

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 226

Alexandria, VA

1 October 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 October 2005 unless otherwise indicated.

J. P. MCLAURIN
Deputy Assistant Secretary of
the Army (MPP)

STEPHEN W. ROCHON
RADM, USCG
Director of Personnel Management

ANITA BLAIR
Deputy Assistant Secretary
of the Navy (Personnel Programs)

SAMUEL P. DE BOW, JR.
RADM, NOAA
Director, NOAA Corps

ROBERT GODWIN
Deputy Assistant Secretary for
Force Management and Integration

CRISTINA V. BEATO
RADM, USPHS
Acting Assistant Secretary for Health
and Human Services

This change includes all material written in MAP Items 6-05; 38-05(E); 39-05(E) and military editorials U05047; and U05050 through U05053; and U05058. Insert the attached pages and remove the corresponding pages. Remove pages U9-v; U9B1-1 through U9B1-13; U9B2-1 through U9B2-7; U9C-19 and K1-7. This cover page replaces the Change 225 cover page.

BRIEF OF REVISION

These are the major changes made by Change 226:

U1410-A3a, -A3e; T4040-E3a, -E3e. Removes conflicting JFTR paragraphs that deny legal expenses.

U2115; Appendix A, Part I; T4050-A4. Modifies JFTR paragraphs and Appendix A to include the use of Form SF 1170, Redemption of Unused Tickets in accordance with Service regulations.

U6011. Updates reference.

U8001-B, -C. Revises the definition of member without dependents for CONUS COLA purposes to include member authorized a BAH at the with-dependents rate solely because the member is paying child support.

U9150; U9155. Explains that a member is authorized TLA while house hunting after completing PCS travel to (and reporting for duty at) a new OCONUS PDS.

Chapter 9, Chapter 10. Changes the JFTR by revising Chapter 9 to remove the Overseas Housing Allowance (OHA) and adds a new Chapter 10 to implement the revised housing allowance law enacted in 1997, and additional changes since then, that created a Basic Allowance for Housing (BAH) and a Family Separation Housing Allowance (FSH) requiring substantive policy changes.

Appendix O, T4070. Updates the Army listing of Paired Communities authorized to use Appendix O.

Appendix S. Changes the recertification date for Libreville, Gabon to 30 June 2005 and all other EUCOM FEML locations to 31 July 2007.

Various paragraphs. Updates references and makes editorial changes required by the revisions in MAP Item 5-06 (OCONUS COLA/OHA/FSH).

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
226	iii	214	U3A-3	220	U4D-3	213	U5C-9	216	U5D-53
226	v	224	U3B-1	220	U4D-5	225	U5C-11	216	U5D-55
226	vii	224	U3B-3	193	U4E-1	225	U5C-13	216	U5D-57
226	ix	224	U3B-5	220	U4F-1	226	U5C-15	216	U5D-59
226	xi	224	U3B-7	225	U4G-1	213	U5C-17	216	U5D-61
226	U-i	224	U3B-9	219	U4H-1	213	U5C-19	219	U5D-63
226	U-iii	224	U3B-11	223	U4H-3	213	U5C-21	219	U5D-65
226	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
226	U1A-1	208	U3C-1	214	U4I-1	226	U5C-29	223	U5E1-1
226	U1A-3	225	U3D-1	214	U4I-3	220	U5C-31	216	U5E1-3
226	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
226	U1C-1	214	U3E-1	216	U5-iii	221	U5C-37	225	U5E1-9
226	U1C-3	213	U3E-3	216	U5-v	224	U5C-39	216	U5E1-11
226	U1C-5	208	U3F-1	225	U5-vii	225	U5C-41	216	U5E1-13
226	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
226	U2-i	216	U4-i	225	U5-xiii	216	U5D-3	214	U5E2-3
226	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	226	U5A-3	220	U5D-17	222	U5F-9
191	U2C-3	216	U4B-7	226	U5A-5	216	U5D-19	222	U5F-11
226	U2D-1	226	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
226	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	226	U10A-1	214	H2A-1	226	O-21
213	U5J-13	213	U7H1-1	226	U10B-1	214	H2B-1	223	O-23
222	U6-i	226	U7H1-3	226	U10B-3	225	H2C-1	224	O-25
177	U6-iii	213	U7H1-5	226	U10B-5	225	H2C-3	217	O-27
216	U6A-1	217	U7H1-7	226	U10B-7	214	H3A-1	226	O-29
219	U6A-3	213	U7H1-9	226	U10B-9	220	H3B-1	224	O-31
219	U6A-5	224	U7H1-11	226	U10C-1	220	H3B-3	215	P-i
222	U6A-7	209	U7H2-1	226	U10C-3	221	U3B-5	216	P1-1
216	U6A-9	221	U7I-1	226	U10C-5	214	H4A-1	216	P2-1
216	U6A-11	221	U7I-3	226	U10C-7	214	H4B-1	215	P2-3
216	U6A-13	213	U7J-1	226	U10C-9	214	H4C-1	215	P2-5
216	U6A-15	219	U7J-3	226	U10C-11	214	H4D-1	222	Q-1
216	U6A-17	223	U7K-1	226	U10C-13	214	H4E-1	222	Q-3
216	U6A-19	216	U7L-1	226	U10C-15	214	H4F-1	222	Q-5
216	U6A-21	168	U7M-1	226	U10C-17	176	I-1	222	Q-7
216	U6A-23	209	U7N-1	226	U10D-1	226	J-i	173	R-1
216	U6A-25	209	U7O-1	226	U10D-3	226	J1-1	226	S-1
226	U6A-27	184	U7P-1	224	A1-1	226	J1-3	226	S-3
216	U6A-29	223	U7Q-1	221	A1-3	226	J2-1	216	T-i
216	U6B-1	168	U7R-1	224	A1-5	226	J3-1	216	T-1
216	U6B-3	185	U7S-1	221	A1-7	226	K-i	216	T-3
216	U6B-5	160	U7T-1	226	A1-9	226	K1-1	213	U-1
216	U6B-7	213	U7U-1	223	A1-11	226	K1-3	193	i-1
216	U6B-9	195	U7V-1	221	A1-13	226	K1-5		
216	U6B-11	193	U7W-1	226	A1-15	226	K2-1		
216	U6B-13	223	U7X-1	225	A1-17	226	K2-3		
216	U6B-15	223	U7Y-1	223	A1-19	217	K3-1		
216	U6B-17	217	U7Z1-1	221	A1-21	217	K4-1		
216	U6B-19	217	U7Z2-1	226	A1-23	217	L-i		
216	U6B-21	226	U8-i	221	A1-25	224	L-1		
216	U5B-23	226	U8-1	221	A1-27	217	L-3		
216	U6B-25	226	U8-3	221	A1-29	220	L-5		
216	U7-i	226	U8-5	221	A1-31	221	L-7		
216	U7-iii	226	U8-7	226	A1-33	220	L-9		
221	U7-v	226	U9-i	221	A1-35	220	L-11		
216	U7-vii	226	U9-iii	225	A2-1	226	M-1		
216	U7-ix	226	U9A-1	225	A2-3	217	N-i		
223	U7-xi	226	U9B-1	221	B-1	226	N1-1		
218	U7A-1	226	U9B-3	138	C-1	226	N1-3		
209	U7B-1	226	U9B-5	221	D-1	226	N1-5		
189	U7C-1	226	U9C-1	216	E-i	217	N2-1		
168	U7D-1	226	U9C-3	220	E1-1	217	N2-3		
168	U7E-1	226	U9C-5	216	E1-3	216	O-i		
195	U7F1-1	226	U9C-7	216	E1-5	224	O-1		
157	U7F2-1	226	U9C-9	216	E1-7	224	O-3		
199	U7F3-1	226	U9C-11	220	E2-1	224	O-5		
217	U7G-1	226	U9C-13	220	E2-3	223	O-7		
217	U7G-3	226	U9C-15	217	F-i	225	O-9		
220	U7G-5	226	U9C-17	224	F1-1	225	O-11		
217	U7G-7	226	U9D-1	217	F2-1	226	O-13		
226	U7G-9	226	U9D-3	176	G-1	222	O-15		
217	U7G-11	226	U10-i	217	H-i	223	O-17		
217	U7G-13	226	U10-iii	214	H1-1	223	O-19		

INTRODUCTION TO
JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1
(JFTR) UNIFORMED SERVICE MEMBERS

FOREWORD

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

PURPOSE AND AUTHORITY

This Volumes' regulations pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service members (including both regular and reserve components).

When necessary, a Uniformed Service may supplement these regulations by administrative regulations (see par. U1010), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. DoD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DoD Directive 5154.29.

*If there is a headquarters dispersal, each Committee member has authority to prescribe the allowances in these regulations. Each Committee member may issue necessary regulations prescribing travel, transportation, and station allowances/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized. At that time, the Committee is again vested with the regulation-issuing authority.

The JFTR is issued under the following authorities:

1. The United States Code, primarily sections found in title 37 (especially those sections concerning travel and transportation allowances in chapter 7) and title 10;
2. DoD directives, such as DoDD 1315.7, 1327.5, and 5154.29, and DOD instructions such as 1315.18, 1327.6; and
3. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

CLAIMS AND ADVANCE DECISIONS

Under 31 USC §3702, the Secretary of Defense settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits (including those of non-DoD uniformed members). The Secretary of Defense also may issue an advance decision with respect to the same subject areas. The Secretary of Defense has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

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

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

Correspondence to DOHA should be addressed to:

Defense Office of Hearings and Appeals (DOHA)
Claims Division
PO Box 3656
Arlington, VA 22203-1995

Throughout the JFTR, Comptroller General (Comp. Gen.) Decisions from the Government Accountability Office (GAO), decisions from the Department of Defense Office of Hearings and Appeals (DOHA), and occasionally decisions from the General Services Administration Board of Contract Appeals (GSBCA) are referenced. Cite decisions appearing in the published annual GAO volumes by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Cite decisions of the Comptroller General that do not appear in the published volumes by the appropriate file number and date, e.g., B-248928, 30 September 1992. DOHA decisions on their website are listed by category, type, year, and case number, e.g., Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812. In JFTR, these decisions are cited by DOHA claims case number and date, e.g., (DOHA Claims Case No. 97091101, 5 May 1998). GSBCA decisions are cited using a GSBCA number and date.

For DOHA information/decisions visit their website at: <http://www.defenselink.mil/dodgc/doha/>.

PARAGRAPH NUMBERING SYSTEM

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

NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., U1010, U1011, U1012); numbers may be skipped (e.g., U5305, U5310, U5315) so that new paragraphs can be added without changing the numbers of existing paragraphs.

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) or memoranda initiate changes to the JFTR allowances. 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.

*Per Diem Supplements (PDs) make changes in the per diem rates contained in <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>, and station allowance, OHA/FSH, and CONUS COLA changes to the tables contained in <https://secureapp2.hqda.pentagon.mil/perdiem/rateinfo.html>. 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.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations and administrative memoranda. The determinations 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>.

JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

VOLUME 1

UNIFORMED SERVICE PERSONNEL

CHAPTER 1

APPLICABILITY AND GENERAL INFORMATION

PART A	APPLICABILITY AND GENERAL INFORMATION
PART B	GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM COMMERCIAL SOURCES
PART C	MISCELLANEOUS REIMBURSABLE EXPENSES
PART D	ISSUANCE OF MEAL TICKETS

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A	TRAVEL POLICY
PART B	TRAVEL ORDERS
PART C	TRAVEL STATUS
PART D	ADVANCE OF FUNDS
PART E	RESERVED
PART F	TRAVEL CLAIMS AND RECEIPTS
PART G	CONFERENCES
PART H	MILEAGE AND MALT RATES

CHAPTER 3

TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

PART A	APPLICABILITY AND GENERAL RULES
PART B	TRAVEL BY COMMON CARRIER
PART C	TRAVEL BY GOVERNMENT CONVEYANCE
PART D	TRAVEL BY PRIVATELY OWNED CONVEYANCE
PART E	TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE
PART F	LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION
PART G	PARKING EXPENSES FOR CERTAIN MEMBERS

CHAPTER 4

TEMPORARY DUTY TRAVEL (TDY)

PART A	MEMBER'S TRAVELING TOGETHER
PART B	PER DIEM ALLOWANCE
PART C	ACTUAL EXPENSE ALLOWANCE (AEA)
PART D	ALLOWABLE TRAVEL TIME FOR TDY TRAVEL
PART E	GOVERNMENT MESS USE/AVAILABILITY
PART F	OCCASIONAL MEALS AND QUARTERS
PART G	TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY
PART H	HHG SHIPMENT AND STORAGE UNDER TDY ORDERS
PART I	REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF OPERATIONS
PART J	TRAVEL ADVANCES

CHAPTER 5

PERMANENT DUTY TRAVEL

PART A	APPLICABILITY AND GENERAL RULES
PART B	MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE
PART C	DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES
PART D	HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)
PART E	POV TRANSPORTATION AND STORAGE
PART E1:	POV TRANSPORTATION
PART E2:	POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON- FOREIGN OCONUS (SEE PAR. U5462) PDS IS NOT AUTHORIZED OR STORAGE IN CONNECTION WITH CONTINGENCY OPERATION TDY
PART F	MOBILE HOMES TRANSPORTATION
PART G	DISLOCATION ALLOWANCE (DLA)
PART H	TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS
PART I	PET QUARANTINE
PART J	EARLY RETURN OF DEPENDENTS

CHAPTER 6

EVACUATION ALLOWANCES

PART A	AUTHORIZED OR ORDERED MOVEMENTS OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)
PART B	AUTHORIZED OR ORDERED MOVEMENTS WITHIN THE CONTINENTAL UNITED STATES (CONUS)

CHAPTER 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

PART A	TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN
PART B	TRAVEL OF UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS
PART C	REIMBURSEMENT FOR RECRUITING EXPENSES
PART D	TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY
PART E	TRAVEL OF WITNESSES
PART F1	TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS
PART F2	TRAVEL WHEN PER DIEM NOT AUTHORIZED
PART F3	MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS
PART G	TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY
PART H1	LEAVE TRAVEL AND TRANSPORTATION EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002
PART H2	REIMBURSEMENT FOR LODGING WHILE ON LEAVE DURING A CONTINGENCY TDY
PART I	MEMBER TRAVEL IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS
PART J	REST AND RECUPERATIVE (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION
PART K	TRAVEL AND TRANSPORTATION TO RECEIVE A NON-FEDERALLY SPONSORED HONOR AWARD
PART L	RESERVED
PART M	MEMBER WHOSE ENLISTMENT IS VOIDED
PART N	ABSENTEE, STRAGGLER, OR OTHER MEMBER WITHOUT FUNDS
PART O	MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS
PART P	TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS
PART Q	TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS
PART R	TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND DECEASED DEPENDENTS
PART S	TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT
PART T	SEE APPENDIX E
PART U	REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF
PART V	MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITIONS

PART W RESERVED
PART X RESERVED
PART Y TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES
PART Z1 TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM
PART Z2 TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS

CHAPTER 8 **COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA)**

CHAPTER 9 **STATION ALLOWANCES**

PART A DEFINITIONS
PART B COST OF LIVING ALLOWANCE (COLA)
PART C TEMPORARY LODGING ALLOWANCE (TLA)
PART D MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

CHAPTER 10 **OVERSEAS HOUSING AND FAMILY SEPARATION HOUSING ALLOWANCES**

PART A DEFINITIONS
PART B GENERAL INFORMATION
PART C OHA START/STOP
PART D FAMILY SEPARATION HOUSING ALLOWANCE

APPENDIX A

PART I DEFINITIONS
PART II ACRONYMS

APPENDIX B **OCONUS MAXIMUM PER DIEM RATES**

APPENDIX C **RESERVED**

APPENDIX D **CONUS MAXIMUM PER DIEM RATES**

APPENDIX E **INVITATIONAL TRAVEL AUTHORIZATIONS**

PART I INVITATION TO TRAVEL
PART II SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

APPENDIX F **CONSUMABLE GOODS ALLOWANCES**

PART I LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES
PART II CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

APPENDIX G

RESERVED

APPENDIX H

TRAVEL PURPOSE IDENTIFIERS

PART 1	TRAVEL PURPOSE IDENTIFIERS
PART 2A	REPORTING DATA ELEMENTS AND PROCEDURES FORMAT
PART 2B	FIRST-CLASS AIR ACCOMMODATIONS CODES
PART 2C	FIRST-CLASS DECISIONS SUPPORT TOOL
PART 3A	BUSINESS-CLASS AIR ACCOMMODATIONS CODES
PART 3B	BUSINESS-CLASS DECISIONS SUPPORT TOOL
PART 4A	PREMIUM-CLASS ACCOMMODATIONS FOR DISABILITY OR OTHER SPECIAL MEDICAL NEEDS REASONS
PART 4B	RESERVED
PART 4C	RESERVED
PART 4D	RESERVED
PART 4E	RESERVED
PART 4F	PREMIUM-CLASS ACCOMMODATIONS DETERMINATION FORMAT

APPENDIX I

RESERVED

APPENDIX J

COST-OF-LIVING ALLOWANCE (COLA)

PART I	INTRODUCTION
PART II	COLA UNIQUE EXPENSES
PART III	COST-OF-LIVING ALLOWANCE TABLES

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART I	GENERAL INFORMATION
PART II	BRIEFING SHEET
PART III	MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES
PART IV	RENTAL ADVANCE PROTECTION

<u>APPENDIX L</u>	<u>ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS</u>
<u>APPENDIX M</u>	<u>STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES AND COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR RESPONSIBILITIES</u> (see http://141.116.74.201/cola/appm/appm.pdf)
<u>APPENDIX N</u>	<u>MOVE-IN HOUSING ALLOWANCE (MIHA)</u>
Part I	MOVE-IN HOUSING ALLOWANCE (MIHA)
Part II	MIHA SECURITY LOCATIONS
<u>APPENDIX O</u>	<u>TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES</u>
<u>APPENDIX P</u>	<u>CITY-PAIR PROGRAM</u>
Part I	CITY-PAIR PROGRAM
Part II	FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM
<u>APPENDIX Q</u>	<u>OVERSEAS TOUR LENGTHS</u>
<u>APPENDIX R</u>	<u>RESERVED</u>
<u>APPENDIX S</u>	<u>AUTHORIZED FEML LOCATIONS/DESTINATIONS</u>
<u>APPENDIX T</u>	<u>STANDARD DATA ELEMENTS FOR TRAVEL</u>
<u>APPENDIX U</u>	<u>AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS</u>

CHAPTER 1

PART A: APPLICABILITY AND GENERAL INFORMATION

*U1000 APPLICATION

This Volume contains basic statutory regulations concerning official travel and transportation of Uniformed Services' members. This Volume's regulations pertain to travel and transportation and certain station allowances (COLA, TLA), housing allowances (OHA/FSH), and CONUA COLA. These regulations are issued primarily under the authority of 10 USC §2631-2635 and Chapter 7, 37 USC. ***There may be circumstances when payment of certain allowances is prohibited. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in the regulations.*** All members of the Regular and Reserve Components, without regard to the Service to which assigned, are covered.

Effective 9 September 2004

*U1005 GENERAL

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

U1006 COMPLEMENTARY REGULATIONS

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

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

9. Shipment of a POV.

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

U1010 IMPLEMENTATION

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

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

1. Completion and submission of travel vouchers;

Effective 1 June 2005

2. Appropriate authority/approval level for business-class air travel (see par. U3125-B2b);
3. Order endorsements related to foreign flag carriers (par. U3125-C4);
4. Procedures for the issuance, use, and care of meal tickets, and for the payment for meals procured with the tickets (see par. U1500-B);
5. Procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Parts B, C, D, E2, F, G and H – see par. U5020) may be made. (Also, see pars. U5165, U5250, U5560, U6013-A, U6013-B, U6060-A, U6060-B, U9158, and U10105-B);
6. Appropriate separation activities (see pars. U5125-A3 and U5130-A3);
7. Required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);
8. Claims for personally procured HHG transportation (see pars. U5320-D);
9. Member financial responsibility (see pars. U5340-A2, U5380-A, U5420-C, U5445, U5474, and U5520);
10. Personal emergency determination (see par. U7205-A);
11. Transportation of the remains of deceased members and dependents (see Chapter 7, Part R);
12. Currency loss/gain procedures for OHA (see par. U10105-B);

13. Command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT);
14. Establishing children's dependency (see Appendix A definition of DEPENDENT); and
15. CTO use policy (see par. U3120).

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations.

U1020 EFFECTIVE DATE OF REGULATION CHANGES

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

U1025 COMPTROLLER GENERAL (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the CG, DOHA, occasionally GSBCA, and OSD GC. CG, DOHA, GSBCA, and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume are not necessarily applicable to other Volumes or to other Government regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

U1039 DOD TEST OF SIMPLIFIED ALLOWANCES

Simplified travel and transportation allowance rules in Appendix O govern TDY for DoD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

U1040 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. While authority exists in 5 USC, Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

U1045 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. Members are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a U.S. Installation. Availability/non-availability documentation must be obtained per JFTR, par. U1045-C. Members should use adequate available Government quarters when TDY to a U.S. Installation; *however, when adequate Government quarters are available on that U.S. Installation and other lodgings are used, lodging reimbursement is limited to Government quarters cost (44 Comp. Gen. 626 (1965)).*

NOTE: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: Government quarters are available only if use is directed in the order.

B. Quarters Not Available. Government quarters are not available:

1. When a TDY/delay point is at other than a U.S. installation;
 2. When an AO determines that Government quarters use would adversely affect mission performance, except for:
 - a. Members attending service schools at an installation; and
 - b. Officers in grades O-7 through O-10 who determine their own quarters availability;
 3. During all periods of travel en route;
 4. For any TDY/delay of less than 24 hours at one location;
 5. When travel is in connection with a PCS:
 - a. When per diem is payable under MALT plus (par. U5105);
 - b. When a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
 - c. To a ship/afloat staff homeported OCONUS, and;
 - (1) A member is accompanied by dependents authorized concurrent travel;
 - (2) Is put on TDY at the homeport while awaiting arrival of the ship/staff or onward transportation;
- and Government quarters are not available for the entire family; or

6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status (see par. U7551).

C. Travel Order/Voucher

1. Documentation. A travel order/voucher must document non-availability by:

- a. Confirmation number provided by the Service's registration process;
- b. The date the member attempted to make reservations, and the phone number and name of the billeting office point of contact; or
- c. Member certification that Government quarters were not available on arrival.

2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

U1050 CONFERENCES/TRAINING AT THE PDS

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS

Government policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DoD component must ensure that not less than 90% of all members who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Services are in compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (see Appendix A) whenever possible (5 USC §5707a).

U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR REGULATIONS

Commands/units are expected to take appropriate disciplinary action when members and/or AOs fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. See par. U3120-A4 for exceptions when reimbursement is *not* allowed.

CHAPTER 1

PART C: MISCELLANEOUS REIMBURSABLE EXPENSES

U1400 GENERAL

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

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

U1405 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The AO may determine certain communications to a member's home/family are official. These communications must be only to advise of the member's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the member is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY is completed when appropriate (adopted from GSBCA 14554-TRAV, 18 August, 1998). See par. U1410-B4g.

U1410 MISCELLANEOUS EXPENSES

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

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

1. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel;
2. Administrative fees for ATM use to obtain money with:
 - a. The Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card), or
 - b. An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

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

Effective 8 September 2004

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

NOTE:

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

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

Effective 5 July 2005

*a. Expenses for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports, visas (including green cards) for TDY, PCS or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.

b. A member ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official order is to and/or from a high threat area or high risk airport (see http://travel.state.gov/warnings_list.html) by commercial air and the member is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.;

c. Dependents' fee is reimbursable *except* in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.;

d. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the member is sent (either TDY or PCS), are not reimbursable, except as in par. U1410-A5 for inoculations.;

Effective 19 May 2005

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

Effective 1 March 2004

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

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

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

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

Effective 1 April 2005

7. Fees for:

a. Currency conversion. Members:

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

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

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

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

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

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

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

8. CTO service and processing fees;

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

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

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

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

Effective 1 March 2004

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

- j. Dual lodging costs (see par. U4135);
 - k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled. ***NOTE: Reimbursement must not exceed the remaining amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***;
 - l. Expedited charge card delivery;
 - m. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card but only for those personnel who are placed in the category of mission critical travel or who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements; and
 - n. Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements ***that are not for the member's convenience***);
5. Certain laundry/dry-cleaning expenses:
- a. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (***not before departing from or after returning to/arriving at PDS***), up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).;
 - b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.;
- 6. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
 - 7. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
 - 8. ***Transportation-related tips for handling Government property at terminals and hotels;***
 - 9. Any per-day administrative fee called for in the SDDC rental car agreements (including GARS); and
 - 10. Similar travel and transportation related expenses.

Effective 30 December 2004

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

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

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

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

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

NOTE:

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

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

Effective 5 July 2005

*2. These expenses include fees/charges for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports, visas (including green cards), or changes in status if local laws and/or customs require the use of lawyers in processing such applications.

3. Medical expenses associated with obtaining passports and/or visas (including green card), are not reimbursable, except for inoculations as permitted in par. U1410-A5.

Effective 8 September 2004

B. Reimbursement. Reimbursement authority is for a member who is:

1. Assigned to a foreign OCONUS area,
2. Required to obtain/renew passports and/or visas (member's and/or dependents') as a result of a continued assignment in a foreign OCONUS area, or
3. Described in par. U1415-C.

Effective 8 September 2004

C. Passports and/or Visas (Including Green, Cards, Photographs for OCONUS Travel and Physical Examinations Required to Obtain a Visa) for Emergency Technical Support Personnel. Commands may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports and/or visas (including green cards) in preparation for such travel, may be reimbursed the fees paid for passports, visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).

NOTE:

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

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

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

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

U1420 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under par. U4165-2b.

U1425 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Preparatory travel expenses, such as fees for traveler's checks, passports, visas (including green cards) (see par. U1415), and communications service, incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the Government's interest, and a refund is unobtainable.

U1430 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

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

B. Considerations. The AO should consider if the:

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

CHAPTER 2
ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

<u>Paragraph</u>	<u>Contents</u>
U2000	GENERAL A. Travel and Transportation Policy B. Service Responsibility
U2010	OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL
U2015	USE OF GOVERNMENT TRAVEL CHARGE CARDS
U2020	OFFICIAL DISTANCE DETERMINATION A. Privately Owned Conveyance B. Privately Owned Airplane C. Official Distances Use D. Personally Procured Moves
U2025	STANDARD CONUS PER DIEM RATE

PART B: TRAVEL ORDERS

<u>Paragraph</u>	<u>Contents</u>
U2100	GENERAL
U2105	AUTHORIZATION/APPROVAL AND RETROACTIVE MODIFICATION
U2115	ORDERS FOR TRAVEL AND REIMBURSEMENT A. Written Orders B. Oral Orders C. Orders Not Originated by Competent Authority
U2135	ITINERARY VARIATION
U2140	EFFECTIVE AND EXPIRATION DATE OF CERTAIN TYPES OF ORDERS A. Amended, Modified, Canceled or Revoked Orders B. Blanket or Repeated Travel Orders C. Time Limitation for PCS Orders
U2145	TIME LIMITATIONS FOR PERIODS OF TDY A. 180-Day Time Limitation B. TDY Periods in Excess of 180 Consecutive Days
U2146	TIME LIMITATIONS FOR PERIODS OF TDY FOR COURSES OF INSTRUCTION A. TDY for Training Less Than 140 Days (20 Weeks) B. TDY vs. PCS Status for Training Courses of 20 or More Weeks

PART C: TRAVEL STATUS

<u>Paragraph</u>	<u>Contents</u>
U2200	TRAVEL STATUS A. Importance of Travel Status B. Conditions Under Which Travel Status Exist C. Beginning and Ending of Travel Status

PART D: ADVANCE OF FUNDS

<u>Paragraph</u>	<u>Contents</u>
U2300	ADVANCES A. General B. Travel Advance Information

PART E: RESERVED

PART F: TRAVEL CLAIMS AND RECEIPTS

<u>Paragraph</u>	<u>Contents</u>
U2500	TRAVEL VOUCHER SUBMISSION
U2505	FRAUDULENT CLAIMS
U2510	RECEIPT REQUIREMENTS A. General B. Lost Receipts
U2515	LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT A. <u>Lost/Stolen/Unused Tickets</u> B. <u>Lost/Stolen/Unused GTR</u>

PART G: CONFERENCES

<u>Paragraph</u>	<u>Contents</u>
U2550	CONFERENCE PLANNING A. Authority B. Policy C. Scope and Coverage

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

U2555

CONFERENCE ATTENDANCE

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

U2556

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

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

PART H: MILEAGE & MALT RATES

<u>Paragraph</u>	<u>Contents</u>
U2600	TDY & LOCAL TRAVEL
U2605	PCS TRAVEL A. General B. PCS MALT Rates
U2610	CONVERTING KILOMETERS TO MILES
U2615	SELF-PROPELLED MOBILE HOME

PART D: ADVANCE OF FUNDS**U2300 ADVANCES**

A. General. A member may be paid an advance of (i.e., loaned) specified travel and transportation, station (COLA and TLA), and housing (OHA & FSH) allowances.

*B. Travel Advance Information. Additional information on advance payment of allowances is located in the following paragraphs:

1. Member PCS, par. U5165;
2. Temporary duty travel, Chapter 4, Part J;
3. Dependent outpatient travel, par. U5240-G3;
4. Dependent PDT, par. U5250;
5. HHG transportation, par. U5385;
6. Mobile home transportation, par. U5560;
7. DLA, Chapter 5, Part G, and pars. U6013 and U6060;
8. Recruiting expenses, par. U7033;
9. SROTC members, par. U7150-E2d;
10. Attendants on behalf of member patients, par. U7252-A;
11. Escorts and attendants of dependents, par. U7555; and
12. Station (COLA and TLA) and housing (OHA & FSH) allowances, pars. U9158 and U10105.

PART F: TRAVEL CLAIMS AND RECEIPTS

U2500 TRAVEL VOUCHER SUBMISSION

Members should submit travel vouchers as specified in Service administrative and/or procedural directives and DoDFMR, Volume 9. The DoD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.

Effective 17 September 2004

U2505 FRAUDULENT CLAIMS

Requirements regarding payments when expense(s) are suspected of being fraudulent are addressed in DoDFMR, Volume 9 or appropriate Service regulations for non-DoD Services. AEA denial for an entire day on which a suspected expense is claimed is per the DoDFMR or Service regulations for non-DoD Services. If payment is made before discovery of a suspected falsified expense, the DoDFMR or Service regulations for non-DoD Services prescribe any requirement for the member to reimburse the Government (57 Comp. Gen. 664 (1978) and 61 id. 399 (1982)).

U2510 RECEIPT REQUIREMENTS

A. General. Receipts are required for:

1. Lodging expenses regardless of amount, and
2. Expenditures of \$75 or more.

The receipt must show when specific services were rendered or articles purchased, and the unit price.

B. Lost Receipts. If receipts are impracticable to obtain or have been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished. For lodging, a statement must include the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room, and the cost incurred.

NOTE: Travelers are advised to retain ALL receipts for tax or other purposes.

Effective 28 July 2005

*U2515 LOST/STOLEN/UNUSED TICKET/GTR REIMBURSEMENT

NOTE: SF-1170, Redemption of Unused Tickets, found at: <http://www.gsa.gov>, is usable, if authorized in Service regulations, for use in connection with turning in unused tickets.

A. Lost/Stolen/Unused Tickets. ***Travelers must safeguard tickets, if issued, carefully at all times.*** However, the traveler must immediately notify the issuing CTO if the ticket is lost or stolen. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. ***If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased.*** If that first ticket is recovered, turned in for refund, and the Government repaid, reimbursement may be made for the second ticket, NTE the cost of the first ticket. The traveler must return unused tickets to the CTO.

B. Lost/Stolen/Unused GTR. *Travelers and other personnel accountable for GTRs must safeguard them carefully at all times.* However, the traveler or other accountable person must immediately notify the proper official (as prescribed in Service procedures) if a GTR is lost or a GTR in the care of any of them is stolen. If the lost or stolen GTR shows the carrier service desired and point of origin, the named carrier and other local initial carriers also must be promptly notified in accordance with Service procedures. A GTR, recovered after it has been reported lost, must not be used but rather be sent to the activity specified in Service procedures. A traveler or other accountable person may be held liable for any Government expenditure caused through negligence on that person's (the member for the dependent also under most circumstances) part in safeguarding GTRs.

***NOTE 1:** Travelers without sufficient funds to purchase duplicate transportation may be furnished the necessary transportation on a cost charge basis according to individual Service procedures (see DoD 4900.9-R (DTR, Part I), for DoD personnel and Service regulations for the non-DoD Services). The necessary transportation is furnished as a personal loan for the traveler's benefit. The traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence.*

***NOTE 2:** A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.*

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 cost (\$110) incurred in Location D was 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 a 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. U9152-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.

provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Chapter 5, Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Chapter 5, Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Chapter 5, Part H.

I. Travel and Transportation Allowance Extensions when a Member Separates from the Service. A written time limit extension that includes an explanation of the circumstances justifying the extension may:

1. be authorized/approved for a specific additional time period using the Secretarial Process;
2. be authorized/approved only when circumstances prevent use within the prescribed time; and must be for the shortest time appropriate under the circumstances;
3. not be granted merely to accommodate personal preferences or convenience (DoD/GC #99-1);
4. *not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of separation or release from active duty or retirement* unless a certified on-going medical condition prevents relocation of the member for longer than 6 years from the separation/retirement date; and
5. *not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of receipt by a member's dependents of official notice that the member is dead, injured, missing, interned, or captured*, unless a certified on-going medical condition prevents relocation of the dependent for longer than 6 years from the notification date.

J. Home of Selection. *Once a home is selected, that selection is irrevocable if transportation-in-kind is furnished and used, or travel and transportation allowances are received after the travel is completed.*

K. PCS Order. For an order to be a PCS order it must in fact direct a PCS. A document directing a change at the same PDS is not a PCS order, regardless of any statement(s) on the document to the contrary. Please see definitions of PDS and PCS in Appendix A.

U5015 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General

1. A member authorized dependents' travel and transportation allowances under par. U5203, is authorized MALT at the rates in par. U2605. When a member and dependents relocate on a member's PCS move, reimbursement is authorized for two POCs, if used.
2. Except as in par. U5015-B, the MALT rates authorized for dependents' travel are for the use of one or two POCs. ***NOTE: The member may be reimbursed for use of two POCs by dependents only if the member travels by other than POC (e.g., the member is not reimbursed automatically for three POCs to allow the member to use one and the dependents to use two.)***
3. MALT payment does not affect transportation-in-kind for other dependents not taken into account in computing the authorized MALT amount.

B. Reimbursement for the Use of more than Two POCs

1. General. Reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process. Documentation of this authorization/approval should be made IAW Service procedures.

2. Monetary Allowance in Lieu of Transportation (MALT)

a. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, the MALT and car ferry fees apply, except that the MALT rate must be determined on the basis of the number of family members making the trip to the PDS for the first time (e.g., member drives spouse and three children on first trip (and receives \$.20/mile for five authorized travelers) followed by a second trip in which the member and one of the already-transported children return to transport two remaining children (and the member is paid \$.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children).

U5018 NOT USED***U5020 ADVANCE OF FUNDS**

Chapter 5, Part B; Chapter 5, Part C; Chapter 5, Part D; Chapter 5, Part E2; Chapter 5, Part F; Chapter 5, Part G; and Chapter 5, Part H authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation, POV storage, and DLA and TLE (see par. U1010-B4). See par. U9158 for TLA advance payment.

OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES 1/

Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Transportation Part D	NTS 2/ Part D	POV Shipment 3/ Part E, Section 1	POV Storage 24/ Part E, Section 2	Mobile Home Shipment 4/ Part F	DLA 5/ Part G	TLE 6/ Part H	TLA 7/ Ch. 9, Part C
Travel to First PDS	Yes	Yes	Yes	Yes 8/	No 9/,10/	Yes	Yes	No	No 25/	No 11/
PCS from CONUS to CONUS	Yes	Yes	Yes	Yes 8/	No 10/	No	Yes	Yes	Yes	No
PCS to/from OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	Yes	Yes
PCS from OCONUS to OCONUS	Yes	Yes	Yes	Yes	Yes	Yes	No 12/	Yes	No	Yes
PCS Involving Member Married to Member CONUS to CONUS To/from OCONUS	Yes (each) Yes	Yes (each) Yes (each)	Yes (each) 13/ Yes (each) 13/, 14/	Yes 8/(each) Yes (each)	No 10/ Yes (each)	No Yes	Yes 15/ No 12/	See par. U5630-E & Table U5G-1	Yes (each) Yes (each)	No Yes (each)
Separated Under Honorable Conditions 16/ Member completed 90% of 1 st term Member did <i>not</i> complete 90% of 1 st term	Yes Yes 17/	Yes Yes 17/	Yes Yes	Yes 18/ Yes 18/	No 19/ No 19/	No No	Yes Yes	No No	No No	Yes 26/ Yes 26/
Separated Under Other Than Honorable Conditions 16/	Yes 20/	Yes 20/	Yes 21/	No	No 19/	No	Yes	No	No	No
Placed on TDRL	Yes 22/	Yes 22/	Yes 22/	Yes	No 19/	No	Yes	No	No	Yes 26/
Retired with pay (including for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay 23/	Yes	Yes	Yes	Yes	No 19/	No	Yes	No	No	Yes 26/

Table U5A-1

- 1/ This table is a general guide to basic travel and transportation allowances in various PCS situations. Part B, Part C, Part D, Part E, Part F, Part G, Part H, and Part I of this Chapter prescribe the specific allowances and must be used to administer travel and transportation allowances ICW a member's PCS.
- 2/ For the time limitation of NTS for PCS orders, see par. U5380.
- 3/ The member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
- 4/ A member must meet the conditions in par. U5500 to be authorized mobile home transportation. Mobile home allowances are in lieu of HHG transportation except as noted in par. U5330-F.
- 5/ The member must meet eligibility criteria in par. U5605 to be authorized DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is authorized DLA at the "with-dependent" rate (pars. U5605 and U5610). Members without dependents assigned to Government quarters at the new PDS are *not* authorized DLA (par. U5605).
- 6/ A member must meet eligibility criteria in par. U5705 to be authorized a TLE allowance. See par. U5710 for maximum periods authorized.
- *7/ TLA is only authorized under the conditions specified in par. U9151. See Chapter 9, Part C, for the maximum periods authorized.
- 8/ When member requests NTS as an alternative to transportation, NTS must be in the Government's best interest (see par. U5380-C).
- 9/ Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
- 10/ See par. U5410-F for exceptions under which a POV may be shipped within CONUS.
- 11/ Except when the member's first PDS is OCONUS.
- 12/ Mobile home transportation is authorized only between points in CONUS, between a point in CONUS and Alaska, and between points within Alaska; and only if dependent(s) will occupy the mobile home at destination.
- 13/ Members may combine their HHG weight allowances for transportation purposes (par. U5330-A).
- 14/ For moves to/from certain OCONUS areas, members may be limited to transportation of the administrative HHG weight allowance of the senior member (see par. U5315-B).
- 15/ See par. U5505-A for information on combining the weight allowances of the two members to compute the maximum mobile home authorization.
- 16/ Travel and transportation allowances may be paid not to exceed to HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
- 17/ Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 (member travel) and U5225-F (dependent travel)) except as authorized by the Service Secretary.
- 18/ NTS in connection with separation/retirement from the Service is in addition to transportation.
- 19/ Except when member's HOR/PLEAD or authorized HOS under par. U5130-A1 is OCONUS. A member separated/retired while serving OCONUS is authorized a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
- 20/ See Chapter 7, Part P, for member travel. For dependent travel whose last PDS is CONUS, see par. U5240-J, or if the last PDS is OCONUS, see par. U5240-D.
- 21/ A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is *not* authorized HHG shipment.
- 22/ A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if a retirement order is subsequently issued, the allowances are subject to adjustment so as not to exceed the allowances for the distance from the PDS at the time the member received the TDRL order to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
- 23/ Travel and transportation allowances may/may not be paid to the member's HOS (see par. U5130).
- 24/ The member must meet the eligibility criteria in par. U5466 to be authorized POV storage.
- 25/ Beginning 5 October 1999 TLE is payable to enlisted members on first PCS.
- 26/ TLA is payable to a separating/retiring member stationed OCONUS when temporary quarters must be occupied at the old PDS prior to departure *and only while on active duty*.

- a. Or designated place to the new homeport if the homeport change is incident to commencement of an overhaul to be performed at the new homeport. If travel is from the old homeport to a location other than the new homeport, par. U5218 applies. If travel is from a designated place to a location other than the new homeport, the authorization is limited to that from the designated place to the new homeport.
- b. To the new homeport or to a designated place if the homeport change is incident to completion of an overhaul. If travel is from a location other than the old homeport to the new homeport, par. U5218 applies. If travel is from a location other than the old homeport to a designated place, the authorization is limited to that from the old homeport to a designated place.
- c. Or from a designated place to the new homeport or from the old homeport to a designated place, if the homeport change is not incident to an overhaul. Travel from one designated place to another is not authorized.

E. Reassigned OCONUS due to Base Closure or Similar Action before the Prescribed OCONUS Tour Is Completed. A member, accompanied by command-sponsored dependents, who is involuntarily transferred by the Service concerned on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependents' travel and transportation allowances to the new PDS, if dependents are authorized thereat, or in accordance with par. U5222-D, if the member is to serve an unaccompanied tour at the new PDS. Upon subsequent PCS transfer from the new PDS, dependents' travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed. If the move is within the same theater, the tour length restrictions in pars. U5203-B3e and U5203-B3f do not apply.

F. Consecutive Overseas Tours (COT). A member stationed OCONUS who is selected to serve a COT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Unaccompanied Tour. Dependents may be moved from a designated place to another designated place if authorized/approved by the Secretary concerned and it is shown that the dependents' movement is in the Government's best interest. ***This authority may not be delegated.*** This movement is authorized only on a PCS.
2. Unaccompanied to Accompanied Tour. Dependents may be moved from a designated place to the member's new PDS, if dependents are command sponsored prior to travel to the new PDS. For IPCOT allowances see par. U5240-G.

Effective 18 June 2004

*3. From an Accompanied to an Unaccompanied Tour. When a member elects to serve an unaccompanied tour or receives a PCS to an unaccompanied tour, the provisions of par. U5222-C4 or U5222-D1 apply. A member may leave command-sponsored dependents at the old PDS (***this location is then a designated place***) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9201-B1). ***Dependents are no longer command-sponsored once the member departs PCS per DoDI 1315.18,*** Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/ins1.html>. For IPCOT allowances, see par. U5240-G.

4. Accompanied to Accompanied Tour. Dependents may be moved to the new PDS, if command sponsored there, when a member elects or is required (assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependents' travel to a designated place.

G. Consecutive OCONUS Tours for a Member with Non-command-sponsored Dependents. A member, ordered on a PCS between OCONUS PDSs, who has non-command-sponsored dependents at, or in the vicinity of, the old PDS, is authorized dependents' travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS. If the member was authorized dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, authorization is for the travel performed up to the allowances from the place dependents were last moved at Government expense. If the member was not authorized dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, the authorization cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS. For IPCOT authorization see par. U5240-G.

H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS. ***Except for assignments involving duty under par. U5222-D, dependents' travel and transportation allowances for travel are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).***

I. Change of Homeport for Ships, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a ship, afloat staff, or an afloat unit on the homeport change effective date, that homeport change is a PCS for dependents' travel and transportation purposes. Dependents' travel and transportation allowances are authorized from the old homeport to the new homeport. Homeport change allowances involving units specified as unusually arduous are as prescribed in par. U5222-D.

J. Assigned to Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned homeport (as opposed to an assigned permanent duty station location) has the same status as a ship with an assigned homeport for determination of dependents' travel and transportation allowances.

K. Member Ordered to a Hospital in CONUS. ***This subparagraph does not apply to members not authorized dependents' travel and transportation allowances under par. U5203-B.*** Except as provided in par. U5222-K2, authorization for dependents' travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged period of treatment of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS from either a PDS or a TDY station to a hospital for observation and treatment, is authorized dependents' travel and transportation allowances (as for a PCS) from the last PDS, or the place dependents were retained under par. U5203-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when dependents traveled at Government expense incident to the member's transfer to the initial hospital, a member is authorized dependents' travel and transportation allowances between such hospitals.

1. Travel and Transportation Allowances. A member (with dependents) stationed in CONUS who:
 - a. Is sentenced by a court martial to:
 - (1) Confinement for more than 30 days,
 - (2) Receive a dishonorable/bad-conduct discharge, or
 - (3) Dismissal from a Uniformed Service, or
 - b. Receives an administrative discharge under other than honorable conditions,is authorized dependents' PCS travel and transportation allowances.
2. Travel Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:
 - a. The authorized destination, and
 - b. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.
3. Travel Requests. Travel may be requested by:
 - a. The member,
 - b. The member's spouse, or
 - c. Another dependent (if the member has no spouse, or the spouse is not available).
4. Travel Destination. The dependents' destination must be a designated place, except that dependents who are foreign-born may be returned to their native country.
5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:
 - a. Member, or
 - b. Dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, 21 February 1979)).
6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:
 - a. The court-martial is completed, or
 - b. Of administrative discharge.

G. Dependents' Travel and Transportation Incident to an In Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Accompanied Tour

a. Dependents may be moved at Government expense from a designated place to the current PDS if the dependents are command-sponsored at the PDS prior to their travel to the PDS.

b. A member who acquires dependents after the effective date of a PCS order, but before entering an IPCOT, is authorized dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, not to exceed the allowances for travel from the member's old PDS to the current PDS.

*2. Accompanied to Unaccompanied Tour. The provisions of U5222-C4 apply. A member may leave command-sponsored dependents at the old PDS (which then is a designated place) if authorized/approved through the Secretarial Process. ***NOTE: This authority may not be delegated below the headquarters that directs transportation policies or procedures for the Service concerned.*** The member receives station allowances at the with-dependent rate (par. U9201-B1). A member, who acquires dependents after the effective date of a PCS order but before entering an IPCOT, is authorized dependents' travel and transportation allowances.

3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is authorized dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, up to the cost from the member's old PDS to the current PDS.

Effective 24 February 2004

H. Travel and Transportation for Dependents Relocating for Personal Safety. See par. U5205

U5241 DEPENDENTS' 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. This subparagraph applies to dependents of a member (without regard to command sponsorship (B-158661, December 22, 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), or who dies while entitled to basic pay (37 USC §406(f)).

B. Definitions

1. Dependent. See Appendix A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became age 21 while the member was serving at that PDS (see par. U5215-B).

2. Transportation. "Transportation," as used in this paragraph, includes transportation-in-kind or reimbursement therefore under pars. U5203-A1b, and MALT under par. U5015-A.

to the member's residence at or in the vicinity of the OCONUS PDS, or the member's HHG at the designated place may be placed in NTS for the remainder of the member's OCONUS tour, as appropriate. If the dependent(s)/ member requests HHG transportation to the member's OCONUS PDS from which evacuated, the HHG may be transported to the PDS only if at least 12 months remain on the member's tour after the date the HHG are scheduled to arrive there or if the Secretarial Process authorizes an exception to that 12-month requirement. (The fact that HHG transportation from the designated place to the member's PDS from which evacuated may not be authorized due to less than 12-months remaining on the member's tour after the projected arrival of those HHG does not negate the authority to have the HHG at the designated place placed in NTS for the remainder of the member's OCONUS tour.)

2. Member in Receipt of a PCS Order from an Evacuated Area. When a member receives a PCS order while dependents are at a designated place, the member is authorized HHG transportation from the designated place to which the dependents were evacuated under this Part to the destination(s) authorized in connection with the member's PCS order. The authorization that applies for the transportation accrues to the member on the PCS order.

U6008 TRANSPORTATION OF POV

A. Transportation of a POV Incident to Dependents' Evacuation

1. Transportation of a POV to Safe Haven. *Transportation of a POV at Government expense to a safe haven is not authorized.*

2. Transportation of a POV to the Designated Place. When dependents go to a designated place, competent authority may authorize/approve the transportation, including any overland transportation required, of one POV (owned by the member or a dependent of the member and for the member's personal use or for the use of the dependents) located in the PDS area, en route to the PDS, or at a port/VPC awaiting transportation to the designated place. *When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the responsibility of the member/dependents.*

B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Order from the Evacuated Area. When command-sponsored dependents are authorized to travel from the designated place to the member's PDS, transportation of a POV to the member's OCONUS PDS, including any overland transportation required, may be authorized/approved provided:

1. A POV had been transported to the designated place under par. U6008-A2, and
2. At least 12 months remain on the member's tour after the date the POV is delivered to the loading port/VPC or the Secretarial Process authorizes/approves an exception to that 12-month requirement.

C. Subsequent Authorization when the Member Is in Receipt of a PCS Order from the Evacuated Area. When a member receives a PCS order, while dependents are at a safe haven or designated place under this Part, the authorization to transportation of a POV from the safe haven or designated place is that authorized in connection with the member's PCS order.

D. Reimbursement of Rental Vehicle Cost when the POV Arrives Late. This applies to transportation of a POV incident to an evacuation of dependents. If the member's (or dependent's) POV, transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member reimbursed for expenses incurred to rent a POV for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a POV after the designated (required) delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.*** ***The maximum reimbursement is \$210. (See Examples in par. U5410-D.)***

***U6009 STATION ALLOWANCES/OHA/FSH**

For continuation authorization of station allowances (COLA & TLA) and housing allowances (OHA/FSH) for members serving in an area from which dependents are evacuated, see pars. U9203 and U10209.

U6010 BASIC ALLOWANCE FOR HOUSING (BAH)

For continuation authorization for BAH for members serving at a PDS in Alaska or Hawai'i from which command-sponsored dependents are evacuated, and BAH authorization when command-sponsored dependents establish a permanent residence at a designated place in the United States following an evacuation from an OCONUS location, see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services.

***U6011 FAMILY SEPARATION HOUSING (FSH)**

For authorization for FSH in connection with a dependents' evacuation, see par. U10209 for DoD members, Chapter 3 of the COMDTINST M7220.29 (Series), "U.S. Coast Guard Pay Manual" (for Coast Guard personnel) and Service pay regulations for NOAA and USPHS members.

Effective if the move to the designated place commenced on or after 1 January 1997

U6012 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the otherwise un-reimbursed expenses a member with dependents incurs in relocating the household incident to an evacuation. When command-sponsored dependents are evacuated to a designated place under par. U6004, a DLA (see Table U5G-1) is payable. ***A DLA is not payable incident to relocation of dependents to a safe haven.*** The prohibition in par. U5620 against payment of more than one DLA in a fiscal year does not apply when paid incident to an evacuation. ***Members are not authorized a DLA on behalf of non-command-sponsored dependents.***

U6013 ADVANCE OF FUNDS

A. Travel and Transportation Allowances. The travel and transportation allowances (including per diem) prescribed in this Part may be paid in advance when an order is issued for the dependents' (or escorts') travel from the

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 USC §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is authorized the PCS allowances in Chapter 5, Part B. The authorization is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the orders.

F. Travel Allowances for Member Authorized Medical and Dental Care. A member, authorized medical or dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On inactive duty training;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1 through U7150-F3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is authorized travel and transportation allowances in Chapter 3 and Chapter 4 for TDY for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no authority.

G. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for TDY under Chapter 3 and Chapter 4.

*H. Station Allowances (COLA & TLA) and Housing Allowances (OHA & FSH)

1. General. A Reserve Component member, called or ordered from a residence OCONUS to active duty/active duty for training, is authorized station allowances (COLA & TLA) and housing allowance (OHA or FSH as appropriate) in Chapters 9 and 10 in the circumstances described in pars. U7150-H2, U7150-H3 and U7150-H4. When a member is authorized station allowances (COLA & TLA) and a housing allowance (OHA) at the with-dependent rate for the PLEAD, there are no command sponsorship requirements. The only requirement is that the member must be residing permanently in the area concerned at the time called (or ordered) to active duty (55 Comp. Gen. 135 (1975)). See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH regulations for a members of a Reserve Component called or ordered to active duty from an Alaska or Hawai'i location.

2. Called to Active Duty for 20 or More Weeks. Except as provided in par. U7150-H3, a Reserve Component member called or ordered to active duty from a location OCONUS for 20 or more weeks at one location is authorized station allowances (COLA & TLA) and housing allowance (OHA or FSH as appropriate) for the location from which called or ordered to active duty, beginning on the day the member is authorized a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for station allowances (COLA & TLA) and housing allowance (OHA or FSH as appropriate) for the PDS location begins on the day the member reports at that location. A member called or ordered to active duty from a location in the CONUS for 20 weeks or more at one location is authorized station allowances (COLA & TLA) in the same manner as a member already on active duty.

3. Called (or Ordered) to Active Duty for 20 or More Weeks but Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called or ordered to active duty (other than for training), and a DoD retired member ordered to active duty under 10 USC §688(a), for 20 or more weeks at one location, away from the member's OCONUS principal place of residence (at the time called or ordered to active duty) is:

- a. Assigned to duty at that residence, and
- b. Paid station allowances (COLA & TLA) and housing allowance (OHA or FSH as appropriate) at the rate for that location.

HHG transportation under a TDY order in accordance with Chapter 4, Part H, does not affect this authorization. Authorization for station allowances begins on the day the member is authorized a housing allowance. Per diem is payable as indicated in par. U7150-A4d.

4. Called or Ordered to Active Duty for Less than 20 Weeks. A Reserve Component member called or ordered to active duty from an OCONUS location for less than 20 weeks is authorized station allowances (COLA & TLA) and housing allowance (OHA or FSH as appropriate): (1) if the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation"); or (2) whenever there is no per diem authority. The member is authorized station allowances (COLA & TLA) and housing allowance (OHA or FSH as appropriate) at the rate prescribed for the location of the member's principal place of residence at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)).

U7155 RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for periodic physical examinations covered by par. U7250, a retired member (including those on the TDRL and members in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, are authorized travel and transportation allowances as provided in par. U7150 for a Reserve Component member.

U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RESERVE COMPONENT MEMBERS

The rate of the Muster Duty Allowance, effective 1 January 2005, is \$161.94 for a Ready Reserve member of a Reserve Component (not a member of the National Guard or the Selected Reserve) authorized a muster duty allowance (See par. 580106 of the DoD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DoD

(<http://www.dtic.mil/comptroller/fmr/07a/07A58.pdf>) and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard (<http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/MANUALS.HTM>)). *NOTE: The allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the year preceding the calendar year in which the muster duty is performed.*

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

*3. Deferred Travel. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the end of the new tour, otherwise the COT leave travel expires. ***Under the provisions of DoDI 1327.5, deferred COT leave travel may not be taken in connection with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DoD Services.***

Exception to Time Limit for Contingency Operation: If unable to travel before completing the new tour because of duty in connection with a contingency operation, the member (and eligible dependents) may defer travel until not more than one year after the contingency operation duty ends. In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

C. Reimbursement

1. Member Procured Transportation

a. A member, directed to use Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures other transportation at personal expense, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense cannot exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is authorized to MALT PLUS under par. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under this paragraph if a member elects:

a. 15 days leave and transportation, addressed under par. U7305, or

b. Either of two other options available in lieu of transportation under the authorization discussed under par. U7305, (i.e., cash, or 30 days leave without funded transportation (see DoDD 1327.5 at <http://www.dtic.mil/whs/directives/corres/html/13275.htm>)).

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) <http://www.dtic.mil/whs/directives/corres/html/13275.htm>) for DoD Services and/or Service regulations (see par. U1010-B9) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. ***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). See par. U7205-C for definition of "authorized location." The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

1. Reimbursement for transportation costs cannot exceed the cost of Government-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.
3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Members. Eligible members are those:

- a. On permanent duty OCONUS,
- b. Assigned to an OCONUS ship or unit operation, or
- c. With OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

NOTE: Cadets/midshipmen are not eligible members for this transportation.

2. Eligible Dependents. Eligible dependents are those who:

- a. Are command sponsored and reside OCONUS with the member,
- *b. Reside at an OCONUS location and for whom the member receives a station allowance/OHA, or
- c. Reside in CONUS and the member:

CHAPTER 8
COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST
AREAS IN CONUS (CONUS COLA)

<u>Paragraph</u>	<u>Contents</u>
U8000	ELIGIBLE MEMBERS
U8001	DEFINITION OF TERMS AS USED IN THIS PART A. High Cost Area B. Member-with-Dependents C. Member-without-Dependents D. Primary Dependent E. Unaccompanied Status
U8002	RATES PAYABLE A. General B. Both Husband and Wife Are Members C. Member Assigned to Ship or Afloat Staff D. Member in Leave Status Awaiting Final Discharge E. Member Processing for Separation or Retirement
U8003	CONUS COLA NOT PAYABLE
U8004	CONUS COLA WHEN ORDERED ON A PCS
U8005	PRIMARY DEPENDENTS DO NOT RESIDE AT THE PDS LOCATION A. Member Serves in an OCONUS Unaccompanied Status B. Member's PDS in CONUS and Dependents Do Not Reside at the PDS Location
U8006	DEPENDENTS ARRIVE AT OVERSEAS PDS AFTER MEMBER
U8007	MEMBER IN NONPAY STATUS
U8008	AUTHORIZATION WHEN THE MEMBER IS HOSPITALIZED
U8009	CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA
U8010	MEMBER PAYING CHILD SUPPORT
U8011	RESERVE COMPONENT MEMBERS A. Called or Ordered to Active Duty for 140 or More Days (20 or More Weeks) B. Called or Ordered to Active Duty for 140 or More Days (20 or More Weeks) but Not Authorized HHG Transportation C. Called or Ordered to Active Duty for Less Than 140 Days (20 Weeks)
U8012	NEW MEMBERS
U8013	CONUS COLA AT WITH DEPENDENT RATE FOR MEMBERS WITH PHYSICAL CUSTODY OF CHILDREN
U8014	CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS A. Members with Dependents B. Members without Dependents
U8015	EARLY RETURN OF DEPENDENTS

CHAPTER 8 COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA)

U8000 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under this Part. A member:

1. Assigned to a CONUS high cost area.
2. In an unaccompanied status OCONUS, if the primary dependent of the member resides in a CONUS high cost area.
3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. U8005-B that:
 - a. The primary dependent of the member must reside in a high cost area in CONUS by reason of the member's duty location or other circumstances; and
 - b. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's duty location.

For the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is the member's PDS. Unless already drawing CONUS COLA at a dependent location, all personnel assigned to ships or afloat staffs, regardless of eligibility for Basic Allowance Housing (BAH), are eligible for CONUS COLA if otherwise qualified.

U8001 DEFINITION OF TERMS AS USED IN THIS PART

A. High Cost Area. An area is a high cost area for a fiscal year for purposes of this Part if the uniformed services' cost of living for that area for the 'base period' exceeds the average cost of living in CONUS for such "base period" by at least the threshold percentage. The term "base period," with respect to a fiscal year, means the 12-month period ending on June 30 of the year in which such fiscal year begins. The Secretary of Defense, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not be less than 8 percent. The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments made to members of the Uniformed Services under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying such allowance.

*B. Member-with-Dependents. The term "member-with-dependents" as used in this Part means a member who is authorized BAH (or would be authorized BAH if Government quarters were not occupied) at the with-dependents rate (Does not include a member authorized BAH at the with-dependents rate solely on the basis of paying child support).

*C. Member-without-Dependents. The term "member-without-dependents" as used in this Part means;

1. a member authorized BAH (or would be authorized BAH if Government quarters were not occupied) at the without-dependents rate, and
2. a member authorized BAH at the with-dependents rate solely on the basis of paying child support.

D. Primary Dependent. The term "primary dependent" with respect to a member, means:

1. The member's spouse; or
2. For an unmarried member, a dependent as defined in Appendix A (except items 1, 8, 9 and 10).

E. Unaccompanied Status. The term "unaccompanied status" as used in this Part means any portion of a member's assignment to an OCONUS PDS when dependents reside in, or during which all dependents return to, a location in CONUS to establish a permanent residence.

U8002 RATES PAYABLE

A. General

1. CONUS COLA must be paid to a member with or without dependents assigned to a PDS in a high cost area.
2. For members with dependents who, under the circumstances in par. U8005, do not reside at the PDS location, CONUS COLA must be paid based on the primary dependent's location.

CONUS COLA is payable at a rate prescribed in a rate table prepared by the PDTATAC.

B. Both Husband and Wife Are Members. When both husband and wife are members, each is authorized CONUS COLA. This authorization exists whether the husband and wife maintain a joint residence or separate residences. In no case can a spouse who also is a member on active duty be considered as a dependent for CONUS COLA purposes. When a member-married-to-member couple maintains a joint residence and dependents are involved, CONUS COLA is paid for one spouse at the with-dependent rate and for the other at the without-dependent rate.

C. Member Assigned to Ship or Afloat Staff. For the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is the member's PDS.

D. Member in Leave Status Awaiting Final Discharge. Leave status does not affect the rate of CONUS COLA paid to the member.

E. Member Processing for Separation or Retirement. The CONUS COLA authorization for separation or retirement processing is:

1. CONUS PDS to Separation Activity: based on the rate of the last PDS;
2. CONUS COLA paid at the primary dependent's location immediately prior to separation based on the rate for the primary dependent's location.

U8003 CONUS COLA NOT PAYABLE

CONUS COLA is not payable in the following cases. For:

1. The number of days of travel authorized in connection with a PCS (par. U5160);
2. A Reserve Component member, for any active duty time when the order to active duty is for less than 20 weeks. (Exceptions: par. U8011) or;
3. A member with or without dependents when the member is in confinement.

U8004 CONUS COLA WHEN ORDERED ON A PCS

Except as otherwise provided in pars. U8004 and U8005, authorization for CONUS COLA at the rate prescribed for a particular PDS begins on the day the member reports to a PDS at which there is a rate prescribed. Similarly, except as otherwise provided in par. U8004, CONUS COLA at the rate paid at the member's old PDS continues through the day before the day the member reports at the new PDS in connection with a PCS transfer, but

authorization for the allowance is reduced by the number of days authorized under par. U5160 for PCS travel. Except as provided in par. U8005-A5, a member departing from a PDS:

1. OCONUS incident to a PCS to a CONUS PDS named in the order, is authorized CONUS COLA applicable to the new PDS effective on the date the member reports at the new PDS, or the date the member reports at a TDY location if the member reports there first;
2. Incident to an OCONUS PCS to a CONUS PDS, is authorized CONUS COLA applicable to the TDY location effective on the date the member reports at that location, if a new PDS is not named in the order; or,
3. Within the CONUS incident to a PCS to a new CONUS PDS, with TDY en route at a location to which the member commutes from the permanent quarters that will be occupied at the new PDS,

Is authorized the CONUS COLA rate applicable to the new PDS on the day after per diem has been stopped under the circumstances in par. U5120-D.

U8005 PRIMARY DEPENDENTS DO NOT RESIDE AT THE PDS LOCATION

A. Member Serves in an OCONUS Unaccompanied Status. When the primary dependent establishes a residence or resides in CONUS incident to a member's transfer in an unaccompanied status to an OCONUS PDS, or while the member is assigned in an unaccompanied status at an OCONUS PDS, CONUS COLA authorization in specific circumstances is as indicated in the following items. (In instances of multiple dependent locations, CONUS COLA authorization is based on the primary dependent's residence location). When the primary dependent:

1. Retains a permanent residence in the CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different than that of the old PDS, the rate applicable to the primary dependent's residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized under par. U5160 for direct PCS travel.
2. Relocates in the CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authorization begins at the rate applicable to the CONUS location at which where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS in connection with the transfer, whichever is later. CONUS COLA authorization based on the old PDS rate continues through the day before the day the rate applicable for the new permanent residence location begins, but must be reduced by the number of days authorized under par. U5160 for direct PCS travel.
3. Relocates a residence while the member is serving in an unaccompanied status, CONUS COLA authorization at the rate payable for the location of the old permanent residence continues through the day before the day the primary dependent arrives at the new permanent residence location. CONUS COLA authorization at the rate applicable to the new permanent residence location begins on the day the primary dependent arrives at that location.
4. Resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY in CONUS or incident to an OCONUS transfer to another PDS in an unaccompanied status, CONUS COLA authorization continues and is based on the primary dependent's permanent residence location. CONUS COLA must be reduced by the number of days authorized under par. U5160 for direct PCS travel.
5. Resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a PDS in CONUS, CONUS COLA authorization at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. U5160 for direct PCS travel. CONUS COLA authorization at the rate prescribed for the new PDS begins on the day the member reports at that station.

6. Establishes a residence in the CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authorization at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

B. Member's PDS in CONUS and Dependents Do Not Reside at the PDS Location

1. General

a. A member is authorized only one CONUS COLA.

b. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may request and be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

c. Secretarial Process determinations may be issued when the member is:

(1) Assigned to a PDS in an area at which sufficient housing does not exist;

(2) Assigned to unusually arduous sea duty and the primary dependent resides at, or relocates to, a designated place in CONUS;

(3) Assigned, or is in receipt of a PCS order, to a ship entering overhaul involving a homeport change and the primary dependent is not relocated incident to the homeport change;

(4) In receipt of a PCS order to a unit with a promulgated homeport change and the primary dependent relocates to the announced homeport (or designated place in CONUS, if appropriate) before the homeport change effective date;

(5) Reassigned to improve mission capability and unit readiness and disadvantaged as a result or in receipt of a PCS order between duty stations located in the same proximity, and disallowed HHG transportation (see par. U5355). (The Secretarial Process must determine that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness.);

(6) Assigned to indeterminate TDY, or TDY pending further orders; or

(7) Directed (with dependents) to reside in government quarters in a high cost area which is not the PDS.

d. In addition to the specific cases above, the Secretarial Process, may determine that circumstances or conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to draw CONUS COLA based on the PDS location. This determination is made only in cases in which the necessity to reside separately is caused by conditions at the PDS. ***This does not cover a member's or primary dependent's personal election as the reason for residing separately.***

2. Rates Applicable. The rate applicable to the primary dependent's permanent residence location are effective on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS in connection with the transfer, whichever is later. CONUS COLA authorization based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable

for the new permanent residence location begins, less the number of travel days authorized under par. U5160 for direct travel between the old and new PDSs. If the primary dependent does not relocate, authorization for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, except the authorization is reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs. When the primary dependent's permanent residence is in an area that has a different rate than the old PDS, and the member's authorization was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, but authorization for the allowance is reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs.

U8006 DEPENDENTS ARRIVE AT OVERSEAS PDS AFTER MEMBER

A member, assigned to an OCONUS PDS and authorized CONUS COLA on behalf of dependents residing separately from the member in the CONUS, is authorized CONUS COLA while the dependents visit at or near the member's PDS continuously for 90 or fewer days. Facts must show the dependents are merely visiting (not changing residence). If the visit exceeds 90 days, a member is not authorized CONUS COLA on behalf of dependents residing separately from the member beginning on the 91st day, unless the visit is extended because of illness or other emergency, or the member is authorized CONUS COLA on behalf of the primary dependent who is not visiting the member.

U8007 MEMBER IN NONPAY STATUS

CONUS COLA authorization may be continued for the same period and under the same conditions as authorization to BAH when a member is in a non-pay status (see DoD 7000.14-R, "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A), paragraph. 30251 for DoD members and Service pay regulations for members of non-DoD services). Payment is made directly to dependents and not to the member, when the member's BAH is paid directly to dependents.

U8008 AUTHORIZATION WHEN THE MEMBER IS HOSPITALIZED

For the purpose of CONUS COLA authorization, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order associated with the prolonged hospitalization determination is issued. This paragraph applies if a member is transferred from a PDS inside or outside the United States to a hospital in the United States for observation and treatment.

***U8009 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA**

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without-dependent rate (Chapter 9), and a CONUS COLA at the with-dependent rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there are no command-sponsored dependents residing OCONUS with the member.*** If a member is authorized an extension of OCONUS COLA on behalf of dependents at their place of residence in accordance with par. U9101-B, after the member departs, the member may be paid the OCONUS COLA at the with-dependent rate, and a CONUS COLA at the without-dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates. OCONUS COLA terminates the day before the dependents leave their OCONUS place of residence. See par. U9106-A. On the following day, the member may be paid CONUS COLA at the with-dependent rate for the CONUS PDS.

U8010 MEMBER PAYING CHILD SUPPORT

A member with dependents authorized:

1. BAH at the with-dependent rate (grandfathered members who were assigned Government quarters and receiving BAQ at with-dependent rate based solely on the payment of child support on 4 December 1991); or
2. BAH-DIFF solely because the member is paying child support, is authorized CONUS COLA at the without-dependent rate.

U8011 RESERVE COMPONENT MEMBERS

A. Called or Ordered to Active Duty for 140 or More Days (20 or More Weeks). Except as provided in par. U8011-B, a Reserve Component member called or ordered to active duty for 140 or more days (20 or more weeks) at one location is authorized CONUS COLA at the rate prescribed for the PLEAD, beginning on the day the member is authorized BAH (66 Comp. Gen. 453 (1987)). The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. CONUS COLA authorization at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA authorization is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

B. Called or Ordered to Active Duty for 140 or More Days (20 or More Weeks) but Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called or ordered to active duty (other than for training) for 140 or more days (20 or more weeks) at one location is authorized CONUS COLA at the rate prescribed for the principal place of residence at the time called or ordered to active duty.

C. Called or Ordered to Active Duty for Less Than 140 Days (20 Weeks). A Reserve Component member called or ordered to active duty for less than 140 days (20 weeks) is not authorized CONUS COLA unless the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation.") A member called or ordered to active duty in support of a contingency operation is authorized CONUS COLA at the rate prescribed for the principal place of residence at the time called or ordered to active duty.

U8012 NEW MEMBERS

Newly inducted enlisted or reenlisted members, officers, or officer candidates are authorized CONUS COLA at the rate prescribed for members:

1. Without dependents, the duty location to which assigned; or,
2. With dependents, the location of the primary dependent.

The rate for members without dependents changes on the day the member arrives at each new duty location until the member arrives at the designated initial PDS. The rate is based on the location of the primary dependent for members with dependents until the day before the member's arrival day at the member's initial PDS. CONUS COLA is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS.

U8013 CONUS COLA AT WITH DEPENDENT RATE FOR MEMBERS WITH PHYSICAL CUSTODY OF CHILDREN

Generally, a divorced or legally separated member with legal custody of a child or children of the marriage is authorized CONUS COLA at the with-dependent rate. However, a member parent who has physical custody,

but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

1. The member must be authorized BAH, and
2. Physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, are not considered an interruption of the 90-day period).

NOTES:

1. If the divorce or separation involves two members, it is possible for both members to be authorized CONUS COLA at the with-dependent rate. This is the case when each parent has physical custody of one or more children at the same time. Both members cannot draw BAH at the with-dependent rate based on physical custody of the same child(ren) at the same time.

2. In cases wherein the child or children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break or breaks for 5 or fewer days), the member is not receiving BAH at the with-dependent rate solely because of child support payment (69 Comp. Gen 407, (1990)).

U8014 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members with Dependents

1. Continuation of CONUS COLA at the Member's PDS. A member, whose dependents are evacuated and who was authorized CONUS COLA at the with-dependent rate prescribed for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under the provisions in par U8005-B, that it is necessary for the dependents to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, authority for CONUS COLA at the with-dependent rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependents are residing at a designated place in the CONUS incident to an evacuation, the member is authorized CONUS COLA at the with-dependent rate beginning on the day after the day on which per diem at the designated place (authorized in par. U6005-E) terminates. The rate applicable is based on the location of the designated place for the primary dependent.

B. Members without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, continues to be authorized CONUS COLA until the day before the day the member reports at the new PDS.

***U8015 EARLY RETURN OF DEPENDENTS**

A member is authorized CONUS COLA when all dependents are early-returned to CONUS before the member, from the member's OCONUS PDS. CONUS COLA at the with-dependent rate begins on the arrival day of one or more dependents at the permanent residence location or the day all the dependents have departed the member's OCONUS PDS, whichever is later. ***OCONUS COLA at the with-dependents' rate terminates the day before the dependents leave the member's old PDS (see par. U9106-A).*** To be eligible for CONUS COLA, the member must be authorized to receive BAH on behalf of those dependents at that location. The applicable CONUS COLA rate is based on the location at which the dependents establish a permanent residence.

CHAPTER 9
STATION ALLOWANCES (OCONUS COLA AND TLA)

PART A: DEFINITIONS

<u>Paragraph</u>	<u>Contents</u>
U9000	DEFINITION OF TERMS AS USED IN THIS CHAPTER A. Member with Dependents B. Member without Dependents C. Station Allowances D. Vicinity E. Government Dining Facility/Mess and Government Quarters F. Command-sponsored Dependent

PART B: COST OF LIVING ALLOWANCE (COLA)

<u>Paragraphs</u>	<u>Contents</u>
U9100	COLA A. Purpose B. Allowances Payable C. COLA Calculation D. COLA Unique Expenses
U9101	COLA START/STOP A. Start B. Stop
U9102	COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY
U9103	COLA FOR A MEMBER WITHOUT DEPENDENTS A. Government Dining Facility/Mess Availability B. Leave Periods
U9104	NON-COMMAND SPONSORED DEPENDENTS IN PDS VICINITY
U9105	FRACTIONAL COLA FOR A MEMBER-WITHOUT DEPENDENTS
U9106	COLA FOR A MEMBER-WITH DEPENDENTS A. General B. Dependents Arrive at or in the Vicinity of the OCONUS PDS before the Member C. Homeport Changes D. PCS Order Amendment Changes the PDS
U9107	GEOGRAPHIC COLA LOCATIONS
U9108	COLA REPORT SUBMISSION
U9109	COLA FOR MEMBERS OF THE RESERVE COMPONENTS

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

<u>Paragraphs</u>	<u>Contents</u>
U9150	GENERAL <ul style="list-style-type: none">A. PurposeB. ImplementationC. OCONUS TLA Authority Responsibilities
U9151	GENERAL TLA PAYMENT CONDITIONS
U9152	INITIAL ASSIGNMENT <ul style="list-style-type: none">A. GeneralB. TLA Start when Authorized MALT Plus Flat Per DiemC. TLA Start when Authorized Per Diem (Chapter 4, Part B)D. TLA when a Member Arrives before DependentsE. Dependents Arrive at or in the Vicinity of the OCONUS PDS before the MemberF. TLA during Hospitalization PeriodG. Additional TLA PeriodH. TLA Stop
U9153	ALLOWANCE UNDER SPECIAL CONDITIONS <ul style="list-style-type: none">A. Member Must Vacate Established Permanent Quarters/Private Sector Housing in the PDS VicinityB. Deployment Period while away from PDSC. TLA when Tour Is ConvertedD. Member Acquires Dependent(s)E. PCS Order Cancelled/Revoked
U9154	ALLOWANCE UPON DEPARTURE <ul style="list-style-type: none">A. GeneralB. Dependents Depart before the MemberC. Delayed DepartureD. Early Termination of Permanent HousingE. Member Detaches from a Ship away from HomeportF. Period of TDY/ Deployment while Away from Old PDSG. TLA Authorization before PCS Order IssuanceH. TLA Authorization during a Hospitalization Period
U9155	EFFECT OF LEAVE/PERMISSIVE TDY ON TLA
U9156	OLD AND NEW PDS IN CLOSE PROXIMITY OR IN SAME COUNTRY <ul style="list-style-type: none">A. GeneralB. New PDS within Commuting Distance

- U9157 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES**
- A. General
 - B. Temporary Lodging Not Available at PDS
 - C. Temporary Lodging Furnished by Government Contractors
 - D. Temporary Lodging Occupied in Facilities Under Government Jurisdiction
 - E. General TLA Computation
 - F. TLA while Government Quarters Are Being Renovated, or if Government Quarters Lack/Private Sector Housing Lacks a Stove and/or Refrigerator
 - G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals
 - H. TLA Computation Examples
- U9158 ADVANCE PAYMENT**
- U9159 TLA – SPECIAL**

PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

<u>Paragraphs</u>	<u>Contents</u>
U9200	MEMBER ASSIGNED TO SHIPS OR FLEET UNITS
	A. Member with Dependents Assigned to Duty Aboard a Ship
	B. Member Assigned to Duty Aboard a Two-crew Submarine (SSBN)
	C. Fractional COLA for Member-without-Dependents
U9201	MEMBER ORDERED PCS TO AN UNACCOMPANIED TOUR
	A. General
	B. Reassignment from CONUS or from OCONUS Accompanied Tour to an Unaccompanied Tour
	C. Reassignment from an Unaccompanied Tour to Another Unaccompanied Tour
	D. Member's PDS Declared an Unaccompanied Tour Area
	E. Entry Permission Withdrawn while Dependents Are en Route
	F. Subsequent Reassignment to an Accompanied Tour Area
	G. Payment of Allowances to Member at Unaccompanied Tour Station
U9202	STATION ALLOWANCES WHEN BOTH HUSBAND AND WIFE ARE MEMBERS
	A. When Separate Households Are Maintained
	B. Cost-of-Living Allowance when a Joint Household Is Maintained
U9203	COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS
	A. Members with Command Sponsored Dependents
	B. Members with Non-Command Sponsored Dependents
U9204	STATION ALLOWANCES WHEN EARLY OR DELAYED DEPENDENT TRAVEL IS APPROVED
	A. Delayed Travel
	B. Early Arrival

*CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

PART A: DEFINITIONS

U9000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Member with Dependents. In this Chapter, a member who:

1. Is authorized to have dependents reside at or in the vicinity of the member's PDS outside CONUS, and whose dependents do so reside.
2. Is joined by or who acquires dependents while serving outside CONUS, provided the dependents are command sponsored. The requirement to be command sponsored does not apply to members whose PDSs are in non-foreign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective non-foreign OCONUS area, or are officers or employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be.

or

3. On the effective date of a PCS order had a member spouse who was later released from active duty, or separated/retired from the Service, and remained in the vicinity of the first member's former PDS.

B. Member-without-dependents. In this Chapter, a member-without-dependents means a member:

1. Who has no dependents,
2. Whose dependents do not reside in the PDS vicinity,
3. Who is not a "member-with-dependents" under par. U9000-A, during the remainder of a tour in which dependents join or are acquired by the member,
4. Who has non-command-sponsored dependents residing in the PDS vicinity, or
5. Who does not have legal custody and control of the dependents (B-131142, 3 June 1957). ***NOTE: For COLA/TLA purposes a member paying child support is a member without dependents unless the member has command-sponsored dependents at the PDS other than the dependents on whose behalf the member is paying child support.***

C. Station Allowances

1. COLA authorized in Part B, and
2. TLA authorized in Part C.

D. Vicinity. In this Chapter, the country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. When a member resides with the dependent(s) and commutes to the PDS the dependents are deemed to be residing in the PDS vicinity even if they are at a place in an adjacent country or state. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession as

the designated place, if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS) a second station allowance may be approved through the Secretarial Process. In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country, state or U.S. territory or possession. Except as provided in par. U9106-A1, temporary absences of dependents from the member's residence, including absences of dependent children attending school in another OCONUS location, do not affect COLA if the member maintains family-type quarters/housing during their absence.

E. Government Dining Facility/Mess and Government Quarters

1. Government Meals. In addition to Government Dining Facility/Mess as defined in Appendix A, Government dining facility/mess, for COLA purposes, also includes a facility providing meals to Uniformed Service members, with or without charge, under agreement with the U.S. Government.

2. Government Quarters. In addition to Government Quarters as defined in Appendix A, Government Quarters include individual quarters furnished with or without charge under agreement with the U.S. Government.

F. Command-sponsored Dependent. See DoDI 1315.18, Procedures for Military Personnel Assignments, for DoD Services and/or Service regulations for dependent command sponsorship criteria (see par. U1010-B13).

PART B: COST-OF-LIVING ALLOWANCE (COLA)**U9100 COLA**

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. *Allowances to cover official entertainment expenses are not authorized by 37 USC §405 and are not included in this Volume.*

B. Allowances Payable. The COLA index for each OCONUS location is shown in Appendix J. COLA rates are based on the member's PDS except when the homeport of a ship is considered the PDS for COLA purposes, see par. U9200; when dependents reside at a location other than the PDS in conjunction with an unaccompanied assignment, see par. U9201; or when dependents are evacuated, see par. U9203.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member's annual income (as determined by the member's grade, years of service, and dependency status) to identify the member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. For detail computation steps, see Appendix J.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in Part II, Appendix J, reimbursement may be authorized for specific locations and specific types of expenses.

U9101 COLA START/STOP

A. Start. COLA generally starts on the day a member reports to a new PDS or the day dependents arrive prior to their sponsor, as specified in par. U9204. COLA starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem.

B. Stop. COLA stops:

1. the day before the member departs in compliance with a PCS order, or
2. on the homeport change effective date (from OCONUS) of the ship or unit to which the member is assigned,

Unless:

1. an extension is authorized through the Secretarial Process under par. U9201 or U9204, or
2. COLA is authorized during a PCS between PDSs in close proximity under par. U9102,

U9102 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

U9103 COLA FOR A MEMBER WITHOUT DEPENDENTS**A. Government Dining Facility/Mess Availability**

NOTE: For COLA purposes - If the member purchases meals, or receives meals at no cost at a Government dining facility/mess (see par. U9000-F and Appendix A), then a Government dining facility/mess is available. Payment of BAS is independent of the reality of the Government dining facility/mess being available.

1. Member with Government Quarters and Government Dining Facility/Mess Available. A member who has Government quarters available at the PDS (including aboard a ship) and a Government dining facility/mess available, is authorized COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. The presence of non-command-sponsored dependents at or near the PDS is not a reason for a member to not use available Government quarters and/or Government dining facility/mess. In that situation, the member is still only authorized COLA at the 47 percent rate.
2. Member with Government Quarters Available but without a Government Dining Facility/Mess Available. A member who has Government quarters available but who does not have a Government dining facility/mess available for 3 meals a day at the PDS is authorized COLA at the rate specified in Appendix J for a member with 0 dependents.
3. Member with Government Quarters Available but for Whom Government Dining Facility/Mess Use is Impractical. A member who has Government quarters available, but whose commanding officer, or the commanding officer's designee, furnishes a statement that Government dining facility/mess use is impractical, is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.
4. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Government quarters are not available and who is authorized to mess separately (i.e., away from a Government dining facility/mess), is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.
5. Member-Married-to-Member Couple Maintaining a Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in Appendix J for a member with 0 dependents. Also see par. U9202.
6. Member Authorized to Occupy Other Than Government Quarters. A member in grade E-7 or higher, who has no dependents, has elected to not occupy Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.
7. Member-without-Dependents Who Elects Not to Occupy Inadequate Government Quarters. A member in grade E-6, who has no dependents, has elected to not occupy *inadequate* Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.
8. Member Who Has No Dependents and Is Assigned to a Ship. A member who:
 - a. has no dependents,
 - b. is assigned to permanent duty aboard a ship,
 - c. is in grade E-6 or above and elects not to occupy assigned shipboard Government quarters, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Government quarters, and
 - d. occupies private sector housing ashore,

is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.

9. Both Spouses below Grade E-6 Assigned to Sea Duty. Both members of a dual military couple (both below grade E-6) are authorized COLA as specified in Appendix J for a member with 0 dependents if the spouses:

- a. have no dependents,
- b. are assigned to permanent duty aboard ship(s),
- c. elect to not occupy assigned shipboard quarters, and
- d. occupy non-Government quarters ashore.

10. Member in Confinement. A member without dependents is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

B. Leave Periods. If a member without dependents takes leave in CONUS, COLA continues for the first 30 days and stops as of day 31. If COLA is stopped, it starts again the day the member returns from leave. If a member without dependents takes leave OCONUS, COLA continues during the entire leave period.

U9104 NON-COMMAND-SPONSORED DEPENDENTS IN PDS VICINITY

A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by non-command sponsored dependents, is not authorized COLA as a member with dependents because the presence of the dependents leads the member to choose to not use an available Government dining facility/mess. The member is authorized a COLA the same as any other member without dependents under par. U9103-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, COLA as a member with dependents under par. U9106 starts on the date dependents are command-sponsored.

U9105 FRACTIONAL COLA FOR A MEMBER-WITHOUT-DEPENDENTS

A member without dependents:

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

is authorized a pro rata share of the member-without-dependents COLA for each meal not furnished in a Government mess in addition to the 47 percent rate COLA authorized in par. U9103-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must authorize payment of the additional allowance. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed in accordance with Appendix J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other fleet unit having an assigned OCONUS homeport, the COLA for the place where the meals are taken.

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

U9106 COLA FOR MEMBER-WITH-DEPENDENTS

A. General. A member-with-dependents is authorized COLA based on the number of command sponsored dependents at the PDS (see par. U9202 for authorization for member-married-to-member couples) regardless of Government dining facility/mess availability (including aboard ship), except:

1. for any day in excess of 30 consecutive calendar days that a member accompanied by *all* dependents is on leave in CONUS;
2. when one or more, or all, of the dependents return to CONUS for a temporary period in excess of 30 consecutive calendar days, the COLA payment beginning on the 31st day that a dependent is in CONUS is reduced to the rate specified in Appendix J for the number of dependents remaining at the PDS;
3. when one or more dependents depart the PDS vicinity and return to CONUS to attend school, the payment is reduced as of the day following the departure day to the rate specified in Appendix J for the number of dependents remaining at the PDS; or
4. when in a confinement status as a result of disciplinary action. In this case the member is authorized COLA for dependents only at the rate specified in Appendix J for the number of dependents who continue to reside in the PDS vicinity.

B. Dependents Arrive at or in the Vicinity of the OCONUS PDS before the Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member following Secretarial approval of early arrival under par. U10208, the COLA start date depends on the location of the old PDS:

1. Old PDS OCONUS. If the old PDS is OCONUS, COLA begins on the day one or more dependents arrive, except that COLA is not paid for any day before the date the PCS order is issued.
2. Old PDS in CONUS. COLA begins on the dependents' arrival day, or the date the member departs CONUS, whichever is later. ***NOTE: If a ship having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the departure day from CONUS.***

C. Homeport Changes. If a member:

1. is currently assigned to a ship or other fleet unit with an announced homeport change, or
2. is in receipt of a PCS order to a ship or other fleet unit with an announced homeport change, and
3. dependents are authorized to travel to the new homeport,

the new homeport is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

D. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at a new PDS OCONUS and are authorized COLA, a member receives a PCS order amendment naming a different PDS, COLA at the original location ends the day the dependents depart for the newly designated PDS. COLA at the initial PDS cannot extend beyond 60 days after the effective date of the amended order unless specifically approved through the Secretarial Process. COLA at the new PDS based on the number of command sponsored dependents begins on the dependents' arrival day.

U9107 GEOGRAPHIC COLA LOCATIONS

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

U9108 COLA REPORT SUBMISSION

For COLA report submission, see Appendix M.

U9109 COLA FOR RESERVE COMPONENT MEMBERS

See par. U7150-H regarding station allowances application to a Reserve Component member called or ordered to active duty, or active duty for training.

PART C: TEMPORARY LODGING ALLOWANCE (TLA)**U9150 GENERAL**

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

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983)) and waiting for Government quarters assignment, or while completing arrangements for other private sector housing when Government quarters are not available;
2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent Government quarters/private sector housing in the PDS vicinity, to vacate the permanent Government quarters/private sector housing permanently or temporarily, and to use temporary lodgings in the PDS vicinity while looking for other permanent Government quarters/private sector housing or waiting to reoccupy the vacated permanent Government quarters/private sector housing;
3. While seeking permanent Government quarters/private sector housing following a TDY period when a member-without-dependents vacated permanent Government quarters/private sector housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));

Effective 26 July 2005

- *4. While house-hunting after the member arrives at the new PDS and reports for duty in conjunction with a PCS;
5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after Government quarters are/private sector housing is vacated in connection with a PCS order;
6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period; or

Effective 16 December 2004

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

B. Implementation

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

Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
Hoffman Building 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

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

C. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

- a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an OCONUS PDS.
- b. If temporary lodgings occupancy is necessary, the requirements below, in par. U9150-C1e(1) through (8) must be met before TLA payment.
- c. If Government quarters are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.
- d. ***When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).***
- e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:
 - (1) Upon arrival, of the responsibility to aggressively seek permanent Government quarters/private sector housing (not applicable when it is known that the member is to be assigned Government quarters), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent Government quarters/private sector housing;
 - (2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Government quarters/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is assigned Government quarters.;***
 - (3) Of the responsibility to furnish a statement to the official described above in par. U9150-C1e(2) indicating TLA commencement and/or termination;
 - (4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for an allowance extension to the maximum number of days in pars. U9152 and U9154;
 - (5) Of the requirement to relocate to other permanent Government quarters/private sector housing or to reoccupy the Government quarters/private sector housing formerly occupied, as soon as practical if the conditions in par. U9150-A2 apply;
 - (6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;
 - (7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and

- (8) That lodging expenses are not allowed while staying with friends/relatives.

If under written guidance of the OCONUS TLA Authority a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authorization must be denied.

2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. U9151-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9152-F), delayed departure (par. U9154-C), or early permanent Government quarters/private sector housing termination (par. U9154-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. *Personal inconvenience to a member/dependents is never a determining factor.*

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

- (1) TLA the member has received or will receive;
- (2) Current and estimated expenses for temporary lodgings occupancy;
- (3) Housing allowance for members who have one or more command-sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents;

NOTE 1: Housing allowance is not a consideration when it is paid for dependents at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.

- (4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

- (1) Preclude the need for TLA,
- (2) Shorten the authorization period, and
- (3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent quarters. The guidance should ensure that:

- (1) Existing Government transient facilities are used to the fullest possible extent by members and/or dependents upon PDS arrival and/or departure by usage policy that makes the Government transient facilities more available to members in a TLA status and/or their dependents;
- (2) Leased quarters furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;
- (3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;
- (4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;
- (5) Members are aware of Government-owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent Government quarters and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;
- (6) Permanent Government quarters are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent Government quarters/private sector housing could reasonably be occupied, when permanent Government quarters are/private sector housing is not occupied;
- (7) That requirements for dependent travel authorizations contain advice to the member about appropriate items for inclusion unaccompanied baggage (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and
- (8) An up-to-date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

U9151 GENERAL TLA PAYMENT CONDITIONS

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

U9152 INITIAL ASSIGNMENT

A. General

1. TLA authorization for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. A period in addition to 60 days may be authorized/approved for the specific reasons in par. U9152-F. The 60-day period begins on the same date as COLA. TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS).

2. At the end of the first 15 or fewer day TLA period specified in par. U9150-C1e(1), or the longer period authorized under extenuating circumstances, the OCONUS TLA Authority's guidance should address review of the member's situation to determine the progress in obtaining permanent housing.
3. If the member's efforts appear deficient, the member must be reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement should result in TLA termination (not applicable when it is known the member is awaiting assignment to Government quarters).
4. The member's absence from the PDS due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member's failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. U9150-C1. This applies when evaluating the member's progress toward obtaining permanent Government quarters/private sector housing and in determining TLA authorization/approval during each succeeding period.
5. TLA accrual provisions (par. U9157-E) are applied in computing TLA upon arrival.

B. TLA Start When Authorized MALT PLUS Flat Per Diem. *When MALT PLUS flat per diem is payable on the reporting day to a new PDS, TLA for the member/dependent(s) is not authorized for that day.*

C. TLA Start When Authorized Per Diem (Chapter 4, Part B)

1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents.
2. Period while Awaiting the Ship's Arrival
 - a. When a member is in a per diem status at the OCONUS homeport awaiting arrival of the ship to which assigned, TLA on the member's behalf is not payable during the waiting period beginning the arrival day at the homeport and extending through the day before the actual reporting day aboard the ship as the member is in a TDY status awaiting the ship's arrival and eligible for per diem. ***NOTE: This is because the ship is the member's PDS for personal travel and until reporting to the ship, the member has not reached the new PDS.***
 - b. Except on the reporting day to the ship (par. U9152-C1), lodging costs for quarters jointly occupied by the member and dependents are apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is receiving TLA for dependents while at the homeport.
 - c. On the actual reporting day aboard the ship, the lodging allowance costs for quarters jointly occupied by the member and dependents is not divided between the member and the dependents; the entire lodging cost (100%) is included as a TLA expense.
 - d. The number of dependents occupying temporary lodgings in the PDS area, or the homeport when the new PDS is a ship, determines the TLA rate payable on behalf of dependents for days when a member is authorized per diem.
3. TDY/Deployment Period while Away from New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the homeport or permanent duty location of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military

assignment, those temporary quarters must be retained at the new PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

D. TLA when a Member Arrives before Dependents. When a member arrives at an OCONUS PDS before the dependents, the member may be authorized TLA if the conditions in par. U9151-A are met. Upon the dependents' arrival, TLA also may be authorized/approved for the member and/or dependents for the period the member/dependents are required to use temporary lodgings. If the dependents arrive after the initial 60-day period in par. U9152-A expires, an additional TLA period may be authorized under par. U9152-F whether or not TLA was paid during the initial 60-day period.

E. Dependents Arrive at or in the Vicinity of the OCONUS PDS before the Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member following Secretarial approval of early arrival under par. U10208, the TLA start date depends on the location of the old PDS:

1. Old PDS OCONUS. If the old PDS is OCONUS, TLA begins on the day one or more dependents arrive, except that TLA is not paid for any day before the date the PCS order is issued.
2. Old PDS in CONUS. TLA begins on the dependents' arrival day, or the date the member departs CONUS, whichever is later. ***NOTE: If a ship having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the departure day from CONUS.***

F. TLA during Hospitalization Period. A member receiving TLA, who is hospitalized after arrival at a new PDS, may continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost as a TLA expense, when, because of the member's hospitalization, those quarters must be retained at the new PDS. The member's order must be annotated, or have attached to it, certification that retaining the TLA quarters was because of military necessity (i.e., the member's hospitalization) and not because of the member's personal choice/convenience.

G. Additional TLA Period. The OCONUS TLA Authority's authorizing/approving official(s) (par. U9150) may authorize/approve a period in addition to the initial 60-day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60-day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;
2. Delay in availability of/assignment to Government quarters due to Service requirements;
3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated Government quarters or private sector housing temporarily or permanently uninhabitable or unavailable;
4. Withdrawal of private sector housing from the market by a landlord;
5. The member is unable to secure private sector housing considered by the housing officer to be suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area. ***NOTE: This does NOT mean the housing lease cost cannot exceed the OHA ceiling; it can.***

6. The member is/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent Government quarters/private sector housing. The additional TLA period is authorized/approved in increments of 15 or fewer days.

H. TLA Stop. Unless TLA is terminated sooner for one of the reasons in par. U9150-C1e or elsewhere in this Part, TLA authorization upon initial arrival stops on the day before the day a member occupies permanent Government quarters or private sector housing. With the exception of the extra lodging charges allowable (see pars. U9157-A2, U9157-C and U9157-D), no expenses incurred on the permanent Government quarters/private sector housing occupancy day are allowable in computing TLA. ***NOTE: In any case, TLA must stop the day HHG are delivered.***

U9153 ALLOWANCE UNDER SPECIAL CONDITIONS

A. Member Must Vacate Established Permanent Government Quarters/Private Sector Housing in the PDS Vicinity

1. The TLA period for situations in par. U9150-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.
2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent Government quarters are/private sector housing is reoccupied or when the OCONUS TLA Authority determines the allowance is no longer justified.
3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. U9157-A2, U9157-C, or U9157-D.
4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary (i.e., no excess costs, or the member fails to accept adequate permanent Government quarters or the member stops diligently searching for permanent private sector housing).

B. Deployment Period while Away from PDS. A member receiving TLA who is ordered on deployment from the homeport of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost when, because of the member's assignment, those temporary quarters must be retained at the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

C. TLA when Tour Is Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the effective date of the PCS order to the OCONUS PDS if par. U9150-C conditions are met. The member must make every reasonable effort to find suitable permanent Government quarters/private sector housing for the dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable permanent Government quarters/private sector housing for the dependents before they arrive.

D. Member Acquires Dependent(s). A member serving an OCONUS tour who had no dependents on arrival but who acquires dependents during that tour is not eligible for TLA for those dependents upon arrival at the PDS because the member was without dependents on the effective date of the PCS order (B-186628, 17 September 1976). A member may be authorized TLA for the member, when eligible, and/or for dependents acquired while serving at an OCONUS PDS if the dependents are command-sponsored at the PDS from which departing.

E. PCS Order Cancelled/Revoked. When the member's PCS order is cancelled/revoked after the member occupies temporary lodgings, the member may receive TLA reimbursement up to the maximum number of days allowable.

U9154 ALLOWANCE UPON DEPARTURE**A. General**

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS in compliance with a PCS order, except when:
 - a. One or more dependents remain in the old PDS vicinity IAW par. U9201-B1 or U9204. TLA must not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of the PCS order from that PDS;
 - b. A longer TLA period is authorized due to delayed departure (par. U9154-C) or early termination of permanent Government quarters/private sector housing (par. U9154-D);
 - c. The member/dependent(s) is hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship).
2. The effective date of a PCS order is defined in Appendix A.
3. The TLA accrual provisions (par. U9157-E) apply in computing TLA upon departure.
4. Expenses incurred on the departure day are not considered except that TLA for the preceding day may be increased under par. U9157-A2, U9157-C, or U9157-D as a result of lodgings costs imposed for the temporary lodging vacating day.

B. Dependents Depart before the Member. When dependents depart an OCONUS PDS before the member, TLA may be authorized for the member and dependents when the conditions in par. U9151-A are met. TLA incident to the dependents' departure must not exceed the last 10 days before the last dependent departs, and must not begin earlier than the issue date of the PCS order, or official alert notice. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as in par. U9154-A.

C. Delayed Departure. When the period authorized by par. U9154-A has begun and actual departure is delayed through no fault of the member or dependents (to include dependents' delay due to the member's death, see par. U10110), TLA may be authorized/approved by the authorizing/approving official (see par. U9150), in increments of 10 or fewer days, for the entire period that temporary lodgings must be used.

D. Early Termination of Permanent Housing. When, for reasons beyond the control of the member and/or dependents, permanent Government quarters/private sector housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. U9150) may authorize/approve TLA beginning the day the permanent Government quarters/private sector housing is relinquished for reasons such as the following:

1. The transportation officer determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;
2. Expiration/termination of lease/rental agreement occurs after a member has the PCS order or alert notice;
3. The landlord withdraws private sector housing from the market;

4. The authorizing/approving official (see par. U9150) determines that an Act of God, fire, flood, earthquake, riot, civil unrest, or other disturbance makes occupancy of permanent Government quarters/private sector housing inadvisable;
5. The member is required by lease, custom, or law to vacate private sector housing in advance of the lease expiration to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;
6. The lease, custom, or law requires that private sector housing be surrendered at a fixed date more than 10 days before the scheduled departure;
7. Housing authorities require the member to vacate permanent Government quarters for the Government's convenience to permit its readying for, and/or assignment to, another member;
8. The OCONUS TLA Authority determines that permanent Government quarters/private sector housing must be relinquished under circumstances/reasons other than those stated in U9154-D1 through U9154-D7.

The principles in par. U9150-C2 must be applied in determining the need for TLA. TLA is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the OCONUS TLA Authority.

E. Member Detaches from a Ship Away from Homeport. When a member detaches on a PCS from an OCONUS homeported ship while the ship is away from its homeport and returns to the homeport, the member may be authorized TLA on the member's behalf unless authorized per diem. If the member is authorized per diem at the homeport, no TLA authorization exists for the member and only the dependents occupying temporary lodgings at the homeport are considered in determining the rate payable under par. U9157-A.

F. Period of TDY/Deployment while Away from Old PDS. A member receiving TLA preceding PCS departure, who is ordered on TDY away from the PDS, or who is ordered on deployment from the homeport or permanent duty station of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf. The member's temporary lodging cost share is to be included as a TLA expense when, because of the member's military assignment, temporary quarters must be retained at the old PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience.

G. TLA Authorization before PCS Order Issuance

1. A member may be authorized TLA before a PCS order is issued based on a written statement from the PCS AO, or the designated representative, that the member was advised before the PCS order was issued that such an order would be issued. The member must be prepared to provide this statement if finance procedures require that the voucher be supported by the statement.
2. The length of time between when the PCS order is issued and the member receives written advice that the order is to be issued may not exceed the relatively short period between the time when a PCS order determination is made and the date when the order is actually issued.
3. General information concerning orders issuance before the determination is made to actually issue the order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the order is to be issued (52 Comp. Gen. 769 (1973)).

H. TLA Authorization during a Hospitalization Period. A member who is receiving TLA before PCS departure, and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary quarters must be retained at the old PDS. The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of the hospitalization and not because of the member's personal choice/convenience.

Effective 26 July 2005

***U9155 LEAVE/PERMISSIVE TDY EFFECT ON TLA**

TLA is not payable for any day a member is on leave or permissive travel *away from* the PDS vicinity, except when one or more dependents remain in the PDS vicinity. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized (See par.U9150-A4).

U9156 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY

A. General. Except as provided in par. U9156-B, the fact that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA authorization.

B. New PDS within Commuting Distance. When a member's new PDS is within commuting distance of the Government quarters/private sector housing occupied while at the old PDS, the member may not be authorized TLA unless the member's commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member's control.

U9157 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf (pars. U9152-B and U9152-C).

2. Extra Room Charge Payment. Except as provided in pars. U9157-C and U9157-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9157-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day.

B. Temporary Lodging Not Available at PDS. When Government/commercial temporary lodgings are not available at the PDS and the member must obtain Government/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html> by the percentage in par. U9157-E if the accommodations diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under this subparagraph be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by Government Contractors. When a Government contractor furnishes temporary lodgings, TLA is computed under par. U9157-E. When the member and/or dependents check into/out of Government contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking-in or the checking-out calendar day, the daily amount of TLA for the check-in calendar day or the calendar day preceding the check-out day is to be increased by the extra amount of quarters charge paid.

D. Temporary Lodging Occupied in Facilities under Government Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodging facilities, or transient facilities such as visiting officer's quarters, under Government jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9157-E. When the member and/or dependents check into/out of this type of quarters at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the check-in calendar day or the calendar day preceding the check-out day is increased by the amount of the extra rental/service charge paid.

E. General TLA Computation. Except when more than one TLA rate applies within the computation period as in par. U9157-A or U9157-B, and except as in pars. U9157-F, and U9157-G, TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period. Computations are as follows:

Step 1: Determine the Daily M&IE and Lodging Ceiling. Multiply the percentage in the following table by the applicable locality per diem M&IE and lodging rates prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html>.

Number of Eligible Persons Occupying Temporary Lodging	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent 12 and over, add	35%
For each additional dependent under 12, add	25%

NOTE 1: *The above percentage factors are used for both lodging and M&IE unless:*

- a. *A TLA - Special (see par. U9159) has been authorized for lodging,*
- b. *Temporary lodgings are not available at the PDS (see par. U9157-B),*
- c. *Permanent Government quarters are being renovated, or lack a stove and/or refrigerator (see par. U9157-F),*
- d. *Temporary quarters contain cooking facilities (see par. U9157-G), or*
- e. *A member, authorized a temporary lodging cost at the new PDS under par. U9152-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.*

NOTE 2: *Exceptions to this occur when temporary lodgings are not available at the PDS (see par. U9157-B), while quarters are being renovated (see par. U9157-F), or when permanent quarters lack a stove and/or refrigerator (see par. U9157-F).*

Step 2: Determine Lodging Cost

- a. Compare the actual daily lodging cost to the Step 1 lodging cost ceiling. Include in the lodging cost any lodging taxes, or the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes (and any lodging cost authorized under par. U9152-C3).

- b. Receipts, invoices, or statements from the lodging provider are required to verify lodging expenses. (See par. U2510.) See par. U9158 regarding TLA advances.
- c. If the member is in a TDY status (no matter how much per diem is being received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.
- d. *When staying with friends/relatives, lodging cost is not allowed and is always zero.*

Step 3: Determine Daily TLA Amount. Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. U9157-H and U9159 (TLA – Special).

F. TLA while Government Quarters Are Being Renovated, or if Government Quarters Lack/Private Sector Housing Lacks a Stove and/or Refrigerator. When a member and/or dependents:

1. Occupy Government quarters while the kitchen is being renovated, or
2. Occupy Government quarters/private sector housing during utility loss, or
3. Initially occupy permanent Government quarters/private sector housing without a stove and/or refrigerator and meals cannot be prepared,

the member may be authorized TLA to cover restaurant meals cost.

Determine TLA by multiplying the par. U9157-E, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. U9157-E, except that the M&IE amount is reduced by one-half.
2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.
3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.
4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. U9150), that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. U9157-E without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.
5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and made available to incoming and departing personnel.

H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring TLA computation uniformity among all of the Uniformed Services.

EXAMPLE 1

NOTE: *Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.*

A member, with spouse, is assigned to an OCONUS location. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html> is \$150 (\$76 lodging ceiling & \$74 M&IE). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day.

4/2 -- The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 -- The member submits a lodging expense report of \$1,140 (\$114 per day, including lodging taxes) for 4/1 thru 4/10. The member's progress in obtaining permanent Government quarters/private sector housing is reviewed. It is determined that the member has complied with JFTR and the OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

4/21 -- The member submits a lodging expenses report of \$1,140 (\$114 per day including lodging taxes) for 4/11 thru 4/20. The member was TDY and receiving per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16 and 4/17 were authorized for the member as a TLA expense under par. U9152-C3. The member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.

TLA Computation for 1 April. Since 'MALT PLUS' per diem was paid on 1 April (OCONUS location arrival date) for the member and spouse, TLA is not payable for 1 April.

<u>TLA COMPUTATION FOR 2-10 APRIL</u>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$74 = \$74.00 100% x \$76 = \$76.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114.00 vs. \$76.00 \$76.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day.	\$74 + \$76 = \$150.00 \$150.00 x 9 = \$1,350.00

<u>TLA COMPUTATION FOR 11-14 APRIL</u>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$74 = \$74.00 100% x \$76 = \$76.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114.00 vs. \$76.00 \$76.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day.	\$74 + \$76 = \$150.00 \$150.00 x 4 = \$600.00

<u>TLA COMPUTATION FOR 15-17 APRIL</u>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$74 = \$74.00 100% x \$76 = \$76.00
2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount from the Step 1 result.	\$74 divided by 2 = \$37 \$74 - \$37 = \$37
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76.00
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$113.00 each day.	\$37 + \$76 = \$113.00 \$113 x 3 = \$339.00

<u>TLA COMPUTATION FOR 18-20 APRIL</u>	
1. Determine the maximum rates (given percentage x locality rate). M&IE Lodging	100% x \$74 = \$74.00 100% x \$76 = \$76.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114.00 vs. \$76.00 \$76.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost. Pay \$150.00 each day.	\$74 + \$76 = \$150.00 \$150 x 3 = \$450.00

EXAMPLE 2

NOTE: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.

A member, with spouse, is assigned to an OCONUS homeported ship. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html> is \$132 (\$66 lodging ceiling & \$66 M&IE). The member and spouse arrive at the OCONUS homeport 10/1 while the ship is away. They occupy temporary Government quarters. The temporary accommodations do not contain facilities for preparing and eating meals. On 10/6 the ship returns to the OCONUS homeport and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent quarters on 10/11.

10/2 -- The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

10/6 -- The member submits a lodging expenses report of \$490 (\$98 per day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expenses report of \$490 (\$98 per day) from 10/6 thru 10/10. The member has complied with the JFTR and command OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

<u>TLA COMPUTATION FOR 1-5 OCTOBER</u>	
Since the member is waiting for a ship and is in a per diem status (awaiting transportation), TLA is <i>not</i> payable to the member for 1 - 5 October (see par. U9152-C). However, TLA is payable on behalf of the spouse.	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	65% x \$66 = \$42.90 65% x \$66 = \$42.90
2. Determine Lodging cost. Divide the allowable daily lodging cost (including lodging taxes) by 2, because the member is in a per diem status (par. U9152-C).	\$98 divided by 2 = \$49.
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$49.00 vs. \$42.90 \$42.90
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay \$85.80 each day.	\$42.90 + \$42.90 = \$85.80 \$85.80 x 5 = \$429.00

<u>TLA COMPUTATION FOR 6-10 OCTOBER</u>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$66 = \$66.00 100% x \$66 = \$66.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$98.00 vs. \$66.00 \$66.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost. Pay \$132 each day.	\$66 + \$66 = \$132.00 \$132 x 5 = \$660.00

EXAMPLE 3

NOTE: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.

A member and 3 dependents (spouse, and two children under 12 years old) occupy temporary lodgings that contain facilities for preparing and consuming meals. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html> = \$150 (\$76 lodging ceiling & \$74 M&IE). The lodging expense is \$138 per night, including lodging taxes.

TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	150% x \$74 = \$111.00 150% x \$76 = \$114.00
2. Multiply the Step 1 M&IE times one-half due to cooking facilities.	\$111.00 x ½ = \$55.50
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	\$138.00 vs. \$114.00 \$114.00
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$169.50 each day.	\$55.50 + \$114.00 = \$169.50 Pay \$169.50 for each day

U9158 ADVANCE PAYMENT

An advance may be paid for the number of authorized TLA days, after authorization is provided based on the appropriate directive(s) issued under par. U9150.

U9159 TLA-SPECIAL

The percentage factors (65%, 100%, 35%, and 25%) authorized in par. U9157-E generally are adequate. However, these percentages may be insufficient for a particular future time period because lodging costs are anticipated to escalate due to a special event. Examples of one-time circumstances that may warrant a TLA-Special include:

1. Natural disasters,
2. Summit meetings,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Other similar events.

Under special/unusual circumstances a higher lodging percentage factor may be authorized in advance only by means of a determination of a TLA-Special issued by the Director, PDTATAC. Requests for higher lodging percentage factors only must be submitted by the member's command to:

Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
Hoffman Building 1, Room 836,
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

FAX: (703) 325-2945, DSN: (312) 221-2945

or from the command by email to sla.specials@perdiem.osd.mil

Requests must be sent before the fact (i.e., before the days on which the higher rate will be needed) and should include event dates (dates a TLA-Special is required), hotel prices before and anticipated during the event, and locations affected.

TLA-SPECIAL EXAMPLE

A member, spouse, and 2 children under age 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary quarters 1-20 September before moving into permanent quarters 21 September. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/pdrates.html> is \$269 (\$186 Max Lodging, \$83 M&IE). Due to a national convention, room prices are anticipated to escalate for some part (or all) of the family's anticipated TLA period. ***PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.*** PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August – 5 September. The percentages (see par. U9157-E, Step 1) for the M&IE portion of TLA remain at the ordinary levels. Lodging expense is \$650 per night for 1-5 September and \$300 per night for 6-20 September.

NOTE: Locality per diem rates used in this example may not be the rates currently in effect and are for illustration purposes only.

TLA-SPECIAL COMPUTATION FOR 1-5 SEPTEMBER	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	 150% x \$83 = \$124.50 375% x \$186 = \$697.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	 \$650.00 vs. \$697.50 \$650.00
3. Add the Step M&IE to the selected Step 2 lodging amount. Pay \$774.50 each day	 \$124.50 + \$650 = \$774.50 \$774.50 x 5 = \$3,872.50

TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	 150% x \$83 = \$124.50 150% x \$186 = \$279.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	 \$300.00 vs. \$279.00 \$279.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$403.50 each day	 \$124.50 + \$279.00 = \$403.50 \$403.50 x 15 = \$6,052.50

PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS**U9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS**

A. Member with Dependents Assigned to Duty Aboard a Ship. For a member assigned to a ship, the homeport is the PDS for station allowances. Since dependents cannot be “assigned” to a ship, when dependents are authorized to accompany the member to a ship with an OCONUS homeport, station allowances for the dependents are based on the location of the homeport. Station allowances are payable even though the member is being fed, quartered, or both, in kind aboard ship or with the member's fleet unit.

B. Member Assigned to Duty Aboard a Two-crew Submarine (SSBN)

1. When a Member Reports to the Homeport before Reporting on Board. When a member is assigned to a two-crew nuclear submarine (SSBN), reports to the ship's homeport before reporting aboard because the ship is deployed, the member is authorized station allowances. When determining the rates payable and the rule applicable, the ship's homeport is treated as the member's PDS (see pars. U2200-C3 and U4102-I (57 Comp. Gen. 178 (1977))).

2. Member without Dependents Ordered to TDY at Homeport. This paragraph applies only to COLA (53 Comp. Gen. 535 (1974)). COLA is authorized for a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the OCONUS homeport of the ship. The ship's homeport is treated as the member's duty station.

C. Fractional COLA for Member-without-Dependents. A member-without-dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is authorized a fractional COLA as prescribed in par. U9105 when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974)).

U9201 MEMBER ORDERED PCS TO AN UNACCOMPANIED TOUR

A. General. Station allowances are payable based on the location of the member's OCONUS PDS. In situations where the dependents are residing separately from the member, station allowances can be authorized/approved based on the dependents' location if their presence there is directly related to the member's duty assignment (68 Comp. Gen. 167 (1989)). The general condition for approval of station allowances based on the dependents location is that the dependents were transported there at Government expense. In all cases, for station allowances to be payable, the member must be assigned outside CONUS. Authorization/approval for situations not listed in par. U9201 is through the Secretarial Process.

B. Reassignment from CONUS or from OCONUS Accompanied Tour to an Unaccompanied Tour

1. Dependents Remain in the Old OCONUS PDS Vicinity (Includes Spouse Separated from the Service or Relieved from Active Duty after the Effective Date of the Spouse's PCS Order)

a. A member assigned OCONUS, whose dependents are residing in the vicinity of the member's PDS at the time an order is issued reassigning the member to an unaccompanied tour, is authorized station allowances for dependents at the old PDS, if approved through the Secretarial Process.

b. The Secretarial authorization is not required if the PCS order states the member is scheduled to be assigned back to the old PDS to serve an accompanied-tour immediately after completing an unaccompanied tour.

c. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or territory or possession of the United States as the old PDS, station allowances may be approved through the Secretarial Process if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS). In this case, the dependents are not in the member's PDS vicinity even though they are located in the same country, state, etc.

2. Dependents Move to a Designated Place. If dependents move to an OCONUS designated place due to deferred travel awaiting housing (par. U5222-C3a), the member has elected to serve an unaccompanied tour (par. U5222-C4b or U5222-C4c), or the member is ordered to a dependent restricted tour or unusually arduous sea duty (par. U5222-D1b, U5222-D1c, or U5222-D1d), station allowances are authorized for the dependents with the same level of Secretarial approval as required for approval of their travel. If the designated place is in the vicinity of the PDS, see par. U9000-D, station allowances are limited to one allowance based on the PDS for the member and dependents.

3. Member Serves an Unaccompanied Tour at the First PDS. When a member serves an unaccompanied tour at the first PDS, station allowances are authorized for the dependents location if approved to reside there through the Secretarial Process (see pars. U5222-D1, U5222-D1b, U5222-D1c, and U5222-D1d).

C. Reassignment from an Unaccompanied Tour to Another Unaccompanied Tour

1. Dependents Continue to Remain at the Member's Prior OCONUS PDS or Previously Designated Place. A member transferred between unaccompanied tours, where dependents do not move and are authorized station allowances, continue to be authorized station allowances during the second tour.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate in conjunction with a member's transfer between consecutive unaccompanied tours, station allowances are authorized for the new designated place under the same conditions and approval authorities as listed in par. U9201-B2.

D. Member's PDS Declared an Unaccompanied Tour Area. When dependents are residing in the member's PDS vicinity at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. U9201-B2 if the dependents move to a designated place or under par. U9203 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a member's OCONUS PDS, or to a designated place to which transportation at Government expense has been authorized, and the new PDS is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the member to another unaccompanied tour area, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents' date of arrival there and stopping on their departure date. A statement from the member's commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (par. U5222-D4), COLA and TLA under par. U9201 terminates as provided in pars. U9101-B.

G. Payment of Allowances to Member at Unaccompanied Tour Station. During the period a member is authorized station allowances for dependents under this paragraph, the member is also authorized COLA, and TLA, if any, prescribed for a member-without-dependents at the new PDS.

U9202 STATION ALLOWANCES WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with- or without-dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS.

B. Cost-of-Living Allowance when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at or in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other member is authorized to receive COLA at the 0-dependent rate. For COLA for member-married-to-member E-5 and below serving on sea duty, see par. U9103-A9. *In no case may a spouse who also is a member on active duty be considered a dependent for allowance purposes.*

U9203 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

NOTE: *TLA is not payable incident to an evacuation.*

A. Members with Command Sponsored Dependents

1. Cost-of-Living Allowance. COLA at the with-dependents rate is terminated effective on the dependents' depart date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without-dependents for COLA.

2. COLA at Designated Place. A member is authorized COLA at the with-dependents rate for the designated place location beginning the day after per diem terminates when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

See par. U9101-B for COLA termination.

B. Members with Non-Command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

U9204 STATION ALLOWANCES WHEN EARLY OR DELAYED DEPENDENT TRAVEL IS APPROVED

A. Delayed Travel. Secretarial approval of housing allowance continuation for delayed travel of dependents from an OCONUS PDS under par. U10208 also authorizes continuation of COLA for the same time period without separate application or approval. TLA for dependents is authorized; see par. U 9154. *However, if the member's new PDS is in CONUS, payment of station allowances stops effective the date of the member's arrival at the new PDS.*

B. Early Arrival. Secretarial authorization/approval of housing allowance changes based on early arrival at an OCONUS PDS under par. U10208 also authorizes/approves COLA payment based on the number of dependents at the new PDS without separate application/approval. TLA for dependents is authorized under the same conditions for initial arrival under par. U9152. *However, if the member's old PDS is in CONUS, payment of COLA and TLA based on the new PDS cannot start until the day the member departs CONUS.*

CHAPTER 10
OVERSEAS HOUSING AND FAMILY SEPARATION HOUSING ALLOWANCES

PART A: DEFINITIONS

<u>Paragraph</u>	<u>Contents</u>
U10000	DEFINITION OF TERMS AS USED IN THIS CHAPTER A. Member-with-Dependents B. Member-without-Dependents C. Sharer D. Owner-owned Multiple Occupancy Dwelling E. Vicinity F. Government Quarters

PART B: GENERAL INFORMATION

<u>Paragraphs</u>	<u>Contents</u>
U10100	GENERAL A. Purpose B. Precedence of Other Authorities C. Allowances Payable D. OHA Calculation
U10102	DETERMINING MONTHLY RENT A. General B. Sharers C. Private Sector Housing Owned D. Maximum Rental Allowance
U10103	UTILITY/RECURRING MAINTENANCE ALLOWANCE A. Monthly Allowance B. Rent Includes All, No, or Some Utilities
U10104	MOVE-IN HOUSING ALLOWANCE (MIHA) A. General B. Rules and Information
U10105	ADVANCE PAYMENT OF OHA A. Authorization B. Amount C. Liquidation D. Advance Rent Currency Rate Protection
U10106	GEOGRAPHIC OHA LOCATIONS
U10107	COMPUTATION CATA
U10108	MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING

U10109	OHA WHEN BOTH HUSBAND AND WIFE ARE MEMBERS AND SEPARATE HOUSEHOLDS ARE MAINTAINED
U10110	OHA CONTINUATION FOLLOWING MEMBER'S DEATH
U10111	OHA FOR A MEMBER IN A NONPAY STATUS
U10112	OHA FOR MEMBERS OF THE RESERVE COMPONENTS
U10113	ASSIGNMENT TO GOVERNMENT QUARTERS

PART C: OHA START/STOP

<u>Paragraphs</u>	<u>Contents</u>
U10200	OHA START/STOP A. Start B. Stop C. Secretarial Determinations
U10201	OHA INCIDENT TO A PCS BETWEEN PDSs IN CLOSE PROXIMITY
U10202	OHA FOR A MEMBER-WITHOUT-DEPENDENTS A. Members Not on Sea Duty B. Members On Sea Duty C. No-cost/Low-cost PCS Move
U10203	OHA FOR MEMBERS-WITH-DEPENDENTS A. General Rule B. Member Paying Child Support and Assigned to Government Quarters C. Member-with-dependents Assigned to Duty Aboard a Ship or Other Fleet Unit D. Homeport Changes E. No-cost/Low-cost PCS Move
U10204	ACQUIRED DEPENDENTS A. General Rules B. Decision Logic Table
U10205	DEFERRED DEPENDENT TRAVEL A. General Rules B. Decision Logic Table
U10206	MEMBER WITH-DEPENDENTS SERVES AN UNACCOMPANIED TOUR A. General Rules B. Decision Logic Table

- U10207** **EARLY RETURN OF DEPENDENTS**
 A. At Government Expense
 B. At Personal Expense
 C. Decision Logic Table
- U10208** **DEPENDENT TRAVEL – ADVANCE AND DELAYED**
 A. General
 B. Housing Allowance Based on Dependents’ Location or Old PDS
 C. Secretarial Determinations
 D. Rates Applicable
 E. Decision Logic Table
- U10209** **EVACUATION OF MEMBER’S PDS**
 A. Member-with-dependents
 B. Members-without-Dependents
 C. Decision Logic Table

PART D: FAMILY SEPARATION HOUSING ALLOWANCE

<u>Paragraphs</u>	<u>Contents</u>
U10300	GENERAL
	A. General
	B. Rates Payable
	C. When Not Payable
	D. Temporary Social Visits by Dependents
	E. Dependents Reside in the Member’s PDS Vicinity
	F. FSH in Situations Other Than an Unaccompanied Tour
	G. Decision Logic Table

CHAPTER 10*OVERSEAS HOUSING AND FAMILY SEPARATION HOUSING ALLOWANCES****PART A: DEFINITIONS****U10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER**

A. Member-with-dependents. For OHA purposes, a member who:

1. has dependents residing at or in the vicinity of the member's PDS outside the U.S.;
2. is joined by or who acquires dependents while serving outside the U.S.;
3. on the effective date of a PCS order had a member spouse who was later released from active duty, or separated/retired from the Service, and remained in the vicinity of the first member's former PDS; or
4. who does not have legal custody and control of dependent(s) but is paying child support.

NOTE: Per DODI 1315.18, Procedures for Military Personnel Assignments, command sponsorship is not required for OHA at the with-dependents rate.

B. Member-without-dependents. For OHA purposes, a member-without-dependents means a member who has no dependents.

C. Sharer. This chapter authorizes OHA for a member who resides with one or more:

1. Members authorized an OHA; and/or
2. Federal civilian employees, including dependents, authorized a living quarters allowance or COLA (in non-foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

D. Owner-owned Multiple Occupancy Dwelling. A member/owner-owned duplex, triplex or other type of multiple-occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For the purpose of this chapter the member and dependents occupy a single separate unit within the dwelling and the other units are rented out.

E. Vicinity. When a member resides with the dependent(s) and commutes daily to the PDS the dependents are deemed to be residing in the PDS vicinity regardless of distance even if they are at a place in an adjacent country or state. Dependents are deemed to be residing in the vicinity of the PDS if they are residing in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, dependents are not deemed to be residing in the vicinity of the PDS for FSH purposes if maintaining two households is approved through the Secretarial Process. Commanders may submit requests for determination through channels to the appropriate office listed below:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRC), 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: HQAF/DPPC, 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;
7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061

F. Government Quarters. In addition to Government Quarters as defined in Appendix A, Government Quarters include individual quarters furnished with or without charge under agreement with the U.S. Government.

PART B: GENERAL INFORMATION

U10100 GENERAL

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. All members authorized to live in private sector leased/owned housing are authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. an up-front, lump-sum MIHA for those who qualify (see par. U10104 and Appendix N for rules and information), and
2. a monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average “move-in” costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. Precedence of Other Authorities. Payment of OHA is predicated on the same rules for adjudication of dependency, adequacy of Government quarters and assignment of Government quarters that apply to the Basic Allowance for Housing (BAH). Any eligibility issue relating to those criteria must meet the same decision rules as BAH; e.g. if a dependency relationship is valid for BAH, it is also valid for OHA, a quarters assignment issue that fails the BAH eligibility criteria, also fails for OHA. See Chapter 26, DoDFMR for DoD Services and Service regulations/directives for non-DoD Services.

C. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member’s PDS except as indicated in Part C.

D. OHA Calculation. OHA is calculated by comparing the member’s monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, see Appendix K.

U10102 DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. (The term “private sector housing” includes a mobile home or boat.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member’s dwelling lease amount in determining the member’s total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent.

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member’s rent.
2. See par. U10102-C for a member-owned dwelling place.
3. A sharer’s monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.

4. *In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.*

5. Re-compute OHA if/when the rent changes.

B. Sharers. See **NOTE** below. A sharer is authorized up to the maximum rental allowance set for a member-without-dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member-with-dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus

2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA (see par. U10104 and Appendix N for specific rules) receives a full rather than prorated "Miscellaneous" allowance. **Only one sharer may claim reimbursement for any individual rent or security-related expense.**

NOTE: A renter living in a completely separate unit of an owner-owned multiplex dwelling as described in par. U10102-C4 is not a "sharer", and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price of the private sector housing by 120 to derive the monthly "rent" for a member-owned private sector housing. **Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price. NOTE: For members in the Azores who purchased homes on/after 1 January 1999, divide the purchase price by 24.**

2. The amount of any personal installment type loans and real estate equity loans obtained for the purpose of renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. **Loans used to furnish or decorate a home (including such things as the addition of a Jacuzzi or pool to a home purchased without such an amenity) or loans for personal reasons, or credit card or line of credit loans may not be used.**

c. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

(1) Army - Through appropriate command channels to: HQDA (DAPE-PRC), 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: HQAF/DPPC, 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;

(7) U.S. Public Health Service - Directly to: Office of Commissioned Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061

3. If a member (or the member's dependents) inherits a dwelling or residence or otherwise receives it without purchasing it, the purchase price of the dwelling or residence is \$0. In this case, the member is authorized to receive the utility/recurring maintenance allowance

NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the cost of the mortgage or loan may be used as a housing cost for OHA purposes.

4. If the dwelling is a multiplex unit, owned by a member, the allowance claimed is based on the unit's square footage occupied by the member and dependents, times the same percent of the purchase price. If the member and dependents live in 1,200 square feet (40%) of a 3,000 total square multiplex unit, and the total mortgage payment is \$1,342, then \$536.80 (40%) may be claimed for OHA rental purpose. Renters of other units within the multiplex unit are not considered 'sharers'.

5. If the dwelling place owned by the member is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>.

U10103 UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowances for each OHA locality are found in the OHA locality tables at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html> and are based on member (with-dependents) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of members assigned to an area,
3. Is paid to sharers (see par. U10000-C) on a pro rated amount of the net allowance,

4. Is paid to members 'without dependents' (who *are not* sharers) at 75 percent of the 'with-dependents' rate, and
5. Is eliminated or paid on a percentage basis if all or parts of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10103-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10103-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10103-A above. The locality *climate code* and the *utility point score* determine the percentage of the utility/recurring maintenance allowance amount the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing the OHA.

a. **Climate Codes.** Locality climate codes are indicated on each locality table (see PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.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 is not included in the rent. 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

U10104 MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA's purpose is to defray the move-in costs associated with occupying private sector leased/owned housing covered under the OHA program. MIHA is not payable to members occupying Government or Government leased housing. MIHA does not cover move-out costs. In most cases, members authorized OHA are authorized MIHA. DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany all MIHA claims. Instructions for completing this form are found in Appendix N. Various surveys are sent to members in private sector leased housing to document utility and move-in expenses. They are discussed in Appendix N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.
2. Eligible members are authorized MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when:
 - a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;
 - b. a member complies with a PCS order but remains in the same dwelling place; or
 - c. a member moves from Government quarters to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).
4. The three MIHA payment types are:
 - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See Appendix K table at <https://secureapp2.hqda.pentagon.mil/perdiem/> for the amounts payable. **Only one payment is authorized at a PDS unless par. U10104-B2 applies.**

b. MIHA/Rent. *Homeowners are ineligible*. MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a government where the member must pay before/upon occupying a dwelling. Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease taxes. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See Appendix N, par. C.

c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize terrorist and/or criminal threat. See Appendix N, par. D for qualifying areas and additional rules.

5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, members with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense (see Appendix N, pars. C and D).

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

U10105 ADVANCE PAYMENT OF OHA

SEE APPENDIX K, PART II FOR DETAILED INFORMATION ON AREAS WITH RENTAL ADVANCE PROTECTION UNDER OHA.

A. Authorization

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances.

2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (see par. U10108-A3 below), security deposits, and/or MIHA-related expenses incident to occupying private sector housing. *Personal preference is not grounds for authorizing advance rent payment*. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount will be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC in Part IV, Appendix K. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

- a. law,
- b. local custom for everyone, including local nationals, or
- c. economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations where rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Combatant Commander to:

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

NOTE: Once a location is authorized by PDTATAC and listed in Appendix K, Part IV as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed

1. the anticipated housing expenses, or
2. the OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U10105-D.

7. Pay System Reporting of Monthly Rent. In countries where rate protection for advance rent has not been implemented, per par. U10105-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rental allowance in effect at the time of the advance, or
2. any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U10106 GEOGRAPHIC OHA LOCATIONS

The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in Appendix K, Part I, par. A. For specific OHA rates, select 'Rates,' 'Overseas Housing Allowances (OHA),' 'Appendix K Tables' on the PDTATAC website at: <https://secureapp2.hqda.pentagon.mil/perdiem/>.

U10107 COMPUTATION DATA

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by Appendix M, or PDTATAC. For housing reports submission, see <https://secureapp2.hqda.pentagon.mil/cola/appm/appm.pdf>.

U10108 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING

Unless provided in Appendix K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or Government owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

U10109 OHA WHEN BOTH HUSBAND AND WIFE ARE MEMBERS AND SEPARATE HOUSEHOLDS ARE MAINTAINED

When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually authorized OHA as a member with- or without-dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS. *In no case may a spouse who also is a member on active duty be a dependent for allowance purposes in this Part.*

U10110 OHA CONTINUATION FOLLOWING MEMBER'S DEATH

OHA continuation on behalf of dependents, following a member's death on active duty, follows the same rules as BAH continuation under the same circumstances.

NOTE 1: *DoD Members - See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay", Chapter 26 (see <http://www.dtic.mil/comptroller/fmr/07a/07A26.pdf>).*

NOTE 2: *Non-DoD Members - See Service pay regulations.*

U10111 OHA FOR A MEMBER IN A NONPAY STATUS

OHA may be continued for the same period and under the same conditions as BAH when a member is in a non-pay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment must be made directly to dependents, and not to the member.

U10112 OHA FOR RESERVE COMPONENT MEMBERS

See par. U7150-H3 regarding OHA application to a Reserve Component member called or ordered to active duty, or active duty for training.

U10113 ASSIGNMENT TO GOVERNMENT QUARTERS

OHA is not payable on any day the member is assigned Government quarters adequate for the member and dependents, if with dependents.

PART C: OHA START/STOP

NOTE: Discussions of rules for Basic Allowance for Housing (BAH) in this part are provided as a courtesy to help ensure consistent treatment of allowances from common events. For proper BAH rules see the DoDFMR, Chapter 26, for DoD Services or Service directives for non-DoD Services.

U10200 OHA START/STOP

- A. Start. Unless specifically authorized by another paragraph in this Part, eligibility for OHA starts on the day a member reports to a new PDS. Eligibility for OHA starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing. The authorization document for OHA is DD Form 2367, see Appendix K.
- B. Stop. Unless an extension is authorized under par. U10200-C, below, or the PCS is a close proximity move as described in par. U10201, OHA authorization stops on the day before the member departs in compliance with a PCS order, on the homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or upon assignment to Government quarters.
- C. Secretarial Determinations. The Secretarial Processes may authorize OHA if dependents arrive at the new PDS before the member's arrival or dependents depart the old PDS after the member's departure, see par. U10208.

U10201 OHA INCIDENT TO A PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A member ordered on PCS with TDY en route is authorized OHA during that period. If the OHA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS. See pars. U10202-C and U10203-E for exceptional circumstances when the old PDS rate may be authorized after reporting to the new PDS.

U10202 OHA FOR A MEMBER-WITHOUT-DEPENDENTS

A. Members Not On Sea Duty

1. Except when MALT PLUS per diem is payable on the arrival day, OHA is payable to a member-without-dependents, as defined in par. U10000, for any day adequate Government quarters are not available for assignment to the member or inadequate Government quarters are not used and private sector housing is obtained.
2. Members without dependents in pay grade E-7 or above may elect not to occupy government quarters at the PDS and is authorized OHA unless the Secretary concerned or designee has determined that the member's exercise of this option would adversely affect a training mission, military discipline or readiness.
3. Members without dependents in pay grade E-6 may elect not to occupy inadequate government quarters at the PDS and is authorized OHA unless the Secretary concerned or designee has determined that the member's exercise of this option would adversely affect a training mission, military discipline or readiness.

B. Members On Sea Duty

1. In the case of a member assigned for permanent duty to a ship, Government quarters (Appendix A, Government Quarters) ordinarily are available aboard that ship. The Secretary concerned may determine that a ship or class of ships is inadequate for berthing members in homeport, in which case the ship or class of ships is not available as Government quarters for housing allowance determination purposes. When quarters aboard a ship, deemed adequate for berthing, become temporarily unavailable due to maintenance or damage, Government quarters are no longer available onboard the ship. The Service concerned may promulgate amplifying guidance on payment of housing/lodging allowances or alternate berthing procedures for ships that become temporarily unavailable for berthing.
2. A member in grade E-6 or above, who has no dependents, and is assigned to permanent duty aboard a ship may elect not to occupy assigned shipboard Government quarters and receive OHA starting on the day private sector housing is obtained.
3. A member in grade E-4 or E-5, who has no dependents, and is assigned to permanent duty aboard a ship cannot elect to not occupy assigned shipboard Government quarters and receive OHA. The Commander may, however, permit a member in grade E-4 or E-5 to not occupy shipboard quarters. In that case OHA starts on the day private sector housing is obtained.
4. Both members of a dual military couple (both below grade E-6) who have no dependents, and are assigned to permanent duty aboard ship(s), are authorized OHA starting on the day private sector housing is obtained if they elect to not occupy assigned shipboard quarters, and occupy non-Government quarters ashore.

C. No-cost/Low-cost PCS Move. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA is based on the rate for the old PDS if:

1. requested by the member, and
2. the Secretarial Process determines that it would be inequitable to base the member's allowances on the housing cost in the new PDS area to which the member is assigned.

U10203 OHA FOR MEMBERS-WITH-DEPENDENTS

A. General Rule. OHA is payable to a member-with-dependents at all times, except for members paying child support and assigned to government quarters, or when Government quarters are assigned to, or occupied jointly by, the member and dependents.

B. Member Paying Child Support and Assigned to Government Quarters. A member who is considered a member-with-dependents for OHA purposes solely because the member is paying child support is not authorized OHA if the member is assigned Government quarters; or, to sea duty unless in a grade above E-3 and elects not to occupy assigned unaccompanied Government quarters.

C. Member-with-dependents Assigned to Duty Aboard a Ship or Other Fleet Unit. A member-with-dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is authorized a with-dependents allowance when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependents have established a residence at or in the homeport vicinity. The applicable with-dependents allowance is payable in such cases even though the member is being quartered in kind aboard ship or with the member's fleet unit. The rate payable is the rate applicable to the ship's or fleet unit's homeport.

D. Homeport Changes. If a member:

1. is currently assigned to a ship or other fleet unit with an announced homeport change, or
2. is in receipt of a PCS order to a ship or other fleet unit with an announced homeport change, and
3. dependents are authorized travel to the new homeport,

the new homeport is the member's PDS for OHA purposes.

E. No-cost/Low-cost PCS Move. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA is based on the rate for the old PDS if:

1. requested by the member, and
2. the Secretarial Process determines that it would be inequitable to base the allowance on the housing cost in the new PDS area to which the member is reassigned.

U10204 ACQUIRED DEPENDENTS

A. General Rules

1. When a member, living off post and assigned at a PDS outside the CONUS, acquires dependents, a with-dependent housing allowance is authorized based on the location of the dependents.
2. If Government quarters are not available for the member at the duty station, and dependents do not reside at or near the duty station, then a Family Separation Housing allowance is also authorized.
3. If dependents do reside at or near the duty station, then an FSH is not authorized and the member is only authorized the with-dependent housing allowance.
4. Dependents may visit the member at the PDS without changes to allowances. However, when the visit exceeds 90 days, it is no longer deemed to be a visit but is deemed to be residing. The with-dependent allowance is changed to be based on the location of the PDS and FSH, if being paid, stops.
5. FSH is not authorized for members assigned in CONUS.

B. Decision Logic Table

<i>Changes When Member Acquires Dependents</i>					
R U L E	Member Assigned	Dependents Located	Dependents Located At or Near the PDS	Government Quarters Available for the Member	Then
1	Outside CONUS	In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependents rate based on the duty station as of date acquired
2				No	Stop BAH at the without-dependents rate as of day before acquired Start BAH at the with-dependents rate based on the duty station as of date acquired
3			No	Yes	Start BAH at the with-dependents rate based on the dependent's location as of date acquired
4				No	Stop the without-dependents allowance as of day before acquired Start BAH at the with-dependents rate based on the dependent's location as of date acquired Start FSH-B or FSH-O based on the duty station as of date acquired
5		Outside CONUS, Alaska or Hawai'i (OHA Area)	Yes	Yes	Start OHA based on the duty station as of the date acquired
6				No	Start OHA at the with-dependents rate based on the duty station as of date acquired Stop the without-dependents allowance as of day before acquired
7			No	Yes	Start OHA at the with-dependents rate based on the dependent's location as of date acquired
8				No	Start OHA at the with-dependents rate based on the dependent's location as of date acquired Stop the without-dependents allowance as of day before acquired Start FSH-B or FSH-O based on the duty station as of date acquired

Table U10C-1

U10205 DEFERRED DEPENDENT TRAVELA. General Rules.

1. When the Government defers dependents' travel to a member's new OCONUS PDS pending availability of housing, a with-dependents housing allowance continues to be paid at the old PDS rate or the rate for the dependents' location if the dependents relocate. Obtaining housing is the decision key for authorization of dependent travel to the duty station.
2. FSH-O/FSH-B for the member's location starts when the member obtains private sector housing.
3. The payment of the with-dependents allowance and FSH-O/FSH-B continues for 60 days after dependent travel is authorized. If the 60-day time period expires, dependents have not arrived at the member's PDS, and an extension to the 60-day period has not been granted through the Secretarial process, the member is only authorized a with-dependents allowance at the with-dependents rate for the PDS location. ***A housing allowance is not authorized for the dependents' location.***

U10206 MEMBER WITH-DEPENDENTS SERVES AN UNACCOMPANIED TOUR**A. General Rules**

1. A member with-dependents who serves an “unaccompanied” tour is authorized a housing allowance at the with-dependents rate based on the dependents’ location if dependents relocate in conjunction with the PCS, or based on the old PDS if they did not relocate.
2. If single-type Government quarters are not available for the member at the PDS, and dependents do not reside at or near the PDS, then FSH-O/FSH-B is also authorized.
3. Dependents may visit the member at the PDS without effecting the with-dependent allowance or FSH, but when the visit exceeds 90 days, it is deemed to be residing and the dependent location housing allowance and FSH stop. In this event, the member is then authorized a with-dependent allowance based on the PDS.
4. If dependents depart the PDS after day 90, FSH, if otherwise payable, and the with-dependents allowances previously authorized are reinstated as of the day of departure.
5. When a member serves an unaccompanied tour at the first PDS, payment of a with-dependents housing allowance is based on the locations described in par. U5222-D1, U5222-D1b, U5222-D1c, or U5222-D1d if the dependents have been authorized/approved to reside there.
6. A member transferred between unaccompanied tours, where dependents do not move, continues to be authorized a with-dependents rate based on the dependents’ location.
7. A member transferred between unaccompanied tours and dependents move from member’s prior PDS to a designated place, or from a designated place to another designated place if the move is authorized under par. U5222-F1, is authorized a with-dependents rate based on the dependents’ new location.
8. If dependents relocate from a designated place at personal expense, start OHA based on the new location effective the date private sector housing is obtained. If the new location is in a BAH area, start BAH effective the date of arrival. Stop the-with-dependents allowance based on the initial designated place effective the day before dependents depart that location.

B. Decision Logic Table

<i>Changes When Member-With-Dependents Serves an "Unaccompanied" Tour</i>					
R U L E	Member on an Unaccompanied Assignment	Government Quarters Available	Dependents Visit for More Than 90 Days	Then	
1	In Alaska or Hawai'i (BAH Area)	Yes	No	No Action Required	
2			Yes	Yes	Stop with-dependents allowance based on dependent location on day 90
					Start with-dependents allowance based on PDS on day 91
					If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location as of day of departure
3		No	No	No	Start FSH-B based on the PDS as of the date private sector housing is acquired at the PDS
4				Yes	Stop with-dependents allowance based on dependent location on day 90
					Stop FSH-B on day 90
					Start BAH at the with-dependents rate based on PDS on day 91
If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location and FSH-B as of day of departure					
5	Outside CONUS, Alaska, or Hawai'i (OHA Area)	Yes	No	No Action Required	
6			Yes	Yes	Stop with-dependents allowance based on dependent location on day 90
					Start OHA at the with-dependents rate based on the member's PDS on day 91
					If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location as of day of departure
7	No	No	No	Start FSH-O based on the PDS on the date private sector housing is acquired	
8			Yes	Yes	Stop with-dependents allowance based on dependent location on day 90
					Stop FSH-O on day 90
					Start OHA at the with-dependents rate based on the member's PDS as of day 90
If dependents depart the PDS after day 91, reinstate the with-dependents allowance based on dependent location and FSH-O as of day of departure					

Table U10C-3

U10207 EARLY RETURN OF DEPENDENTS**A. At Government Expense**

1. When all of a member's dependents are returned from an OCONUS PDS at Government expense not due to a PCS, regardless of the reason for the return, the member is authorized a housing allowance at the with-dependents rate based on the dependents' permanent residence location effective on the arrival day. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired.

2. OHA, or BAH in Alaska or Hawai'i, at the with-dependents rate for the member's OCONUS PDS stops on the previous day. If the member resides in private sector housing after dependents' departure, FSH-O/FSH-B for the member's PDS location is authorized effective on the same day that BAH at the with-dependents rate begins. If the member is assigned Government quarters following dependents' departure, no housing allowance is payable for the member's PDS.

B. At Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized a second housing allowance and the with-dependents rate housing allowance based on the member's PDS continues without change. If the member vacates family type Government quarters that were occupied by the dependents before their departure, the member is authorized a with-dependents rate allowance for the member's PDS.

C. Decision Logic Table

<i>Changes Incident to Early Return of Dependents</i>			
R U L E	Dependents Returned from OCONUS PDS	Member Assigned Family Government Quarters at OCONUS PDS	Then
1	Return Is At Government Expense	Yes	If the dependents' location is in an BAH area, start with-dependent allowance based on dependent residence location as of dependent's arrival date at their destination. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired for the dependents. If the member later terminates Gov't family type quarters assignment, start FSH effective the termination date or date private sector housing for the member is acquired, whichever is later, if single type Gov't quarters are not available.
2		No	If the dependents' location is in a BAH area, start with-dependent allowance based on dependent residence location as of dependent's arrival date at their destination. If the dependents' location is in an OHA area, start OHA on the date private sector housing is acquired. Stop the with-dependents rate based on the PDS on the day before dependent's location allowance starts. Start FSH-O/FSH-B the day dependent's location allowance starts
3	Return Is Not At Government Expense	Yes	No housing changes required If the member later terminates Gov't quarters assignment: If in a BAH area, start with-dependent BAH based on the PDS as of the date of termination. If in an OHA area, start with-dependent OHA based on the PDS as of the date private sector housing is acquired or the date of termination, whichever is later.
4		No	No housing changes required

Table U10C-4

U10208 DEPENDENT TRAVEL - ADVANCE AND DELAYED

A. General. When a PCS order has been issued, some member's families perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member stationed in England receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family returns in August to get settled before school starts in September.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report to Japan in April. The member's family remains in Chicago until the school year ends in June.

B. Housing Allowance Based on Dependents' Location or Old PDS. Unless otherwise approved, a member's housing allowance is based on the PDS. A member may be authorized a housing allowance based on the location where the dependents maintain a permanent residence, or the old PDS, if approved through the Secretarial Process. Examples of separation situations that are routinely approved include:

1. the member is assigned to a PDS in an area where sufficient quantities of housing do not exist;
2. the member is assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the United States;
3. the member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a homeport change and dependents are not relocated incident to the homeport change;
4. the member is in receipt of a PCS order to a unit with a promulgated change of homeport and dependents relocate to the announced homeport (or designated place in the United States if appropriate) before the effective date of the homeport change;
5. the member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between duty stations located in the same proximity, and disallowed movement of HHG (see par. U5355). (The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness); or
6. the member is assigned to indeterminate TDY, or TDY pending further orders.

C. Secretarial Determinations. In addition to the example situations in 1 through 7 above, the Secretary concerned may determine that a member's assignment to a PDS or the circumstances of that assignment require the dependents to reside separately and approve payment of housing allowances based on the dependent's location or the old PDS through the Secretarial Process.

D. Rates Applicable

1. If dependents relocate, the rate applicable to the dependents' location is effective on the date one or more dependents arrive at the location of the new residence.
2. If the dependents do not relocate, the with-dependent allowance is based on the higher of the rates for the dependents' location or the member's old PDS and continues until the dependents depart the approved location.

3. Members are generally authorized an In-transit Housing Allowance while on leave and travel between permanent stations. However, in situations where the Secretary concerned has approved an advance or delayed travel situation, the approved with-dependent allowance rate applies. In delayed travel situations, when the dependents depart the approved location, the allowance changes to the new PDS if the member has already arrived there, or changes to the In-transit Housing Allowance if the member is still in transit. See DoDFMR for DoD Services or service directives for non-DoD services.

E. Decision Logic Table

<i>Changes When Dependents Travel Before The Member</i>					
R U L E	Dependents Perform PCS Travel Before the Member	Location of the New PDS	Assigned Gov't Qtrs at the Old PDS	Has Early Travel Been Approved	Then
1	Old PDS In CONUS, Alaska, Hawai'i (BAH Area)	New PDS In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the approval document, whichever is later
2				No	Do not start BAH
3			No	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date or effective date specified by the approval document, whichever is later
4				No	Continue BAH based on current PDS until member's departure
5		New PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	Yes	Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing at the new PDS, or the date Gov't quarters assignment is terminated, or effective date specified by the approval document, whichever is later
6				No	Do not start OHA
7			No	Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the approval document, whichever is later
8				No	Continue BAH based on current PDS until member's departure

Table U10C-5

<i>Changes When Dependents Travel Before The Member (Continued)</i>					
R U L E	Dependents Perform PCS Travel Before the Member	Location of the New PDS	Assigned Gov't Qtrs at the Old PDS	Has Early Travel Been Approved	Then
9	Old PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	New PDS In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the approval document, whichever is later
10				No	Do not start BAH
11			No	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date or effective date specified by the approval document, whichever is later
				No	Stop OHA based on the current PDS as of the day before BAH starts based on dependent's location
12			No	Continue OHA based on current PDS until member's departure	
13			New PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	Yes	Yes
14		No			Do not start OHA
15		No		Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the approval document, whichever is later
				No	Stop OHA based on the current PDS as of the day before OHA starts based on the dependents location
16		No	Continue OHA based on current PDS until member's departure		

Table U10C-5

<i>Changes When Dependents Travel After The Member</i>					
R U L E	Dependents Perform PCS Travel After the Member	Location of the New PDS	Assigned Gov't Qtrs at the Old PDS	Has Delayed Travel Been Approved	Then
1	Old PDS In CONUS, Alaska, Hawai'i (BAH Area)	New PDS In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates on date Gov't quarters assignment is terminated or effective date specified by the approval document, whichever is later
					As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in transit
2			No	Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit	
3			No	Yes	Continue BAH based on the higher of the old PDS or dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by approval document, whichever is later
				As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in transit	
4			No	Stop BAH as of the day before the member's departure	
5		New PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	Yes	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates on date Gov't quarters assignment is terminated or effective date specified by the approval document, whichever is later
					As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit if allowance still in transit
6	No		Start OHA based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit		
7	No		Yes	Start BAH based on the higher of the old PDS or the dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by the approval document, whichever is later	
			As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in-transit		
8		No	Stop BAH as of the day before the member's departure		

Table U10C-6

<i>Changes When Dependents Travel After The Member (Continued)</i>					
R U L E	Dependents Perform PCS Travel After the Member	Location of the New PDS	Assigned Gov't Qtrs at the Old PDS	Has Delayed Travel Been Approved	Then
9	Old PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	New PDS In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	If dependents move to the new PDS after Gov't quarters are terminated, start BAH based on new PDS if member has arrived or In-transit allowance if still in transit
10					If dependents move to private sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the approval document, whichever is later
					As of dependents departure date, change to BAH based on new PDS if member has arrived or In-transit allowance if still in transit
11			No	Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit	
12			No	Yes	Continue OHA based on the old PDS as of the member's departure date from the old PDS, or the effective date specified by the approval document, whichever is later
	As of dependents departure date, change to BAH based on new PDS if member has arrived or In-transit allowance if still in transit				
13	No	Stop OHA as of the day before the member's departure			

Table U10C-6

<i>Changes When Dependents Travel After The Member (Continued)</i>					
R U L E	Dependents Perform PCS Travel After the Member	Location of the New PDS	Assigned Gov't Qtrs at the Old PDS	Has Delayed Travel Been Approved	Then
14	Old PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	New PDS Outside CONUS, Alaska, or Hawai'i (OHA Area)	Yes	Yes	If dependents move to the new PDS after Gov't quarters are terminated, start OHA based on new PDS if member has arrived or In-transit allowance if still in transit
15					If dependents move to private sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the approval document, whichever is later
16					As of dependents departure date, change to OHA based on new PDS if member has arrived or In-transit allowance if still in transit
17			No	Yes	Start OHA based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit
18					No
					As of dependents departure date, change to OHA based on new PDS if member has arrived or In-transit allowance if still in transit
					Stop OHA as of the day before the member's departure

Table U10C-6

U10209 EVACUATION OF MEMBER'S PDS**A. Member-with-dependents****1. Command Sponsored (for COLA purposes) Dependents**

a. A member, whose command sponsored dependents are evacuated and who was authorized a with-dependents housing allowance on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the member continues to maintain private sector housing, as long as the command sponsored dependents are receiving evacuation per diem allowances.

b. If return of dependents to the PDS is not approved, they are directed to select a designated place and continue to receive evacuation per diem until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowance per diem terminates.

c. If Government quarters are not available for the member at an OCONUS PDS, start FSH based on the PDS on the same day as the with-dependent allowance based on the designated place starts.

2. Non-Command Sponsored Dependents

a. If the evacuation occurs less than 90 days after dependents arrived at the member's OCONUS PDS and the member is still being paid a with-dependents allowance based on the dependents' permanent residence (designated place) location and FSH-O/FSH-B based on the OCONUS PDS rate; no changes in housing allowances are required.

b. If the evacuation occurs 90 or more days after dependents arrived at the member's OCONUS PDS and the member is now being paid a with-dependents allowance based on the OCONUS PDS, see par. U10206, reinstate OHA/BAH based on the dependents' prior permanent residence (designated place) location on the dependents' departure day from the PDS. Reinstate FSH on the same day if Government quarters are not available for the member, and stop the OHA/BAH based on the OCONUS PDS on the day before.

B. Members-without-Dependents. A member without-dependents, who was authorized OHA/BAH at the PDS on the date an evacuation is ordered or authorized and who continues to maintain private sector bachelor quarters, continues to be authorized such allowances even though the member temporarily may be required to occupy Government quarters for all or any portion of the period involved. When the commanding officer believes the member will not be permitted to return to the private sector housing in the foreseeable future, the commander must encourage the member to terminate the private sector housing at the earliest practical date and terminate OHA concurrent with the private sector housing termination.

C. Decision Logic Table

<i>Changes Incident to an Evacuation</i>					
R U L E	Dependents Evacuated from PDS	Member Assigned Quarters at the PDS	Dependents Authorized to Return to the PDS	Then	
1	Dependents Are Command Sponsored for OCONUS COLA	Yes	Yes	No housing actions required	
2			No	Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances	
3	Dependents Are Command Sponsored for OCONUS COLA	No	Yes	No housing allowance actions required	
4			No	No	Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances
					Stop with-dependents allowance based on the PDS as of day prior to the day the allowance based on the designated place starts Start FSH-O/FSH-B on the day the allowance based on the designated place starts
5	Dependents Are <i>Not</i> Command Sponsored for OCONUS COLA	Yes	N/A	If a with-dependent allowance is being paid based on the dependent's designated place (visit less than 90 days), no action required	
6				If the with-dependent allowance has been changed to be based on the PDS (visit over 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS b. Stop with-dependents allowance based on the PDS as of day prior to the day dependents depart the PDS	
7	Dependents Are <i>Not</i> Command Sponsored for OCONUS COLA	No	N/A	If a with-dependent allowance is being paid based on the dependent's designated place (visit less than 90 days), no action required	
8				If the with-dependent allowance has been changed to be based on the PDS (visit over 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS b. Stop with-dependents allowance based on the PDS as of day prior to the day dependents depart the PDS c. Start FSH based on the PDS on the date the dependents depart the PDS if Gov't quarters are not available for the member	

Table U10C-7

PART D: FAMILY SEPARATION HOUSING ALLOWANCE**U10300 GENERAL**

A. General. The Family Separation Housing (FSH) allowance is payable to a member-with-dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS. General conditions are:

1. Transportation of dependents to the duty station is not authorized at Government expense under 37 USC §406;
2. Dependents do not reside at or near the duty station; and
3. Government quarters are not available for the member.

B. Rates Payable. FSH is payable in a monthly amount equal to the without-dependents housing allowance rate applicable to the member's grade and PDS. There are two types of FSH:

1. Family Separation Housing – BAH Based Location (FSH-B) is payable for assignments at duty stations in Alaska and Hawai'i and is based on the location of the PDS. Payment starts upon submission of proof that Government quarters are not available and the member has obtained private sector housing.
2. Family Separation Housing – OHA Based Location (FSH-O) is payable for assignments at duty stations outside the United States and is based on the location of the PDS. Payment is under the same conditions as for OHA for a member without dependents. OHA rules for determining monthly rent (par. U10102), utility allowance (par. U10103), MIHA (par. U10104), and advances (par. U10105) apply to FSH-O.

C. When Not Payable. A member may not be paid FSH-O/FSH-B when the:

1. member's only dependent is entitled to active duty basic pay;
2. member has no dependents other than a dependent for which the member is paying child support but does not have legal custody and control. This situation is fundamentally different from a member who has a spouse and/or children. The member with spouse/children is authorized transportation of dependents under 37 USC §406, just not to the duty station because of the nature of the tour or location of the duty station. The member who has a dependent solely by reason of child support is not eligible for any transportation of that dependent under 37 USC §406, because the member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH.

or

3. member is assigned to a CONUS PDS.

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member's dependents visit at or near the member's PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.

2. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90-day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.

3. A member is authorized FSH-O/FSH-B, however, even though one or more (but not all) dependents visit for longer than 90 days, if the member is authorized a with-dependent housing allowance on behalf of the dependents who are not visiting the member.

4. For consistent action on FSH changes with other housing allowances see par. 10206.

E. Dependents Reside in the Member's PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member's dependents reside in the vicinity of the PDS. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. U10000-E for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied Tour. FSH may be paid in situations other than an unaccompanied tour. For situations and start stop rules see:

1. Acquired dependents. See par. U10204.
2. Delays caused by the Government. See par. U10205.
3. Early return of dependents. See par. U10207
4. Evacuation. See par. U10209

G. Decision Logic Table

<i>Conditions Affecting FSH Authorization</i>		
R U L E	When an eligible member	Then FSH
1	Arrives at PDS outside the CONUS.	Starts when private sector housing is acquired.
2	Departs upon reassignment from an OCONUS PDS	Continues through the departure date
3	No longer has eligible dependent	Continues through the day before the date member no longer has an eligible dependent
4	Is assigned Government quarters	Continues through the day before the day Government quarters become available for assignment
5	Enters a non-pay status for any reason, except as provided in <u>NOTE 1</u>	Continues through the day before the date member enters non-pay status
6	Is on TDY away from member's PDS, including TDY within the U.S.	Continues for 60 days or less without certificate from member
7	Is hospitalized at or away from PDS, including hospitalization within the U.S.	
8	Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.	
9	Is in military confinement or otherwise restricted by military authority	
10	Continues in status covered by rules 6 through 9 For more than 60 days	Continues <u>NOTE 2</u>

Table U10D-1

NOTES:

1. See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service directives for non-DoD Services' members.
2. Payment must be supported by member's certificate that the member maintained private sector housing at the PDS.

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state where the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

The validity of a common law marriage is determined by the law of the place where it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. See GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.

The following pertinent information is quoted from the DoDFMR, Volume 7A, Interim Change 24-03:

(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted in accordance with state law.

(Par. 260403) Validity of Member's marriage. Any case where the validity of a member's marriage is questioned is considered a case of doubtful relationship.

(Par. 260403-F3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

- a. Army
DFAS-PMTEC-C/IN
8899 East 56th Street
Indianapolis, IN 46249-0855
- b. Navy
DFAS-CL/PMMACB
1240 East 9th Street
Cleveland, OH 44199-2055
- c. Air Force
DFAS-PMJPD/DE
6760 East Irvington Place
Denver, CO 80279-3000
- d. Marine Corps
Commandant of the Marine Corps (MRP-1)
3280 Russell Avenue
Quantico, VA 22134-5143
- e. NOAA
Director, Commissioned Personnel Center
1315 East West Highway, Room 12100
Silver Spring, MD 20910-3282

- f. USCG
Commandant (G-WPM-2)
U. S. Coast Guard
2100 Second Street, S.W.
Washington, DC 20593-0001
- g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Operations
Division of Commissioned Corps Officer Support
ATTN: DEERS
1101 Wootton Parkway, Suite 100
Rockville, MD 20852-1060

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at:

<http://www.gsbca.gsa.gov/relo/r1594703.txt>

GSBCA 15382-RELO, 20 December 2000 available at:

<http://www.gsbca.gsa.gov/relo/r1538220.txt>

GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>

GSBCA 14673-RELO, 9 December 1998 available at:

<http://www.gsbca.gsa.gov/relo/r1467309.txt>

GSBCA 14122-RELO, 16 March 1998 available at:

<http://www.gsbca.gsa.gov/relo/r141220.txt>

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. ***NOTE: The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.***

Effective 18 June 2004

***DEPENDENT, COMMAND-SPONSORED.** (Also see **DEPENDENT**) Dependent(s) residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependents rate on behalf of command-sponsored dependent(s) as a result of the dependents' residence in the vicinity of the member's PDS. Command sponsorship is not required to receive OHA at the with-dependent rate.

DEPENDENT RESTRICTED TOUR. An established tour at an OCONUS PDS that does not permit command sponsored dependents. See Appendix Q.

Effective 18 June 2004

DESIGNATED PLACE. Except as used in Chapter 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;
2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard;***
3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE: A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in par. U5320-D (Personally procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).***

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

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

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

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

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

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

GOVERNMENT MEAL RATE

The daily rate (discount or standard) charged for meals in a Government dining facility.

Effective 1 January 2005

1. Discount Government Meal Rate: \$7.55 per day
2. Standard Government Meal Rate: \$8.90 per day

NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.

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

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

GOVERNMENT QUARTERS.

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

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

NOTE 2: Adequacy standards for DoD Services are prescribed by the Office, Secretary of Defense in DoD 4165.63-M, DoD Housing Management (See http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate Service regulations. For non-DoD Services, see Service regulations.

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

Effective 28 July 2005

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

NOTE: A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE: Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.***

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

Effective for TDY travel performed on or after 1 January 2001:

- c. Personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;
- g. Potable water and ice (28 Comp. Gen. 627 (1949)); and
- h. Taxes and service charges on any of the expenses in items 2 through 3g.

*Effective for TDY travel performed on or after 1 January 2001:***NOTE 2:**

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

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

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under a competent order that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for DLA), Relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. A change in the homeport of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;

- c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. Enlistment or induction into the Service (regular or during emergency); and
- e. Change from the last PDS to home upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

***PERMANENT DUTY STATION (PDS).** *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's unaccompanied baggage located on board the ship). The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

NOTE 1: *The geographic limits of the PDS are:*

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

b. For invitational travelers

- (1) The corporate limits of the city or town in which the home or principal place of business is located; or*

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

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 USC §554 and is in accordance with Service regulations.*

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

Effective 28 July 2005

***TRANSPORTATION REQUEST.** A written request of the United States Government (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the Government from a commercial provider, in connection with official travel.

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

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

TRAVEL ADVANCE. Prepayment of estimated travel expense.

TRAVEL AUTHORIZATION (ORDER). *See Travel Order.*

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

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

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

TRAVEL, OFFICIAL. Authorized travel and assignment solely in connection with business of the DoD or the Government.

NOTE 1: *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDER. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. **Unlimited Open.** This is a form of blanket travel order allowing a member to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See **NOTE** below for restrictions.
2. **Limited Open.** This is a form of blanket travel order allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See **NOTE** below for restrictions.
3. **Repeat.** This is a form of blanket travel order allowing a member to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See **NOTE** below for restrictions.
4. **Trip-by-trip.** This is a travel order allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

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

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. **NOTE: See par. U2200 for more detail.**

UNACCOMPANIED BAGGAGE. See **BAGGAGE, UNACCOMPANIED.**

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

APPENDIX J

COST-OF-LIVING ALLOWANCE (COLA)

PART I: Introduction

<u>Par.</u>	<u>Contents</u>
A.	Purpose
B.	Surveys
C.	Indexes
D.	Payments
E.	Spendable Income
F.	Required Member Information
G.	Computation Steps
H.	Foreign Currency Exchange Rates
I.	Significant COLA Expenses

PART II: COLA Unique Expenses

<u>Par.</u>	<u>Contents</u>
A.	Purpose
B.	Criteria
C.	Authorized Locations

PART III: Cost-of-Living Allowance Tables

<u>Table</u>	<u>Contents</u>
Table I	Annual Compensation for Members With and Without Dependents
Table II	Average Annual Spendable Income
Table III	Cost-of-Living Allowance Indexes

APPENDIX J

COST-OF-LIVING ALLOWANCE (COLA)

PART I: INTRODUCTION

A. Purpose. A cost-of-living allowance (COLA) is paid to members assigned to high cost OCONUS areas to help them maintain the equivalent purchasing power of their CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the COLA amount needed to equalize purchasing power between OCONUS-based members and their CONUS-based counterparts. COLA compensates members if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. Surveys. The COLA surveys include the Living Pattern Survey (LPS) and the Retail Price Schedule (RPS). The LPS and the RPS are the two OCONUS surveys conducted which determine OCONUS prices. See Appendix M, Part I for more detailed information about the LPS and RPS data surveys. COLA indexes are determined using the data provided via these two surveys.

1. LPS. The LPS is the individual member survey that:

a. Is *required* at least once every three years but may be submitted more frequently (see Appendix M);

b. Determines from where the service members purchase their goods/services, i.e.;

(1) Local market outlets (on the economy); and/or

(2) Commissary/exchange;

c. Determines the purchase percentage from each source (local market and/or commissary/exchange); and

d. Is conducted before the RPS.

2. RPS. The RPS is the market basket survey that:

a. Is *required* annually but may be submitted more frequently (see Appendix M),

b. Reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and

c. Includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. Indexes. The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are *overall* 10 percent more expensive than in CONUS. An index of 100 indicates that the *overall* cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

D. Payments. Members' COLA payments are determined using data from three individual sources/tables. The three tables can be accessed on the PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/> and include the Annual Compensation Table, Spendable Income Table, and the COLA Index Table in this Appendix.

E. Spendable Income. For COLA, spendable income is that portion of the member's annual compensation used to purchase items in the RPS. Members receive a COLA payment as a *percentage of, and based on, their spendable incomes; COLA is not based on total income*. Spendable income differs according to the member's:

1. Paygrade,
2. Years of service, and
3. Number of command-sponsored dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. Paygrade,
2. Years of service,
3. Number of command-sponsored dependents,
4. Annual compensation - see this Appendix, Part III, Table I,
5. Average annual spendable income - see this Appendix, Part III, Table II, and
6. Member's PDS and COLA index - see this Appendix, Part III, Table III.

G. Computation Steps

Step 1: Determine the member's annual compensation based on paygrade, years of service, and dependency status (see this Appendix, Part III, Table I).

Step 2: Determine the member's average annual spendable income (see this Appendix, Part III, Table II),

- a. In column one of the table matrix, locate the dollar range for the appropriate 'Annual Compensation' amount as determined in Step 1 above,
- b. Follow this dollar range (line) to the right to the applicable column for the number of command-sponsored dependents,
- c. This number is the member's 'average annual spendable income'.

Step 3: Determine the member's COLA index based on PDS (see this Appendix, Part III, Table III).

Step 4: Subtract 100 from the prescribed COLA index and convert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.

Step 5: Multiply the member's average annual spendable income from Step 2 above by the percentage from Step 4 above. The result is the member's *annual* COLA. To determine the monthly allowance:

- a. Divide the annual COLA amount by 360 (days),
- b. Carry the result to 5 digits to the right of the decimal,
- c. Multiply the result in item b by the number of days in the month for which the allowance is payable, and
- d. Round the amount to the nearest cent.

COLA CALCULATION EXAMPLE

Effective 1 July 2002, a member in grade E-8 with 22 years service is assigned to an OCONUS PDS. In this Appendix, Part III, Table III, Cost-of-Living Allowance Indexes, indicates the prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is authorized COLA for July (31 days).

1. For an E-8 with 22 years of service, Table I (Annual Compensation Table) indicates the member's annual compensation is \$61,313.
2. Table II (Spendable Income Table) indicates the member's average annual spendable income is \$35,300 (based on the annual compensation amount from Step 1 that falls into the dollar range of \$59,000-\$62,999 and four dependents).
3. The COLA index for member's PDS in Table III (Cost-of-Living Allowance Indexes) is 120.
4. 100 subtracted from the COLA index of 120 from Step 3 leaves a remainder of 20 that converts to a decimal multiplier of .20.
5. Multiply the member's average annual spendable income (\$35,300) determined in Step 2 by the .20 multiplier from Step 4. This results in an annual COLA of \$7,060 ($.20 \times \$35,300 = \$7,060$),
 - a. Divide \$7,060 by 360 (days) with 5 digits to the right of the decimal ($\$7,060/360 = \19.61111),
 - b. Multiply the result by the number of days for which the allowance is payable ($\$19.61111 \times 31 = \607.94441),
 - c. Round to the nearest cent - \$607.94 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts (*when necessary*) exchange rates for countries where members are assigned. For more currency adjustment information see JFTR, Appendix M, Part II. Based solely on the currency fluctuations, adjustments are made as frequently as twice monthly to Cost-of-Living Allowances (COLA).

I. Significant COLA Expenses. In some areas, members must incur significant expenses for items that CONUS-based members do not purchase. For additional information on COLA unique expenses see this Appendix, Part II.

APPENDIX J**COST-OF-LIVING ALLOWANCE INDEXES****PART II: COLA UNIQUE EXPENSES**

A. Purpose. In some OCONUS areas members incur significant expenses for items that CONUS-based members do not purchase. Since the expenses are not incurred in CONUS they cannot be made a part of the normal COLA index calculation. For these additional expenses, payment is calculated and paid as a daily rate and paid to members in addition to their regular COLA payment. COLA unique expenses are approved/authorized by PDTATAC only at specific locations for specific expenses.

B. Criteria. An expense must meet specific criteria in order to be approved as a COLA Unique Expense. PDTATAC will not accept requests from individual members for authorization of a COLA Unique. All requests must be forwarded through the Major Command level to the applicable Service representative (indicated under the heading "Feedback Reporting" in the introduction to the JFTR) to PDTATAC. An expense must meet all of the criteria below in order to be approved as a COLA Unique expense. Each individual expense must be:

1. Incurred by the clear *majority* of members assigned at a duty station,
2. An item/expense that exceeds 1% of Spendable Income for the typical uniformed member,
3. An item/expense that is not purchased by CONUS-based members, and
4. Specifically approved by the PDTATAC.

C. Authorized Locations. Locations authorized a COLA unique expense (no other locations are authorized a COLA unique expense) are:

1. United Kingdom (for mandatory and excessive television and road tax),
2. Gibraltar (for mandatory and excessive television and road tax), and
3. Singapore (for mandatory and excessive road tax and POV transfer fees).

APPENDIX J**COST-OF-LIVING ALLOWANCE INDEXES****PART III: COST-OF-LIVING ALLOWANCE TABLES**

For current geographic COLA information, and the following tables, please see the PDTATAC website at:

<https://secureapp2.hqda.pentagon.mil/perdiem/>

Table I - Annual Compensation for Members with and without Dependents:

on the PDTATAC website, select 'Rates & Allowances', 'Compensation Tables', 'Pay-Tables', 'paytablesYYYY.pdf'.

Table II - Average Annual Spendable Income:

on the PDTATAC website select 'Rates & Allowances', 'Compensation Tables', 'Spendable-Income-Tables', 'Spendable-Income-Table(YYYY-MM-DD).pdf'.

Table III - Cost-of-Living Allowance Indexes:

on the PDTATAC website select 'Rates & Allowances', 'COLA Rates', 'Overseas', 'COLA Indexes', 'YYYY COLA Indexes', 'YYYY-MM-DD COLA INDEXES.pdf'.

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART I: GENERAL INFORMATION

<u>Par.</u>	<u>Contents</u>
A.	General
B.	Rental Allowance
C.	Utility/Recurring Maintenance Allowance Expenses
D.	Move-In Housing Allowance (MIHA)
E.	Fixed Exchange Rate
F.	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 allowances, see the PDTATAC website at: <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>

A. General

1. **Purpose.** OHA is a monthly allowance paid to service members assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. 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:

- a. The member's reported rental amount, up to the locality OHA rental allowance, plus
- b. 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/allooha.html>. The following information applies to all OHA tables:

- a. If only an island or country is listed, all territory within the island's/country's boundaries is 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.** Maximum OHA rental allowances for each locality are based on reported actual rental cost data for members with dependents residing in private housing (see PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>). The OHA program is designed to cover actual rental costs for 80 percent of the assigned members.

1. With-dependents. When computing allowable rent for a member-with-dependents, the amount is the lesser of the members reported rent under par. U10102 and the maximum allowable rent for the member's grade at the PDS locality. If *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-allowance portion before comparison with the member's actual rent. See this Appendix, Part I, subpar. F, for calculation examples.

2. Without-dependents. When computing allowable rent for a member-without-dependents, the amount is the lesser of the members reported rent under par. U10102 and 90 percent of the maximum allowable rent for the member's grade at the PDS locality. If *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-allowance portion before comparison with the member's actual rent. See this Appendix, Part I, subpar. F, for calculation examples.

C. Utility/Recurring Maintenance Allowance Expenses. The utility/recurring maintenance allowances found in the OHA locality tables at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html> are based on member-reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. U10103.

D. Move-In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see PDTATAC website <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.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. The allowable MIHA is computed as prescribed in par. U10104.

E. 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.

F. OHA Computation Steps. Follow steps one through four to determine a member's OHA.

Step 1: Determine the member's monthly rent from par. U10102.

Step 2: Using the appropriate locality table find the rental allowance for the member's specific locality code and grade. For members 'without dependents' multiply the with-dependents rate by 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. 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.

Step 3: Locate the utility/recurring maintenance allowance from the locality table. Use the rules in par. U10103 to determine the utility amount allowed based on the amount of utilities included in the rent (if any).

a. Rent includes *all* utilities (block 7b checked on DD Form 2367): The member receives *no* separate utility/recurring maintenance allowance; however, this allowance *is added* to the rental allowance determined in Step 2.

b. Rent includes *no* utilities (block 7a checked on DD Form 2367): A member with dependents (not a sharer) receives the full utility/recurring maintenance allowance. A member 'without dependents' (not a sharer) receives 75 percent of the with-dependents utility/recurring maintenance allowance. A sharer (as defined by par. U10000-C) with or without dependents receives a prorated share of the utility/recurring maintenance allowance.

c. Rent includes *some* utilities (block 7c checked on DD Form 2367): Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., Part I, this Appendix, to determine the percentage of utility/recurring maintenance allowance payment. The amount the member *does not receive* is added to the maximum rental allowance determined in Step 2.

Step 4: Compare monthly rent computed in Step 1 with rental allowance determined in Steps 2 and 3. If the rent in Step 1 is *less* than the rental allowance in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is *greater* than the rental allowance calculated in Steps 2 and 3, then the rental allowance calculated in Steps 2 and 3 is used to compute OHA.

The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.

Example 1

Situation: A member in grade O-3, with dependents is stationed at a locality where the maximum rental allowance for the member's grade is \$425, the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is \$450, the locality climate code is 2 (moderate), and the member's *utility point score* is 5.

Computation:

Step 1: The member's monthly rent is \$450.

Step 2: Determine the maximum rental allowance for the member from the appropriate locality table found at: <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>. For this example the rental allowance is \$425.

Step 3: Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use \$120 for this example. Using the utility point score methodology (contained in par. U10103), the member has a *utility point score* 5 (the electricity (3 points) and the air conditioning (2 points)) *are not* provided by the landlord). Therefore, the member receives the *full* utility/recurring maintenance allowance of \$120.

Step 4: Find the member's MIHA/Miscellaneous allowance in the locality table. For this example the amount is \$510. Additionally, the member has a reimbursable rent-related expense equal to one month's rent (\$450 - see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

Step 5: Compare the member's rent of \$450 (from Step 1) to member's maximum rental allowance of \$425 (from Step 2). In this example since the member's rent exceeds the rent allowance, use the \$425 as the member's maximum rental allowance.

Step 6: Add the member's maximum rental allowance of \$425 (from Step 5) and the utility/recurring maintenance allowance of \$120 (from Step 3) for a total of \$545. The member's monthly OHA is \$545. Additionally, the member receives a one-time payment of \$960 under MIHA (from Step 4).

Example 2

Situation: Three enlisted members (without dependents) share a house with a Federal civilian employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is \$1800; the monthly utility/recurring maintenance allowance for their locality is \$160; the locality MIHA/Miscellaneous allowance is \$360; the locality climate code is 3 (hot); and it is determined that the members' *utility point score* is 8.

Computation:

Step 1: Determine each sharer's (member's) rent. In accordance with par. U10000-C there are four sharers, therefore each member's rent is \$450 ($\$1,800/4 = \450).

Step 2: Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance for members 'with dependents' are \$750, \$665 and \$500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that members 'without dependents' may receive up to 90 percent of the 'with-dependents' allowance. The appropriate maximum rental allowances for the E-7, E-5 and E-4 respectively are \$675 ($\$750 * .90 = \675); \$599 ($\$665 * .90 = \599); and \$450 ($\$500 * .90 = \450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$160. Because the members' total *utility point score* is 8, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$40 ($\$160/4 = \40).

Step 4: Each member in this example is authorized a one-time MIHA/Miscellaneous payment of \$360.

Step 5: Compare each member's rent of \$450 (from Step 1) to each member's maximum rental allowance, (E-7 - \$675, E-5 - \$599 and E-4 - \$450). Since the rent does not exceed the allowance, for each member the rental amount used to compute OHA is \$450.

Step 6: To each member's rental amount (from Step 5) add the utility/recurring maintenance allowance of \$40 (from Step 3). For each member, the total amount is \$490 ($\$450 + \$40 = \490). Each member's monthly OHA is \$490. Additionally, each sharer (member) is authorized a one-time MIHA/Miscellaneous payment of \$360.

Example 3

Situation: A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is \$1100. The maximum rental allowance for an O-4 is \$600, and for an O-2 is \$500. The utility/recurring maintenance allowance is \$180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' *utility point score* is 7. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

Computation:

Step 1: Determine each member's monthly rent. In accordance with par. U10000-C each member is considered a sharer and each (sharer's) member's rent is \$550 ($\$1,100/2 = \550).

Step 2: Determine the maximum rental allowance for each member from the appropriate locality table. For this example the maximum rental allowance is \$600 for the member in grade O-4, and \$450 for the member in grade O-2 - 90 percent of the 'with-dependents' allowance of \$500 ($\$500 * .90 = \450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$180. Because the members' total *utility point score* is 7, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$90 ($\$180/2 = \90).

Step 4: Compare each member's rent of \$550 (from Step 1) to each member's maximum rental allowance of \$600 for grade O-4 and \$450 for grade O-2 (from Step 2). For this example use \$550 to compute the OHA for the member in grade O-4 and \$450 for the member in grade O-2.

Step 5: Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 4). For grade O-4 the total is \$640 ($\$550 + \$90 = \640) and for grade O-2 the total is \$540 ($\$450 + \$90 = \540). The monthly OHA allowance for the member in grade O-4 is \$640 and for the member in grade O-2 is \$540.

Example 4

Situation: A member in grade O-3 is unaccompanied (dependents did not travel to PDS) and is not a sharer as defined in par. U10000-C. The member is authorized a Family Separation Housing (FSH-O) Allowance under par. U10300. The amount of FSH-O is the same as a member-without-dependents receives as OHA under the same conditions.

The maximum rental allowance for the member's grade is \$725, the utility/recurring maintenance allowance is \$160; the MIHA/Miscellaneous allowance is \$625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the member is \$600. The locality climate code is 2 (moderate) and the member's utility point score is 2.

Computation:

Step 1: The member's rent is \$600.

Step 2: Determine the maximum rental allowance for the member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is \$725. An unaccompanied member 'without dependents' may receive up to 90 percent of the 'with-dependents' amount for a maximum rental allowance of \$653 ($\$725 * .90 = \653).

Step 3: Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is \$160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75 percent of the full amount or \$120 ($\$160 * .75 = \120). The member's *utility point score* is 2; therefore, the member is authorized 25 percent of \$120, or \$30 ($\$120 * .25 = \30). The remainder of the utility/recurring maintenance allowance (\$90) is *added* to the member's rental allowance of \$653 (Step 2) for a derived rental allowance of \$743 ($\$653 + \$90 = \743).

Step 4: Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use \$625 for this example. Additionally, the member has a rent-related expense of \$1,200 equivalent to two months rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only \$600 of the \$1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is \$1,225 ($\$625 + \$600 = \$1,225$).

Step 5: Compare the member's rent of \$600 (from Step 1) to member's derived maximum rental allowance of \$743 (from Steps 2 and 3). For this example \$600 is used in computing the OHA for the member.

Step 6: Add the member's rental amount of \$600 (from Step 5) to the utility/recurring maintenance allowance of \$30 (from Step 3). The total is \$630 ($\$600 + \$30 = \630). The member's monthly OHA allowance is \$630. Additionally, the member is authorized a one-time MIHA payment of \$1,225 (from Step 4).

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART II: BRIEFING SHEET

A. OHA Overview

1. The OHA program provides you and other uniformed members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. All members authorized to live in privately leased/owned quarters are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.***

NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. U10300, the monthly amount is equal to the without-dependents OHA rate at your PDS. The same expense requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.

2. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one time Move-in housing allowance.

OHA allowances are periodically reviewed and updated based on member-reported costs. These reviews may result in allowance increases/decreases; therefore, your OHA payments ordinarily may change over time. OHA locality tables with current rate information are on the PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>.

B. Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

1. The maximum rental allowance shown in the locality tables are for members with dependents. The maximum rental allowance for a member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

2. Unless you (the member) are a sharer (as defined in par. U10000-C) you receive the amount of rent paid up to the set rental allowance. You are sharing a dwelling when residing with:

a. A spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),

- b. Another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or
- c. Any other person, excluding the member's dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

3. If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.

4. If you are a homeowner, derive your 'equivalent rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). **NOTE: If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24. See par. U10102-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.**

5. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the duration of the lease, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

D. Utility/Recurring Maintenance Allowances

1. The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied members with dependents. If you are unaccompanied but not a sharer, the allowance is equal to 75 percent of the amount indicated in the locality table. If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.

2. If your rent includes all utilities, you **do not** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is **added** to your rental allowance. If your rent includes **some** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance.

E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of three components:

1. MIHA/Miscellaneous is a fixed-rate, one time payment that reflects average expenditures made by members to make their housing habitable.

2. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. **Homeowners are not authorized to receive this component.**

3. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in Appendix N.

F. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/ approves. The advance amount cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. *Advances are not authorized/approved for the purchase of residences or other living accommodations (see JFTR, par. U10105).*

NOTE: *Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.*

APPENDIX M

**STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING
PROCEDURES
AND
COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR
RESPONSIBILITIES**

(see <http://141.116.74.201/cola/appm/appm.pdf>)

Effective 16 July 2004

APPENDIX N

PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General

*1. The Move-In Housing Allowance (MIHA) is comprised of the following three components (see par. U10104):

- a. MIHA/Miscellaneous – a fixed-rate, lump-sum payment,
- b. MIHA/Rent – an actual expense component that covers reasonable rent-related expenses, and
- c. MIHA/Security – an actual expense component that covers reasonable security-related expenses.

2. To be authorized a MIHA, a member must be eligible for an Overseas Housing Allowance (OHA).

3. MIHA is intended to defray the move-in costs associated with occupying privately leased quarters covered under the OHA program.

4. MIHA is not intended to cover move-out costs.

B. MIHA/Miscellaneous. Actual expense data for MIHA/Miscellaneous is collected by survey. This data is used to set the MIHA/Miscellaneous allowance rate. Members residing in privately leased quarters receive an annual 'Overseas Housing Allowance Utility Expenses Survey'. Additionally, once every three years each member receives an 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. ***To ensure that proper MIHA allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.***

1. Survey procedures are mailed to each country allowance coordinator (see Appendix M).

2. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' is used to report the member's MIHA/Miscellaneous expenses in addition to their utility expenses.

C. MIHA/Rent. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Rent claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for expenses of \$75 or more must be provided.

1. When the MIHA/Rent expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to the foreign currency).

*2. If the member is a sharer (see par. U10000-C), only one sharer may claim an individual rent-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

3. Both the member *and* an authorizing/approving official (commander or designated official, such as the housing officer) must complete the DD Form 2556.
4. The authorizing/approving official may authorize all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.
5. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official must justify the amount on a separate sheet and the information submitted with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

D. MIHA/Security

1. To qualify for MIHA/Security, members must be assigned to an area where dwellings must be modified to minimize exposure to terrorist and/or criminal threat (for 'MIHA Security Locations', see Appendix N, Part II). Department of State and/or the Defense Intelligence Agency designate high threat areas when Department of State is:
 - (a) **Responsible** for the area's residential security: the member does not complete DD Form 2556, Part C. All security modifications are coordinated and funded under the guidance of the Regional Security Officer (RSO) of the Department of State.
 - (b) **Not responsible** for the area's residential security: the senior officer in-country is responsible for developing the appropriate housing security policy for the area. When security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. DD Form 2556, Part C must be completed to claim reimbursement for security related expenses.
2. When possible, costs for security upgrades to the dwelling should be borne by the landlord. However, the housing officer or appropriate official should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.
3. When the senior officer in-country determines that a duty station should be a MIHA/Security area, that officer should have a designation request forwarded for risk assessment and justification. The request may be by letter, message, or e-mail message to the PDTATAC at the addresses below. The request for risk assessment is forwarded by PDTATAC to the Department of State or the Defense Intelligence Agency for a final determination.

Letter Address:

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

E-Mail Message Address:

Housing.Security@perdiem.osd.mil

Message Address:

PER DIEM TVL AND TRANS ALW COMTE ALEXANDRIA VA

4. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Security claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for expenses of \$75 or more must be provided.
5. When the MIHA/Security expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).
- *6. If the member is a sharer (see par. U10000-C), only one sharer may claim an individual security-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.
7. Both the member **and** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.
8. The authorizing/approving official may approve all, or any portion of, an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.
9. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

E. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report

1. The member must complete items 1 **through** 10 (for assistance see the Housing Officer).
2. The 'Housing Officer or Appropriate Official' must either check box 11a(1) **or** 11a(2), whichever is appropriate.
3. The Housing Officer or Appropriate Official must also complete blocks 11b **through** 11d.
4. The 'Certifying Official' must check the appropriate block for both 12a **and** 12b. The selection for block 12b **is based on** the answer provided by the Housing Officer or Appropriate Official in block 11a.

5. The Certifying Official must also complete blocks 12c *through* 12g.
6. When the certifying official authorizes/approves the MIHA/Miscellaneous allowance the member receives the allowance in subsequent pay.

F. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim

1. DD Form 2556, Part A – Service Member Identification and Residence Information. Items 1 through 5 are self-explanatory.

2. DD Form 2556, Part B – Rent Related Expenses. Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent or a foreign government that the member is required to pay. ***Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.***

a. Authorized expenses:

(1) Customary Restoration or Redecoration Fees. This fee ordinarily is levied as an up-front charge but is not a damage deposit (it is typically for repainting and cleaning). These charges should be reported only when there is no chance of a refund.

(2) Rental Agent Fees. When a member has no other recourse but to rent a unit with such charges, the charges are reimbursable.

(3) Lease Taxes or Rental Taxes. Some jurisdictions levy a lease tax or rental tax. When this tax is:

(a) A one-time charge - it is reported on DD Form 2556,

(b) A monthly charge - it is included with rent and reported on DD Form 2367, and

(c) Charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing/approving official has the authority to disapprove excessive or unjustifiable expenses, i.e.:

(1) Avoidable real estate agent fees (see Examples 1 and 2 below),

(2) Restoration/redecoration fees when they are not customary.

EXAMPLE 1: A housing office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing/approving official must disapprove reimbursement of the rent-related fee.

EXAMPLE 2: A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C – Security Expenditures. Report only security related items, i.e., security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for personal security guards or dogs, are not reimbursable. Receipts for expenses of \$75 or more must be provided.
4. DD Form 2556, Part D – Reimbursement to Member. The amount reported in item 10 is the total MIHA/Rent and/or MIHA/Security allowance reimbursable to the member in connection with the specifics on that DD Form 2556. Receipts for expenses of \$75 or more must be provided.
5. DD Form 2556, Part E – Certifications. The member must certify the information on the DD Form 2556 by completing and signing Part E.

G. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

1. Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted in accordance with finance center procedures.
2. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 **must not** be submitted to PDTATAC directly. Submitting the forms directly to PDTATAC delays processing and reimbursement of the MIHA/Miscellaneous allowance.

D. Lodging Overnight Not Required

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

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

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

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

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

2. ATM Fees

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

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

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

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

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

Effective 8 September 2004

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

NOTE:

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

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

Effective 5 July 2005

*a. Expenses for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports, visas (including green cards) are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.

b. A traveler ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official order/authorization is to and/or from a high threat area or high risk airport (see http://travel.state.gov/warnings_list.html) by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.

c. Dependents' fee is reimbursable *except* in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

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

Effective 19 May 2005

4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. T4040-E3d and T4040-E3e in this appendix apply to this expense).

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

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

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

- 1/ Applies to Reserve Component members called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).
- 2/ Except as noted in JFTR, par. U2146.
- 3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.
- 4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.
- 5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.
- 6/ Temporary lodging facilities are not Government quarters for purposes of this table.
- 7/ Reservists on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
- 8/ Reservists on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home.	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Standby Reserves voluntarily performing without pay.	Not authorized.	Not authorized.

Table is for informational purposes only. Allowances are prescribed in par. T4045.

- 1/ For travel allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.
- 3/ Reservists on inactive duty for training who are not otherwise authorized per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Allowances for Reserve Component Personnel

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.

Effective 28 July 2005

*4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must safeguard tickets, if issued, carefully at all times.*** However, the traveler must immediately report to the issuing CTO if the ticket is lost or stolen. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. ***If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased.*** If that first ticket is recovered, turned in for refund, and the Government repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket. The traveler must return unused tickets to the CTO. ***NOTE: SF-1170, Redemption of Unused Tickets, found at: <http://www.gsa.gov>, is usable, if authorized in Service regulations, for use in connection with turning in unused tickets.***

5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other

Group movement. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY/TAD), for which Government-owned/procured transportation will be furnished from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE: Personnel traveling together under an order may have no/limited reimbursement directed between any points en route, provided that the order specifically indicates the points between which the status applies.***

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under An Order Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Activities Authorized To Use Appendix O

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	*U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	May 1, 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower <i>Discontinued</i>	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	June 20, 1996 March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996

APPENDIX S

Effective 29 July 2005

AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	<i>1 Jan 2003</i>
Argentina	Southern	Miami	30 Apr 2007
*Armenia, Yerevan	European	Frankfurt	31 Jul 2007
Australia, Alice Springs	Pacific	Honolulu	31 Mar 2006
Australia, Exmouth	Pacific	Perth	31 Mar 2006
Australia, Learmonth	Pacific	Perth	31 Mar 2006
Azerbaijan, Baku	European	Frankfurt	<i>31 Jul 2005</i>
Bahrain	Central	Frankfurt	31 Oct 2005
Bangladesh, Dhaka	Pacific	Honolulu	31 Mar 2006
Barbados	Southern	Miami	30 Apr 2007
*Belarus, Minsk	European	Frankfurt	31 Jul 2007
Belize	Southern	Miami	30 Apr 2007
Bolivia	Southern	Miami	30 Apr 2007
*Botswana, Gaborone	European	Frankfurt	31 Jul 2007
Brazil	Southern	Miami	30 Apr 2007
Bulgaria, Sofia	European	Frankfurt	<i>31 Mar 2005</i>
Burma, Rangoon	Pacific	Honolulu	31 Mar 2006
Cambodia, Phnom Penh	Pacific	Honolulu	31 Mar 2006
*Cameroon, Yaounde	European	Frankfurt	31 Jul 2007
*Chad, N'djamena	European	Frankfurt	31 Jul 2007
Chile	Southern	Miami	30 Apr 2007
China, Beijing	Pacific	Honolulu	31 Mar 2006
Columbia	Southern	Miami	30 Apr 2007
*Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 2007
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
Croatia, Zagreb	European	Frankfurt	<i>31 Mar 2005</i>

Cuba, Guantanamo Bay	Southern	Jacksonville	31 Dec 2006
Cuba, Havana (for Coast Guard uniformed members only)	USCG	Miami	18 Dec 2005
*Cyprus, Nicosia	European	Frankfurt	31 Jul 2007
*Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2007
Djibouti	Central	Frankfurt	31 Oct 2005
Dominican Republic	Southern	Miami	30 Apr 2007
Ecuador	Southern	Miami	30 Apr 2007
Egypt	Central	Frankfurt	31 Oct 2005
El Salvador	Southern	Miami	30 Apr 2007
Eritrea, Asmara	Central	Frankfurt	31 Oct 2005
*Estonia, Tallinn	European	Frankfurt	31 Jul 2007
Ethiopia, Addis Ababa	Central	Frankfurt	31 Oct 2005
Fiji	Pacific	Honolulu	31 Mar 2006
*Gabon, Libreville	European	Paris	30 Jun 2007
Georgia, Tbilisi	European	Frankfurt	31 Mar 2005
*Ghana, Accra	European	Frankfurt	31 Jul 2007
Greece, Athens	European	Frankfurt	31 Mar 2005
*Greece, Larissa	European	Frankfurt	31 Jul 2007
Greenland, Thule 1/	European	Baltimore	31 May 2006
Guatemala	Southern	Miami	30 Apr 2007
*Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2007
Guyana	Southern	Miami	30 Apr 2007
Haiti	Southern	Miami	30 Apr 2007
Honduras	Southern	Miami	30 Apr 2007
Hong Kong	Pacific	Los Angeles	31 Mar 2006
India, New Delhi	Pacific	Honolulu	31 Mar 2006
Indonesia, Jakarta	Pacific	Honolulu	31 Mar 2006
*Israel, Tel Aviv	European	Frankfurt	31 Jul 2007
*Ivory Coast, (See Cote D'Ivoire)			
Jamaica	Southern	Miami	30 Apr 2007
Jordan	Central	Frankfurt	31 Oct 2005
Kazakhstan, Almaty	Central	Frankfurt	31 Oct 2005

Kenya	Central	Frankfurt	31 Oct 2005
Korea 2/ (<i>eff 28 May 2004</i>)	Pacific	Chicago or Los Angeles	28 May 2005
Kuwait	Central	Frankfurt	31 Oct 2005
Kyrgyzstan, Bishkek	Central	Frankfurt	31 Oct 2005
Laos, Vientiane (<i>eff 29 October 2004</i>)	Joint POW/MIA	Honolulu	31 Oct 2006
*Latvia, Riga	European	Frankfurt	31 Jul 2007
*Lithuania, Vilnius	European	Frankfurt	31 Jul 2007
*Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2007
Madagascar, Antananarivo (<i>eff 28 May 2004</i>)	Pacific	Frankfurt	31 May 2006
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Mar 2006
*Mali, Bamako	European	Frankfurt	31 Jul 2007
Marshall Islands, Majuro	Pacific	Honolulu	31 Aug 2003
Mexico	Northern	San Antonio	30 Aug 2005
*Moldova, Chisnau	European	Frankfurt	31 Jul 2007
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Mar 2006
*Morocco, Rabat	European	Frankfurt	31 Jul 2007
*Mozambique, Maputo	European	Frankfurt	31 Jul 2007
Namibia, Windhoek	European	Frankfurt	30 Apr 2005
Nepal, Kathmandu	Pacific	Honolulu	31 Dec 2004
Nicaragua	Southern	Miami	30 Apr 2007
*Niger, Niamey	European	Frankfurt	31 Jul 2007
Nigeria, Lagos	European	Frankfurt	31 Mar 2005
Oman	Central	Frankfurt	31 Oct 2005
Pakistan	Central	Frankfurt	31 Oct 2005
Panama	Southern	Miami	30 Apr 2007
Paraguay	Southern	Miami	30 Apr 2007
Peru	Southern	Miami	30 Apr 2007
Philippines, Metro Manila	Pacific	Honolulu	31 Mar 2006
Poland, Warsaw	European	Frankfurt	31 Mar 2005
Qatar	Central	Frankfurt	31 Oct 2005
*Romania, Bucharest	European	Frankfurt	31 Jul 2007

*Russia, Moscow	European	Frankfurt	31 Jul 2007
*Rwanda, Kigali	European	Frankfurt	31 Jul 2007
Saudi Arabia	Central	Frankfurt	31 Oct 2004
*Senegal, Dakar	European	Frankfurt	31 Jul 2007
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Jun 2005
Singapore	Pacific	Honolulu (<i>eff 14 Apr 2004</i>)	31 Mar 2006
*South Africa, Pretoria	European	Frankfurt	31 Jul 2007
Sri Lanka, Columbo	Pacific	Frankfurt	31 Mar 2006
Suriname	Southern	Miami	30 Apr 2007
Syria, Damascus	Central	Frankfurt	31 Oct 2005
Tanzania, Dar Es Salaam	European	Frankfurt	30 Apr 2005
Thailand, Bangkok	Pacific	Honolulu	31 Mar 2006
Thailand, Chiang Mai	Pacific	Honolulu	31 Mar 2006
Trinidad and Tobago	Southern	Miami	30 Apr 2007
*Tunisia, Tunis	European	Frankfurt	31 Jul 2007
*Turkey, Ankara	European	Frankfurt	31 Jul 2007
Turkey, Izmir	European	Frankfurt	1 Jan 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 Oct 2005
*Uganda, Kampala	European	Frankfurt	31 Jul 2007
*Ukraine, Kiev	European	Frankfurt	31 Jul 2007
United Arab Emirates	Central	Frankfurt	31 Oct 2005
Uruguay	Southern	Miami	30 Apr 2007
Uzbekistan, Tashkent	Central	Frankfurt	31 Oct 2005
Venezuela	Southern	Miami	30 Apr 2007
Vietnam, Hanoi	Pacific	Honolulu	31 Mar 2006
Yemen	Central	Frankfurt	31 Oct 2005
*Zambia, Lusaka	European	Frankfurt	31 Jul 2007
*Zimbabwe, Harare	European	Frankfurt	31 Jul 2007

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

Effective 28 May 2004

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