II deduction (Step 5) is not required for USMC personnel as USMC personnel do not receive BAH-II.***

Step 1: Determine the member's monthly rent in U.S. dollars. If rent is paid in foreign currency, convert to U.S. dollars by using the 'Rate of Exchange' for the locality found in the OHA locality tables at <https://secureapp2.hqda.pentagon.mil/perdiem/aloha.html>. If the member is a sharer (as defined by par. U9000-C), the member's rent is a prorated share of total rent.

Step 2: Using the appropriate locality table find the rental allowance ceiling for the member's specific locality code and grade. For members 'without dependents' multiply the with-dependents rate by the appropriate percentage or dollar amount specified in the locality table (usually 90 percent). If rent includes *all* utilities (block 7b checked on DD Form 2367), *add* the full utility/recurring maintenance allowance to the maximum rental allowance ceiling. If rent includes *some* but *not all* utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance ceiling.

Step 3: Locate the utility/recurring maintenance allowance from the locality table. The following conditions apply:

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

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

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

Effective 20 September 2004

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

2. Eating

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

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

Effective 29 June 2005

****NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR/PMR and \$3 (in CONUS) or the locality incidental expense rate OCONUS (unless the \$3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). (i.e., Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR/PMR.)***

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

Effective 1 October 2003

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

NOTE 1: Applicable to civilian employees:

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

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

NOTE 2: Applicable to uniformed members:

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

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

B. Lodging Overnight Required - Schoolhouse Training Standards

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

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

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

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

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

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

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

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

4. TDY Aboard Ships

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

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

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

SUBSIST ABOARD GOVERNMENT SHIP 3/

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

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

2/ Discount Meal Rate = Food costs only.

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

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

Table 1. Deployment - Joint Operations TDY Options