

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 227

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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 November 2005 unless otherwise indicated.

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This change includes all material written in MAP Items 25-05; 44-05(E); 45-05(E); 47-05(E) through 53-05(E); 55-05(E); and 57-05(E) and military editorials U05054 through U05056; U05059 and U05060. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 226 cover page.

BRIEF OF REVISION

These are the major changes made by Change 227:

U2145-B; U7150-A; U7150-H; U8011; U9109; T4045; T4060. Authorizes a Reserve Component member the same 180-day status when called to active duty for non-training TDY to receive the same allowance given to a member already on active duty.

U2505. Clarifies the language on fraudulent claims by clearly stating that payment for falsified expenses and per diem must be denied and any payment made prior to discovery that the expense was falsified must be collected.

U3125-C; T4060-B3g. Revises to adopt clearer wording used in FAQ on the PDTATAC home page.

U3415-B; U3415-C2; T4030-C. Explains when renting vehicles for official travel under SDDC Rental Car Agreement Program, that vehicles not listed in the agreement and shown on the SDDC website under the participating carrier listing are not insured for the traveler or the Government with liability and vehicles loss and damage coverage and should not be rented for official Government travel.

U4131-B3. Clarifies that if a rental contract includes an option to buy clause, the rental cost is reimbursable if the traveler does not exercise the purchase option.

U4705. Explains that if required due to unusual circumstances, Service Regulations may restrict what type(s) of HHG can be shipped for TDY.

U5222-F4; U5240-G; U5370-I. Allows travel and transportation allowances for acquired dependents from the dependents' location to the PDS, without limitations, when a member enters an IPCOT.

U5417-D. Revises to adopt clearer wording used in FAQ on the PDTATAC home page.

U5455-E; U5474. Makes clear that a POV may be shipped for a member hospitalized or injured only when prolonged hospitalization or treatment (minimum of 20 weeks) is anticipated and that the 20 measurement ton restriction per vehicle and the maximum standard size restriction on storage don't apply.

U5510-C. Corrects paragraph reference in par. U5510-C1, C2 and C4 from U2015 to U2020.

U5630. Changes the language on fraudulent claims by clearly stating that payment for falsified expenses and per diem must be denied and any payment made prior to discovery that the expense was falsified must be collected.

U7200-A; U7200-C. Provides COT leave travel and transportation reimbursement examples when eligible travelers elect to travel an alternate transportation method or mode; and clarifies when ground transportation expenses are reimbursable.

U7207-B2. States that a dependent student attending school away from the PDS (e.g., CONUS) is authorized FEML.

U7250. Allows non-concurrent attendant travel when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

U8002; U8012. Clarifies when CONUS COLA is payable for members ordered to active duty at locations other than the initial permanent duty station (PDS).

T4060-B1b. Conforms language in Appendix O to match the rest of the JFTR by referring readers to Appendix P for city-pair information.

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	194	U4C-11	220	U5C-5	227	U5D-49
227	iii	214	U3A-3	220	U4D-1	216	U5C-7	227	U5D-51
227	v	224	U3B-1	220	U4D-3	213	U5C-9	216	U5D-53
226	vii	224	U3B-3	220	U4D-5	225	U5C-11	216	U5D-55
226	ix	224	U3B-5	193	U4E-1	225	U5C-13	216	U5D-57
226	xi	224	U3B-7	220	U4F-1	227	U5C-15	216	U5D-59
226	U-i	224	U3B-9	225	U4G-1	213	U5C-17	216	U5D-61
226	U-iii	227	U3B-11	227	U4H-1	213	U5C-19	219	U5D-63
226	U-v	225	U3B-13	223	U4H-3	213	U5C-21	219	U5D-65
216	U1-i	224	U3B-15	219	U4H-5	221	U5C-23	219	U5D-67
216	U1-iii	224	U3B-17	219	U4H-7	213	U5C-25	219	U5D-69
226	U1A-1	208	U3C-1	219	U4H-9	213	U5C-27	219	U5D-71
226	U1A-3	225	U3D-1	214	U4I-1	227	U5C-29	223	U5E1-1
226	U1A-5	225	U3D-3	214	U4I-3	220	U5C-31	216	U5E1-3
193	U1B-1	225	U3D-5	202	U4J-1	220	U5C-33	216	U5E1-5
226	U1C-1	227	U3E-1	216	U5-i	213	U5C-35	227	U5E1-7
226	U1C-3	227	U3E-3	216	U5-iii	221	U5C-37	227	U5E1-9
226	U1C-5	227	U3E-5	216	U5-v	224	U5C-39	227	U5E1-11
226	U1C-7	208	U3F-1	225	U5-vii	225	U5C-41	227	U5E1-13
209	U1D-1	201	U3F-3	225	U5-ix	223	U5C-43	227	U5E1-15
226	U2-i	225	U3G-1	225	U5-xi	219	U5D-1	214	U5E2-1
226	U2-iii	216	U4-i	225	U5-xiii	216	U5D-3	214	U5E2-3
223	U2A-1	216	U4-iii	225	U5-xv	216	U5D-5	227	U5E2-5
216	U2A-3	223	U4-v	225	U5-xvii	216	U5D-7	214	U5E2-7
221	U2B-1	219	U4-vii	225	U5-xix	216	U5D-9	221	U5F-1
227	U2B-3	194	U4A-1	227	U5-xxi	216	U5D-11	227	U5F-3
224	U2B-5	214	U4B-1	225	U5-xxiii	216	U5D-13	227	U5F-5
209	U2C-1	214	U4B-3	199	U5A-1	216	U5D-15	222	U5F-7
191	U2C-3	227	U4B-5	226	U5A-3	220	U5D-17	222	U5F-9
226	U2D-1	216	U4B-7	226	U5A-5	216	U5D-19	222	U5F-11
176	U2E-1	226	U4B-9	216	U5B-1	216	U5D-21	227	U5G-1
227	U2F-1	225	U4B-11	216	U5B-3	216	U5D-23	227	U5G-3
192	U2G-1	225	U4B-13	216	U5B-5	223	U5D-25	227	U5G-5
201	U2G-3	225	U4B-15	221	U5B-7	221	U5D-27	227	U5G-7
222	U2G-5	225	U4B-17	221	U5B-9	223	U5D-29	227	U5G-9
224	U2G-7	225	U4B-19	221	U5B-11	216	U5D-31	227	U5G-11
224	U2G-9	225	U4B-21	221	U5B-13	216	U5D-33	214	U5H-1
224	U2G-11	225	U4B-23	221	U5B-15	216	U5D-35	214	U5H-3
224	U2G-13	225	U4B-25	221	U5B-17	216	U5D-37	214	U5H-5
224	U2G-15	212	U4C-1	221	U5B-19	216	U5D-39	214	U5H-7
224	U2G-17	212	U4C-3	221	U5B-21	216	U5D-41	184	U5I-1
220	U2H-1	204	U4C-5	221	U5B-23	216	U5D-43	223	U5J-1
223	U3-i	204	U4C-7	220	U5C-1	216	U5D-45	213	U5J-3
215	U3-iii	204	U4C-9	220	U5C-3	216	U5D-47	213	U5J-5

Ch.	Page	Ch	Page	Ch.	Page	Ch.	Page	Ch.	Page
213	U5J-7	217	U7G-13	226	U10-i	214	H1-1	227	O-21
215	U5J-9	217	U7G-15	226	U10-iii	214	H2A-1	227	O-23
221	U5J-11	227	U7H1-1	226	U10A-1	214	H2B-1	227	O-25
213	U5J-13	227	U7H1-3	226	U10B-1	225	H2C-1	227	O-27
222	U6-i	227	U7H1-5	226	U10B-3	225	H2C-3	227	O-29
177	U6-iii	227	U7H1-7	226	U10B-5	214	H3A-1	227	O-31
216	U6A-1	227	U7H1-9	226	U10B-7	220	H3B-1	215	P-i
219	U6A-3	227	U7H1-11	226	U10B-9	220	H3B-3	216	P1-1
219	U6A-5	227	U7H1-13	226	U10C-1	221	U3B-5	216	P2-1
222	U6A-7	227	U7H1-15	226	U10C-3	214	H4A-1	215	P2-3
216	U6A-9	209	U7H2-1	226	U10C-5	214	H4B-1	215	P2-5
216	U6A-11	227	U7I-1	226	U10C-7	214	H4C-1	222	Q-1
216	U6A-13	221	U7I-3	226	U10C-9	214	H4D-1	222	Q-3
216	U6A-15	213	U7J-1	226	U10C-11	214	H4E-1	222	Q-5
216	U6A-17	219	U7J-3	226	U10C-13	214	H4F-1	222	Q-7
216	U6A-19	223	U7K-1	226	U10C-15	176	I-1	173	R-1
216	U6A-21	216	U7L-1	226	U10C-17	226	J-i	226	S-1
216	U6A-23	168	U7M-1	226	U10D-1	226	J1-1	226	S-3
216	U6A-25	209	U7N-1	226	U10D-3	226	J1-3	216	T-i
226	U6A-27	209	U7O-1	224	A1-1	226	J2-1	216	T-1
216	U6A-29	184	U7P-1	221	A1-3	226	J3-1	216	T-3
216	U6B-1	223	U7Q-1	224	A1-5	226	K-i	213	U-1
216	U6B-3	168	U7R-1	221	A1-7	226	K1-1	193	i-1
216	U6B-5	185	U7S-1	226	A1-9	226	K1-3		
216	U6B-7	160	U7T-1	223	A1-11	226	K1-5		
216	U6B-9	213	U7U-1	221	A1-13	226	K2-1		
216	U6B-11	195	U7V-1	226	A1-15	226	K2-3		
216	U6B-13	193	U7W-1	225	A1-17	217	K3-1		
216	U6B-15	223	U7X-1	223	A1-19	217	K4-1		
216	U6B-17	223	U7Y-1	221	A1-21	217	L-i		
216	U6B-19	217	U7Z1-1	226	A1-23	224	L-1		
216	U6B-21	217	U7Z2-1	221	A1-25	217	L-3		
216	U5B-23	227	U8-i	221	A1-27	220	L-5		
216	U6B-25	227	U8-1	221	A1-29	221	L-7		
216	U7-i	227	U8-3	221	A1-31	220	L-9		
216	U7-iii	227	U8-5	226	A1-33	220	L-11		
227	U7-v	227	U8-7	221	A1-35	226	M-1		
216	U7-vii	226	U9-i	225	A2-1	217	N-i		
216	U7-ix	226	U9-iii	225	A2-3	226	N1-1		
223	U7-xi	226	U9A-1	221	B-1	226	N1-3		
218	U7A-1	226	U9B-1	138	C-1	226	N1-5		
209	U7B-1	226	U9B-3	221	D-1	217	N2-1		
189	U7C-1	227	U9B-5	216	E-i	217	N2-3		
168	U7D-1	226	U9C-1	220	E1-1	216	O-i		
168	U7E-1	226	U9C-3	216	E1-3	227	O-1		
195	U7F1-1	226	U9C-5	216	E1-5	227	O-3		
157	U7F2-1	226	U9C-7	216	E1-7	227	O-5		
199	U7F3-1	226	U9C-9	220	E2-1	227	O-7		
227	U7G-1	226	U9C-11	220	E2-3	227	O-9		
227	U7G-3	226	U9C-13	217	F-i	227	O-11		
227	U7G-5	226	U9C-15	224	F1-1	227	O-13		
227	U7G-7	226	U9C-17	217	F2-1	227	O-15		
227	U7G-9	226	U9D-1	176	G-1	227	O-17		
217	U7G-11	226	U9D-3	217	H-i	227	O-19		

U2145 TIME LIMITATIONS FOR PERIODS OF TDY

A. 180-Day Time Limitation. Except when authorized under par. U2145-B, TDY assignments at any one location are limited to periods of 180 or fewer consecutive days (36 Comp. Gen. 757 (1957)). Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to personnel:

1. Under TDY orders assigned to military units deployed afloat as indicated in pars. U4102-J and U4102-M;
2. Assigned to TDY periods at more than one location that total 181 or more days if the duty period at each location is 180 or fewer days; or
3. TDY for training periods less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.

NOTE: *Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (see Appendix A, definition of PERMANENT (DUTY) STATION), except when the course is authorized as TDY under par. U2146-B.*

B. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, the appropriate authority must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)). A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

1. Approve the order as written, or
2. Direct the order be amended to:
 - a. Terminate the duty thereby returning the member to the old station or assigning a new station,
 - b. Change the assignment from TDY to a PCS, or
 - c. Fix the period at 180 or fewer days from the reporting date at the TDY station.

NOTE 1: *Authorization/approval to exceed the 180-day TDY limitation is essential. If a member is TDY in excess of 180 days without authorization/approval, the member's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, 3 November, 1976).*

Effective 11 August 2005

****NOTE 2:*** *If a Reserve Component member received a Secretarial waiver IAW par. U7150-A4, a second waiver is not required.*

The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary concerned, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Combatant commands. *This authority must not be re-delegated.*

U2146 TIME LIMITATIONS FOR PERIODS OF TDY FOR COURSES OF INSTRUCTION

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General. Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled duration of the course is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under par. U2146-B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off in connection with a holiday. This reduces the 150-day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, 17 June 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

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/>.

*U2505 FRAUDULENT CLAIMS

See DoDFMR, Volume 9, or appropriate Service regulations for non-DoD Services, for the requirements regarding payments when fraudulent expense(s) are suspected. Generally, when there is a reasonable suspicion of a falsified expense (other than the cost of lodging, meals or incidentals), the suspect expense is not allowed. When there is a reasonable suspicion of a falsified expense for lodging, meals or incidentals, the applicable per diem or AEA is denied for the entire day on which the suspected expense is claimed. Per the DoDFMR, or Service regulations for non-DoD Services, if payment is made before discovery of a suspected falsified expense, the payment recipient must 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.

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.
- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
 - b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
 - c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
 - d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.

Effective 24 August 2005

*e. Air transportation on a foreign air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DoD 5105.38-M, when travel is on Security Assistance Business.***

f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.

g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

- (1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or
- (2) Extend travel time by at least 6 hours or more; or
- (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The AO determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***

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

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

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

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

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

4. Air Travel Schedule Selection

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

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

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

PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

U3400 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Part F.

U3405 MISCELLANEOUS EXPENSES

A member may be reimbursed for miscellaneous transportation-related expenses described in this Part which are incurred for travel between two points that are a separate journey (see par. U3010) when mileage is not payable, even though the member begins or ends in a mileage status during the same calendar day. Members who are paid mileage for the entire journey may not be reimbursed for miscellaneous transportation expenses regardless of the transportation mode.

U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/from Transportation Terminals. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when a free timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and
4. Between a transportation terminal and limousine service terminal.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a carrier terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for fares plus tip from the member's residence to the PDS on the member's departure day on TDY requiring at least one night's lodging, and from the PDS to the residence on the return day from the TDY.

U3415 SPECIAL CONVEYANCE USE

A. General. An AO may authorize/approve a special conveyance when advantageous to the Government. Travelers' personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use.

*B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://www.transcom.mil/j5/pt/dtr.html>)

Effective 25 August 2005

a. *It is mandatory, within DoD (and the NOAA Corps), to obtain rental vehicles through the CTO/TMC, when available. **NOTE:** It is not mandatory to use a CTO/TMC when renting an airplane or bus.*

b. The lowest cost rental service that meets the mission requirements must be selected when selecting commercially rented vehicles.

c. Use of companies and rental car locations participating in the SDDC rental car agreement is encouraged because their Government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government. **NOTE:** *To view appropriate rental car companies and rates go to the Passenger section in the top right-hand corner of the SDDC website at <http://www.sddc.army.mil>, click on Rental Car Carriers in left-hand column, then Ceiling Rates. Vehicles listed in the rental car agreement/on the SDDC website are the only vehicles covered under the SDDC rental-car agreement. Any vehicle offered by a company that is under the SDDC rental car agreement but not listed on the SDDC list as a vehicle "in that category" does not have **the** full liability and vehicle loss and damage insurance coverage for the traveler and the Government, and should not be rented for official Government travel. Usually, there is a company listed that has a vehicle necessary for official Government travel and these companies should be used.*

For Example: Rental Car Company A may have a standard SUV to rent listed on the SDDC website. If this type SUV is rented, it is covered under the SDDC rental car agreement and has full liability and vehicle loss and damage insurance coverage for the government traveler traveling on official government business. However, Rental Car Company B may not list any SUVs on the SDDC website but may have an SUV to rent at the rental office at which a traveler picks up the vehicle. If the traveler rents an SUV from Rental Car Company B who does not have SUVs listed on the SDDC website as participating vehicle under the SDDC rental car agreement, the SUV is NOT covered with liability and vehicle loss and damage insurance coverage and should NOT be rented for official Government travel.

d. Travelers disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car costs before reimbursement is allowed.

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Part I, Chapter 106 and Service regulations.

Effective 25 August 2005

2. Military Surface Deployment and Distribution Command (SDDC) Policy (website address: <http://www.sddc.army.mil>)

a. SDDC vehicle rental agreements apply to all DoD components and activities and non-Defense Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

Commander, HQ SDDC
ATTN: SDDC-IP
Hoffman Building 2, Room 10S67
200 Stovall Street
Alexandria, VA 22332-5000

or via the SDDC website at <http://www.sddc.army.mil>.

3. Reimbursement. When an available CTO/TMC is not used, reimbursement is limited to what it would have cost if a CTO/TMC had made the rental vehicle arrangements.

4. Non-DoD Services. For CTO/TMC use in connection with rental cars, see Service Regulations.

C. Reimbursement for Special Conveyance Use

1. Reimbursable Expenses. When a rental automobile or other special conveyance is authorized/approved, the rental or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. These expenses include:

- a. Fuel and oil;
- b. Parking;
- c. Garage, hangar or boathouse rental;
- d. Subsistence of operator;
- e. Ferry fares;
- f. Bridge, road and tunnel tolls;
- g. Liability insurance required by the company furnishing the special conveyance as a rental condition (see par. U3415-C2, below, for insurance);
- h. Optional extra collision hull insurance for rental aircraft;
- i. Traveler access fee (when charged); and
- j. Any per-day administrative fee called for in the SDDC rental car agreements.

2. Insurance on a Rented Automobile

Effective 25 August 2005

***NOTE:** See par. U3415-B1c for information on other vehicles that are not covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel.

a. Cost of Insurance. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

- (1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile in a foreign area or country, or
- (2) Certain classified special operations are involved.

b. Damage to Rented Motor Vehicle. A member may be reimbursed for personal funds paid to car rental companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The Government may make direct payment to car rental companies instead of to the member, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. **Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.**

c. Damage Claims. Requests from a member, or from a rental company for reimbursement or payment should be documented and submitted in accordance with the DoD Financial Management Regulation, Volume 9, Chapter 4 (*found at website <http://www.dtic.mil/comptroller/fmr/>*), (or appropriate Service regulations for the non-DoD Services). Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

3. Receipts for Special Conveyances. See par. U2500-B.

D. To/from Carrier Terminals. The member:

1. May be authorized/approved special conveyance use for travel to and from carrier terminals;
2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor Government transportation between the terminals meets the ordered travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

E. Between Duty Stations. The AO may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of the conveyance. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use in and around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

G. Limited to Official Purposes. Use of a special conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

A. To/from Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. Between place of residence, lodging, or duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The boundaries of the member's PDS, for the purpose of reimbursement for travel to and from a transportation terminal serving that area, include the place within a reasonable distance from which the member commutes daily to and from the duty site.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the member's departure day on TDY requiring at least one night's lodging and from the PDS to the member's residence on the return day from TDY.

U3430 COURTESY TRANSPORTATION USE

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and transportation allowances for travel performed from the:

- (1) Old PDS to the leave address or to the place at which the order was received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS; and
- (2) Leave address or place at which the order is received, as applicable, to the TDY station; and
- (3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

G. Order Canceled while Member En Route to TDY Station. If a TDY order is canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. *Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty.* For transportation allowances, see Chapter 3.

U4115 INTERNATIONAL DATELINE

Actual elapsed time is used rather than calendar days in computing per diem when crossing the International Dateline (IDL) (180th meridian). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960)).

U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

Per diem computed under this Part is based on the 'LODGINGS-Plus' system. The total daily per diem amount may not exceed the applicable daily locality rate. See par. U2510 concerning receipts.

U4127 LODGING TAX UNDER THE LODGINGS-PLUS SYSTEM

A. CONUS and Non-foreign OCONUS Areas. The maximum locality amount for lodging in CONUS and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid except when MALT PLUS per diem for POC PCS travel is paid. See par. U1410-A5.

B. Foreign Areas. The maximum locality amount for lodging in foreign areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. *Taxes on lodging in foreign areas are not separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid.*

U4129 LODGING UNDER THE LODGINGS-PLUS SYSTEM

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, whichever is less. Reimbursement computation for the commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and Government quarters were available on that installation is in par. U1045.

- B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.
- C. Government Quarters. A fee/service charge paid for Government quarters is an allowable lodging expense.
- D. Double Occupancy. In the case of double occupancy, a member is allowed one-half of the double occupancy charge if a room is shared with another member or Government employee on official travel. Otherwise, the member is allowed the single room rate. ***The member must provide the single room rate.***
- E. Lodging with Friends or Relatives. ***No cost for lodging is allowed if a member stays with friends/relatives while TDY, even if payment of lodging is made to the friend/relative.***
- F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.
- G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Chapter 4, Part C) ceiling for the location where lodging is obtained is used for computation ***only*** when a member is TDY at a place where neither Government nor commercial quarters are available. ***NOTE: This subparagraph applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.***

U4131 REIMBURSEMENT FOR AN APARTMENT, HOUSE, MOBILE HOME, TRAVEL TRAILER, OR RECREATIONAL VEHICLE WHILE TDY

- A. General. An apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or a privately owned mobile home, travel trailer, or recreational vehicle qualifies as quarters. Par. U4129-E applies for lodging with friends/relatives.

Effective 20 September 2004

- B. Expenses. Allowable expenses that are part of the actual lodging costs are:

1. Rent of the apartment, house, mobile home, travel-trailer, camping vehicle, or recreational vehicle;
2. Rent of a parking space for the mobile home, travel-trailer, camping vehicle, or recreational vehicle;

Effective 23 August 2005

- *3. Rent of appropriate and necessary furniture, such as a stove, refrigerators, chairs, tables, beds, sofas, television, and a vacuum cleaner;

Effective 23 August 2005

****NOTE: Some rental agreements (i.e., furniture rental agreements) include options-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the end of the contract term. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the Government by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995).***

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

U4700 GENERAL

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

*U4705 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION

Common carrier baggage limits may preclude a member from transporting necessary HHG items without cost. An AO or commanding officer may authorize/approve transportation of HHG required for the member's personal comfort and well-being while on TDY in addition to any unaccompanied baggage being authorized. If required due to unusual circumstances, Service regulations may restrict what type(s) of HHG items may be shipped to a TDY location. For example, the Service could determine that shipment of motorcycles, boats, snowmobiles, and/or appliances is not appropriate due to local customs/laws of the TDY country or military necessity of the TDY mission. Any restrictions must be stated on the TDY order.

U4710 BASIC ALLOWANCE

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

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

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

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

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

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

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

- U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA**
- A. General
 - B. Application of Fiscal Year Limitation on Payment of DLA

- U5630 AUTHORIZATION FACTORS**
- A. General
 - B. Special Categories DLA Authorized
 - C. Special Categories DLA Not Authorized
 - D. Household Relocation Incident to Alert Notification
 - E. DLA when a Member-married-to-member is Transferred to a New PDS
DLA when a Member is Directed by Competent Authority to Vacate Private Sector
 - F. Quarters

PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS

<u>Paragraph</u>	<u>Contents</u>
U5700	PURPOSE
U5705	ENTITLEMENT
	A. A Member is Authorized TLE Reimbursement
	B. A Member is Not Authorized TLE
U5710	TIME LIMITATIONS
U5715	TEMPORARY QUARTERS
U5720	REIMBURSEMENT
	A. Member-Married-to-Member Couple
	B. Per Diem Rate Used
	C. Maximum Reimbursement
	D. Reimbursement Example
	E. Reimbursement Computation
U5725	ADVANCE OF FUNDS

PART I: PET QUARANTINE

Paragraph

Contents

U5800

PURPOSE

U5805

PET QUARANTINE REIMBURSEMENT

PART J: EARLY RETURN OF DEPENDENTS

Paragraph

Contents

U5900

DEPENDENT TRAVEL

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

U5905

HHG TRANSPORTATION

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

U5910

POV TRANSPORTATION

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

U5915

MOBILE HOME TRANSPORTATION

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

U5920

TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR PERSONAL SAFETY

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

- 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 before their travel, when a member elects or is required (i.e., 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. For IPCOT allowances, see par. U5240-G.

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:

NOTE: An IPCOT is not an extension; it is another full tour.

1. Unaccompanied to Accompanied Tour

a. Dependents' travel and transportation at Government expense from a designated place to the current PDS at which the IPCOT is to be served if the dependents are command-sponsored prior to travel to the current PDS at which the IPCOT is to be served.

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 to the current PDS at which the IPCOT is to be served if the dependents are command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of par. U5222-C4 apply.

3. Accompanied-to-Accompanied Tour. 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 to the current PDS at which the IPCOT is to be served if the dependents are command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependents are located 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, 22 December 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.

2. When ordered to that PDS,

whichever is greater. Authorization for NTS continues under par. U5380 without regard to the reduction in grade until the effective date of the member's next PCS order. When the member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite this subparagraph as authority and state the weight allowance prescribed for the member's former grade. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

G. HHG Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the HHG transportation authorization upon assignment to that PDS, is authorized HHG transportation from the place where HHG are located to that PDS. ***NOTE: The authorization limit is up to the cost from the old to the current PDS.*** Authorization under this subparagraph is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances and needs of the Service, or
2. Failure to transport all HHG to that PDS initially because of the anticipated short time of assignment to that station (B-208861, 10 November 1982).

H. HHG Shipment Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members with Dependents Stationed in CONUS)

1. Transportation Allowance. A member (with dependents) stationed in CONUS who:

- a. Is sentenced by a court-martial to:

- (1) Confinement for a period of 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 HHG transportation directly related to dependent transportation under par. U5240-F.

2. Transportation Authorization. HHG transportation is authorized by a Service-designated authority who determines:

- a. The authorized destination, and

- b. That a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

3. Transportation Requests. HHG transportation 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. HHG Destination. The HHG destination must be a designated place, except that dependents who are foreign-born may have HHG transported to a destination in their native country.
5. Transportation Reimbursement. HHG transportation 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. Transportation Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par.U5012-I), HHG must be turned over to a transportation officer/transportation carrier within 180 days from the date:
 - a. The court-martial is completed, or
 - b. Of administrative discharge.
7. NTS Exclusions. A member authorized HHG transportation is not authorized NTS of HHG:
 - a. Caused by moving out of Government/Government-controlled quarters or privatized housing, or
 - b. As an alternative to shipment when dependents are returned from OCONUS (see par. U5900-D2h).

*I. HHG Transportation Incident to IPCOT. A member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as follows:

NOTE: An IPCOT is not an extension; it is another full tour.

1. Unaccompanied-to-Accompanied Tour
 - a. HHG may be transported from a designated place to the current PDS at which the IPCOT is to be served if dependents are command-sponsored at the current PDS at which the IPCOT is to be served.
 - b. A member who acquires dependents after the effective date of a PCS order, but before entering an IPCOT, is authorized HHG transportation to the PDS at which the IPCOT is to be served if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS.

NOTE 1: HHG acquired after the effective date of a PCS order but before starting the IPCOT may be shipped using par. U5370-I as authority.

NOTE 2: The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.

2. Accompanied-to-Unaccompanied Tour. Par. U5222-C4 applies. A member who acquires dependents after the effective date of a PCS order, but before starting an IPCOT, is authorized HHG transportation.

NOTE 1: Par. U5370-I authorizes HHG, acquired after the effective date of a PCS order but before starting the IPCOT, to be shipped.

NOTE 2: The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.

3. Accompanied-to-Accompanied Tour. A member who acquires dependents after the effective date of a PCS order, but before starting an IPCOT, is authorized HHG transportation if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS at which the IPCOT is to be served.

NOTE 1: Par. U5370-I authorizes HHG, acquired after the effective date of a PCS order but before starting the IPCOT, to be shipped.

NOTE 2: The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.

J. Consumable Goods Allowance Incident to Tour Extension or IPCOT. Transportation of consumable goods for a tour extension or an IPCOT at a PDS in an area listed in Appendix F may be authorized/approved through the Secretarial Process.

Effective 24 February 2004

K. HHG Transportation for Dependents Relocating for Personal Safety. See par. U5205.

U5372 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

NOTE: See par. U5241 for related dependent transportation.

A. General. This paragraph prescribes the HHG transportation entitlement of a member 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), and of a member who dies while entitled to basic pay (37 USC §406(f)). For members who die after retirement or release from active duty, see par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this paragraph only if a reasonable relationship exists between the circumstances of the applicant and the destination to which transportation is requested.

2. Weight. The HHG weight limitations in par. U5310-B do not apply. The HHG weight of members of the Defense Services is subject to the 18,000 pounds (net) weight limitation imposed by 37 USC §406(b)(1)(D).

3. Time. The HHG transportation entitlement under this paragraph terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). If the estate of the decedent becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the date of the final court decree.

C. When Authorized

1. General. HHG transportation is authorized to a member's HOR or to the residence of the member's dependents (including the member's spouse in the case of a member-married-to-member couple), next of kin, or other person entitled to receive custody of the HHG when official notice is received that the member is:

a. Dead,

b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or

c. Absent for a period of more than 29 days in a missing status.

Subject to par. U5372-B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person entitled to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the

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

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

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

Effective 16 March 2004

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

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

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

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

Effective 1 October 2004

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

A. General

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

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

C. Restrictions

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

Effective 28 June 2005

2. A member who is authorized POV transportation is not authorized commercial travel at Government expense for the member or dependents in conjunction with the PCS.

3. *The member must personally procure all POV transportation. Government-procured transportation is not authorized.*

4. *Payment of mileage or MALT to drop off/pick up the POV ICW transportation of the POV is not authorized.*

5. POV storage at Government expense is *not authorized* ICW transportation of a POV in par. U5417.

Effective 28 June 2005

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

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

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

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

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform *non-concurrent (not traveling on the same route at the same time) travel in two POCs*.

STEP 2				
Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs				
	Per Diem		MALT	Total
Member	\$91/day x 8 days (\$728)	+	\$.15/mi x 2,666 mi (\$399.90) =	\$1,127.90
Spouse	\$91/day x 8 days (\$728)	+	\$.19/mi x 2,666 mi (\$506.54) =	\$1,234.54
1 st Child	\$68.25/day x 8 days (\$546) =			\$ 546.00
2 nd Child	\$68.25/day x 8 days (\$546) =			+ \$546.00
Total Paid				\$3,454.44

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

*STEP 3	
Funds are available to Transport one POV while Traveling as a Family Unit in the Other	
Based on the above steps the funds available for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$3,454.44) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$2,899.20). MALT and cost reimbursement for driving the second POC are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (The \$800 amount shown is for illustration purposes only)	\$800.00
2. Funds available is \$3,454.44 (Step 2) - \$2,899.20 (Step 1) =	- \$555.24
3. Out-of-pocket POV transportation expense for the member to transport one and drive one is \$800 – \$555.24 =	\$244.76

NOTE: The split of the member and dependents between the two POCs (Step 2) can be in whatever manner best benefits the member (family of 5 might split 3 plus 2 (\$.19 + \$.17 = \$.36/mile) rather than 4 plus 1 (\$.20 + \$.15 = \$.35/mile).

Effective 16 March 2004

U5420 TRANSPORTATION RESTRICTIONS

A. POV Purchased in a Non-foreign OCONUS Area

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at Government expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary concerned.

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

1. Determined to be necessary by the Service concerned;

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

3. Directed by the foreign government concerned.

C. Vehicle Size

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

Effective 12 May 2005

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

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

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

U5425 TRANSPORTATION METHODS

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

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

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

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

U5435 PORTS/VPCS USED

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

B. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the Government for any excess cost involved.
2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/VPC in a different country is authorized/approved by the Secretarial Process.
3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV even if the primary port/VPC is OCONUS.

C. Transshipment from a Designated Port/VPC. A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;
2. Transshipment is authorized by the Secretarial Process;
3. The member agrees to reimburse the Government for the transshipment cost; or
4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING POV TRANSPORTATION**A. POV Transportation May Be Deferred.** An eligible member electing not to transport a POV at Government expense may, upon assignment to a new PDS to which a transportation authorization exists, transport the POV from the POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation authorization, to the POV unloading port/VPC serving the new PDS; or
2. Present PDS to the POV unloading port/VPC serving the new PDS;

whichever provides the greater authorization.

NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5415, (if applicable see par. U5410-A), par. U5417, or in connection with authorized POV storage in Chapter 5, Part E2.

B. Error. A POV, transported by the Government to a wrong destination, must be reshipped or transshipped to the proper destination at Government expense.

C. Orders Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS order may be reshipped or transshipped to the proper destination, including the old PDS, at Government expense if the PCS order is later amended, modified, canceled, or revoked.

D. Transportation before an Order Is Issued. POV transportation is permitted (see pars. U5710-A and U5420-B), before a PCS order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;
2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;
3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. U5440-D1.

The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS order is actually issued. General information furnished to the member concerning the issuance of a PCS order before the determination is made to actually issue the order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) may not be considered as advice that the order would be issued (52 Comp. Gen. 769 (1973)).

U5445 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Government must be collected (see par. U1010-B8). This provision is not applicable to POV transportation aboard oceangoing car ferries.

U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

A. Official and Personal Situations

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:
 - a. Ordered on PCS to an OCONUS PDS, and
 - b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS,

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the transportation when it is determined the return transportation is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

2. Authorization on Next PCS. *A member who has transported a POV under par. U5455-A1 has no further POV transportation authorization on the PCS from that PDS.*

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. A member whose PDS is OCONUS, and who is not authorized transportation of a POV in connection with early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without an order, dependents are not returning to CONUS, etc.), is authorized, and an order may be issued providing for, transportation of a POV to the designated POV unloading port/VPC serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS, and
2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized,

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member, authorized dependents' transportation under par. U5240-D, is authorized POV transportation under par. U5410-B.

D. PDS Evacuation. See pars. U6008 and U6057.

Effective 2 December 2002

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

*1. POV Transportation at Government Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at Government expense (including required overland transportation) to:

- (1) The member's HOR;
- (2) The dependents' residence;
- (3) Next of kin, or other person authorized to receive custody of personal effects; or
- (4) Such other place(s) as determined in accordance with Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. *The 20 measurement ton per vehicle restriction does not apply to par. U5455-E.*

d. Member Injured or Ill. If a member is reported injured or ill, the allowances provided by par.U5455-E are authorized only when a prolonged (140 or more days) hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

NOTE: Both POVs must be transported to the same destination.

*2. POV Transported by Other than the Government

a. In lieu of having the Government transport the POV(s), the member, the dependent, next-of-kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

- (1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – ***but not a mileage payment*** - is authorized); or
- (2) Arrange transportation of the POV(s) and receive reimbursement.

NOTE: Both POVs must be driven/transported to the same destination.

b. The total reimbursement cannot exceed the cost that would have been incurred had the Government transported/stored the POV(s). See Service claims regulations for Government damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late. If the POV(s) of the member (or dependent), transported at Government expense, does/do not arrive at the authorized destination by the designated delivery date, the provisions in par. U5410-D apply. If two POVs are transported at Government expense, no reimbursement is paid unless ***both POVs do not arrive*** at the authorized destination by the designated delivery date(s).

4. Storage

a. Non-temporary Storage. If the person authorized to receive custody of the POV(s):

- (1) Is not known;
- (2) Is subject to litigation; or

(3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at Government expense until such time as proper disposition can be made.

b. Temporary Storage. Temporary storage of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for transportation within the time limits in par. U5372-B3. Temporary storage in excess of 180 days in such cases is at the expense of the person for whom the shipment is being made.

*c. Size Restriction. *The SDDC storage contract maximum standard size restriction does not apply.*

5. Additional Moves

a. Status Change. A POV transported under par. U5455-E1 may again be moved under that paragraph when official notice is received that the member's status has changed from one to another of those listed in par. U5455-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

Effective 24 February 2004

F. POV Transportation for Dependents Relocating for Personal Safety. See par. U5205.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has a POV transportation authorization under a PCS order, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final transportation of that POV to a destination in accordance with the procedures prescribed in Chapter 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). *Transportation under this paragraph exhausts the authorization for transportation of a POV under the member's PCS order.*

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension must be for a specific additional time period. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

NOTE: See par. U5012-I for restrictions to time limit extensions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of pars. U5365-D, U5365-E, and U5365-F).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in this Volume or in Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS order remains in effect and prior to receipt of another PCS order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

U5460 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

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

This applies to Government-authorized movement of a POV for members or their dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), 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 motor vehicle 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 motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle 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.)***

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220. If a dependent(s) delivers the POV to the designated storage facility without traveling to the TDY en route location, see par. U5468-C for dependent travel and transportation allowances.

2. Pick-Up in Connection with TDY En Route. An eligible member who picks up a POV from a designated storage facility in connection with PCS travel to/from an en route TDY station, is authorized:
 - a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;
 - b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and
 - c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220. If a dependent(s) picks up the POV from the designated storage facility without traveling to the TDY en route location, see par. U5468-D for dependent travel and transportation allowances.

U5470 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate storage facilities (see par. U5466).

B. Personally-procured POV Storage. A member may be reimbursed for storing one POV at a commercial facility (see par. U5466). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility must not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

U5472 FACTORS AFFECTING POV STORAGE

A. Orders Amended, Modified, Canceled, or Revoked. A POV stored or shipped after PCS order receipt (or notification of deployment on a contingency operation) may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Government expense, if the PCS order (or contingency operation notification) is later amended, modified, canceled, or revoked. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions in par. U5317 apply.

Effective 2 December 2002

B. Storage before an Order Is Issued. POV storage is permitted before a PCS order (or contingency operation order/notification) is issued to a member. A written statement must support the storage request:

1. From the PCS authorizing/order-issuing (or contingency operation designating) official or the designated representative that the member was advised before such an order (or notification) was issued that it would be issued, and
2. Signed by the shipping applicant agreeing to be financially responsible for:
 - a. The entire storage cost if the PCS order (or contingency order/notification) to authorize storage is not issued later, and
 - b. Any additional POV transshipment costs to another storage facility required because the PDS named in the order is different than the PDS named in the statement required in par. U5472-B1 (or return to the current PDS if the contingency order/notification is not issued).
3. The length of time before a PCS order (or a contingency operation notification) is issued, during which a member may be advised that the PCS order (or notification) is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the order (or contingency operation notification) is actually issued.
4. General information furnished to the member concerning PCS order (or contingency operation notification) issuance before the determination is made to actually issue the order or notification (such as eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (see par. U5462) duty, anticipated contingency departure date, etc.) is not advice that the order or notification is to be issued (52 Comp. Gen. 769 (1973)).

C. Time Limitation. Unless otherwise prescribed in this Volume, POV storage for a member may be initiated any time while the order remains in effect and prior to receipt of the next PCS order, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

U5474 RESTRICTIONS

*A. Restriction on POV Size. A member who stores a POV, that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage costs caused by the POV's excess size (see par. U1010-B8). As an exception, the Secretarial Process may authorize/approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member or dependents(s) require the oversized POV for medical reasons. Excess costs are collected in accordance with Service regulations.

B. Combining POV Size Limitation when Husband and Wife Are Members. The size restriction contained in par. U5474-A may be ignored for the purpose of storing one larger vehicle at Government expense in lieu of storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage. Payment for storing the vehicle may not exceed the Government's total cost if each member had stored a vehicle within the maximum standard size.

C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (see par. U1010-B8).

Example

Due to a transfer from a CONUS PDS to a PDS in Germany, a member is authorized transportation of 12,000 pounds of HHG. The member transports a mobile home and 1,000 pounds of HHG (using par. U5515-G) from the old PDS to Cleveland, OH, and 4,000 pounds of HHG to the new PDS in Germany. The amount that the Government pays to transport the mobile home and the 1,000 pounds of HHG to Cleveland, and the 4,000 pounds of HHG to Germany may not exceed the Government's cost to transport the member's PCS HHG weight allowance of 12,000 pounds from the old CONUS PDS to the new PDS in Germany.

E. Return from a PDS neither in CONUS nor Alaska. A member is authorized mobile home transportation:

1. Within CONUS or Alaska and,
2. Between CONUS and Alaska from the designated place in CONUS or Alaska, or
3. The selected point in CONUS or Alaska to the new PDS.

The Government's cost liability to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use shall not exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDSs. (See Example in par. U5505-D.)

F. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. To be authorized the mobile home allowances, the mobile home of a member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must be turned over to a transportation officer for shipment within the time limits specified in par. U5360-G, U5365-A, or U5372-B3.

U5510 GOVERNMENT-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION

A. Routing. The member is responsible for making all commercial personally procured transportation arrangements for mobile home transportation movement by commercial transporter or other means unless the transportation is Government-procured. Expenses for transporting a mobile home at Government expense is limited to mobile home transportation by the usual highway routing within CONUS, within Alaska, and through Canada between origin and destination in CONUS or Alaska.

B. Personally Procured Commercial Transportation. A member, or a deceased member's dependent/heir, authorized mobile home allowances under par. U5500 may transport a mobile home at personal expense and be reimbursed for the transportation costs and/or temporary storage costs (as prescribed in pars. U5510-B2, U5510-C1, and U5510-C5) IAW pars. U5500-A and U5555. Temporary storage, SIT, and dry storage reimbursement are authorized in par. U5555. ***Reimbursement must not exceed that amount provided for in par. U5500-A.***

1. Allowance Amount. Limitations apply on allowable charges when a commercial transporter moves a mobile home. When paying the carrier the member (or dependents/heir) must:

- a. ***Ensure that the bill includes specific cost itemization of charges;***
- b. Find out from the carrier what part of the preparation responsibility is that of the carrier and what part is that of the shipper (i.e., the member or dependents/heir);
- c. Ensure that body, frame, springs, wheels, brakes, and tires are in good condition; and
- d. Ensure that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/and repair charges that would be the shipper's responsibility.

2. Costs Allowed. When personally procured mobile home transportation is by a commercial transporter, (see par. U5510-C6 for preparation fees allowed as transportation costs), reimbursement is allowed for:
- a. Carrier's charges for actual mobile home transportation in an amount not to exceed charges approved by the Surface Transportation Board, or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;
 - b. Ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits; and
 - c. Pilot (flag) car or escort services, if required by law.
3. Costs Not Allowed. When mobile home transportation is by a personally procured commercial transporter, reimbursement is not allowed for:
- a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, replacement of tires, charges incident thereto (a member must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges);
 - b. Insurance/excess valuation costs over the carrier's maximum liability;
 - c. Special handling costs requested by the member; and
 - d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

C. Movement other than by Commercial Transporter

Effective 17 August 2005

*1. Reimbursement. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POV, reimbursement is for actual transportation subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C6, and U5510-C7. The distance computation is prescribed in par. U2020.

Effective 17 August 2005

*2. Origin/Destination within CONUS or within Alaska. When the origin/destination of a transported mobile home moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is determined under par. U2020.

3. Origin/Destination Is an Island within CONUS or within Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is an island within the boundaries of CONUS or of Alaska, the statute distance to or from the usual place of arrival or departure on the mainland also is allowed.

Effective 17 August 2005

*4. Origin/Destination Not in CONUS or Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is other than that contained in pars. U5510-C2 and U5510-C3, the allowable distance is limited to the distance for which the mobile home is transported within or between any points in CONUS, within or between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance using par. U2020.

5. Transportation over Water. Over-water mobile home transportation is authorized only for transportation of such homes from an origin within CONUS or within Alaska to a destination either within CONUS or within Alaska. When a boat used as a primary residence is transported over water, the transportation allowance costs include:

- a. Fuel/oil used for propulsion of the boat;
- b. Open water pilots or navigators;
- c. Crew;
- d. Harbor pilots;
- e. Docking fees incurred in transit;
- f. Harbor/port fees and similar charges relating to entry in and navigation through ports;
- g. Towing, whether in tow or towing by pushing from behind; and
- h. Similar expenses.

6. Other Costs Allowed. In addition to the allowances in pars. U5510-C1 through U5510-C5, a reimbursable allowance includes costs generally associated with mobile home *preparation* at an origin inside Alaska or CONUS for transportation/resettling at the destination inside Alaska or CONUS. ***Costs are not reimbursable for preparation of mobile homes located outside Alaska or CONUS for transportation/resettling outside Alaska or CONUS. Preparation*** costs include:

- a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
- b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;
- c. Blocks purchased in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;
- d. HHG packing/unpacking associated with the mobile home;
- e. Disconnecting/connecting utilities;
- f. Skirting removal/installation labor costs;
- g. Movement/reassembling costs of separating, preparing, and sealing each section of the two halves of a double wide mobile home;
- h. Trailer towing lights installation/removal;
- i. Reasonable extension costs of existing water/sewer lines;
- j. Dismantling/assembling costs for a portable room appended to a mobile home;
- k. Expando charges;
- l. Anti-sway device charges (*transportation expense*);
- m. Over-dimension charges and/or permits (*transportation expense*);

- n. Wrecker service when required (*transportation expense*); and
- o. Similar expenses.

7. Self-propelled Mobile Home Driven Overland. Reimbursement is:

- a. At the automobile mileage rate (see par. U2600) for the official distance between the points authorized, or
- b. For actual transportation costs subject to the limitation in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, AND U5510-C7.

See NOTE in par. U5510-C9 below.

8. Self-propelled Mobile Home Driven over Water. Reimbursement is the:

- a. Actual transportation costs subject to the limitations in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7; or
- b. Automobile mileage rate (see par. U2600) per overland mile for the official distance between the authorized points.

See NOTE in par. U5510-C9 below.

9. Mobile Home Moved by Overland Towing. Reimbursement is for actual transportation costs subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7. *See NOTE below.

NOTE: Reimbursement shall not exceed the amount in par. U5500-A. Reimbursement is authorized for SIT in par. U5555.

D. Government-procured Transportation.

1. Government-procured Transportation. See par. U5500-A. The Government arranges the member's mobile home transportation by commercial/Government means to/from the points authorized in this Part. The Government pays all transportation costs (an eligible member or dependent/heir must sign a written agreement to be financially responsible for all excess costs, (including excess distance charges, excess HHG charges and those charges listed in par. U5510-B3)), up to what it would have cost the Government to transport the member's PCS HHG weight allowance from the old to new PDS. ***The member does not receive any other allowances for the transportation involved.***

NOTE: See "Example", par. U5505-D.

2. Costs Not Allowed. The following costs are the financial responsibility of the member for repayment:

- a. Storage charges accruing at any point unless caused by conditions beyond the member's control;
- b. Special handling costs requested by the member;
- c. Insurance/excess valuation costs over the carrier's maximum liability;
- d. Body/chassis mobile home preparation costs and any repairs/maintenance performed en route including replacement costs for parts/tires; and

PART G: DISLOCATION ALLOWANCE (DLA)

U5600 PURPOSE

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

U5605 DEFINITION OF TERMS

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

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

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

U5610 ELIGIBILITY

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

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

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

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

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

U5615 DETERMINING AMOUNT PAYABLE

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

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

U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

Effective 20 June 2005

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

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

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

B. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authorization occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.
2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Government quarters carry no DLA authorization. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at an installation of the Services, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

3. Except under the conditions in pars. U5620-A2, U5620-A5, and par. U5620-B2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

Effective 9 August 2005

***U5630 AUTHORIZATION FACTORS**

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

B. Special Categories DLA Authorized

1. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at Government expense (42 Comp. Gen. 460 (1963)).

2. PCS between PDSs Not in Proximity to Each Other. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other. The member's statement must be accepted when the PCS is from or to a dependent restricted tour. A statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment. *The designated representative may not re-delegate this authority. NOTE: DLA is payable for proximity moves performed under an ITDY order. (See 37 USC §406(e) and 37 USC §407.)*

3. Movement of Dependents to/from a Designated Place. DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS order. No further DLA authorization accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, in connection with an evacuation, eligible dependents move to a designated place (see pars. U6012 and U6059).

4. Transfer to Hospital in CONUS

a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to Hospital in CONUS from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the commanding officer of the receiving hospital.

5. Inter-service Transfer. When a member is:

1. Separated or relieved from active duty to continue on active duty in another Service, and
2. Transferred with no break in service from one Service to another under the authority of 10 USC §716 or any similar statutory provision,

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

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

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

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

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

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

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

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

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

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

b. Is assigned to permanent duty aboard a ship,

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

d. Occupies non-government quarters ashore.

Effective 15 April 2005

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

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

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

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

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

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

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

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

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

- (1) *From Government quarters upon separation/retirement;*
- (2) *Incident to PCS;*
- (3) *Change in family size or bedroom requirement for the member's convenience including promotion;*

(4) *Voluntarily initiated by the member (Exception: Government-directed moves under pars. U5355-C1 and U5355-C2);*

(5) *Pending divorce or family separation; or*

(6) *Due to the member's misconduct.*

Effective 20 June 2005

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

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

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place in connection with the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);

2. From last PDS to home or to the PLEAD;

3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

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

5. For a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, U5203-B1d, U5203-B2a, U5203-B2b, U5203-B2c; U5203-B2d, U5203-B2e, U5203-B2f; and U5203-B3b.

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

1. Who relocates the household incident to an official alert notification,

2. But before a PCS order is issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-D,

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

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

1. Are without dependents, and

2. Move to a new PDS.

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

Effective 9 August 2005

F. DLA when a Member is Directed by Competent Authority to Vacate Private Sector Quarters. A member authorized a short distance HHG move from private sector quarters to other private sector quarters for the Government's convenience under the conditions in par. U5355-D is authorized a DLA.

Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2005		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,917.99	\$3,592.02
O-9	\$2,917.99	\$3,592.02
O-8	\$2,917.99	\$3,592.02
O-7	\$2,917.99	\$3,592.02
O-6	\$2,677.03	\$3,234.29
O-5	\$2,578.32	\$3,117.54
O-4	\$2,389.37	\$2,748.14
O-3	\$1,914.89	\$2,273.65
O-2	\$1,518.96	\$1,941.42
O-1	\$1,279.07	\$1,735.51
O-3E	\$2,067.74	\$2,443.50
O-2E	\$1,757.80	\$2,204.68
O-1E	\$1,511.53	\$2,036.95
W-5	\$2,427.58	\$2,652.61
W-4	\$2,155.84	\$2,431.83
W-3	\$1,811.94	\$2,228.02
W-2	\$1,609.20	\$2,049.71
W-1	\$1,346.99	\$1,772.67
E-9	\$1,770.55	\$2,334.17
E-8	\$1,625.11	\$2,151.61
E-7	\$1,388.40	\$1,997.69
E-6	\$1,256.76	\$1,845.90
E-5	\$1,159.13	\$1,660.13
E-4	\$1,008.39	\$1,660.13
E-3	\$989.28	\$1,660.13
E-2	\$803.53	\$1,660.13
E-1	\$716.51	\$1,660.13

Table U5G-2

NOTE: These rates are only payable when a second DLA is paid IAW par. U5630-B6.

SECONDARY DLA RATES EFFECTIVE 1 JANUARY 2005		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,334.38	\$2,873.61
O-9	\$2,334.38	\$2,873.61
O-8	\$2,334.38	\$2,873.61
O-7	\$2,334.38	\$2,873.61
O-6	\$2,141.64	\$2,587.45
O-5	\$2,062.65	\$2,494.03
O-4	\$1,911.49	\$2,198.53
O-3	\$1,531.91	\$1,818.94
O-2	\$1,215.17	\$1,553.14
O-1	\$1,023.26	\$1,388.40
O-3E	\$1,654.20	\$1,954.80
O-2E	\$1,406.23	\$1,763.73
O-1E	\$1,209.23	\$1,629.56
W-5	\$1,942.05	\$2,122.08
W-4	\$1,724.68	\$1,945.47
W-3	\$1,449.54	\$1,782.43
W-2	\$1,287.35	\$1,639.76
W-1	\$1,077.61	\$1,418.12
E-9	\$1,416.43	\$1,867.35
E-8	\$1,300.09	\$1,721.27
E-7	\$1,110.71	\$1,598.16
E-6	\$1,005.43	\$1,476.71
E-5	\$927.32	\$1,328.11
E-4	\$806.72	\$1,328.11
E-3	\$791.43	\$1,328.11
E-2	\$642.83	\$1,328.11
E-1	\$573.19	\$1,328.11

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

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

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

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

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

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

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

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

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

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

Table U5G-3

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

<u>Paragraph</u>	<u>Contents</u>
U7225	LODGING EXPENSES WHEN ON LEAVE DURING A CONTINGENCY OPERATION A. General B. Eligibility C. Reimbursement

PART I: MEMBER TRAVEL IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS

<u>Paragraph</u>	<u>Contents</u>
U7250	ATTENDANTS/ESCORTS A. Definition B. Determination C. Appointment D. Travel and Transportation Allowances E. Non-Concurrent Attendant Travel
U7251	MEMBERS ON TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATION A. Travel Status B. Travel and Transportation Allowances C. Allowances while at the Medical Facility
U7252	TRANSFER OF MEMBER PATIENT TO/FROM MEDICAL FACILITIES OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT) A. Travel and Transportation Allowances B. Transportation-in-Kind
U7253	TRAVEL AND TRANSPORTATION ALLOWANCES FOR MEMBERS DISCHARGED FROM ST. ELIZABETHS HOSPITAL, DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITIES, OR VETERANS AFFAIRS MEDICAL CENTERS (VAMC) A. Discharged from the Service upon Entry into a Medical Facility B. Not Discharged from Service upon Entry into a Medical Facility

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

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

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

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

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

PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY

U7150 RESERVE COMPONENT TRAVEL

A. Active Duty with Pay (48 Comp. Gen. 301 (1968))

1. General

a. Applicability. Par. U7150-A applies to Reserve Component members called (or ordered) to active duty for any reason with pay under orders which provide for return to home or PLEAD.

b. Travel and Transportation Allowances when Member Commutes. Travel and/or transportation allowances are not authorized for travel between the home/PLEAD and the place of active duty when:

- (1) Both are in the corporate limits of the same city or town,
- (2) The member commutes daily between home/PLEAD and the place of active duty, or
- (3) The order-issuing official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

However, members commuting under pars. U7150-A1b(2) and U7150-A1b(3) are authorized the applicable automobile or motorcycle mileage rate (see par. U2600), for one round trip between the duty station and,

- (a) Home,
- (b) Place of unit assignment, or
- (c) Place from which called (or ordered) to active duty.

In determinations required by par. U7150-A1b(3), areas within a reasonable commuting distance are described in par. U3500-B. Regarding U7150-A1b(3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and Government quarters and/or Government mess are unavailable. For this duty, the member is authorized AEA as computed under par. U4510 for all meals and quarters, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Chapter 3, Part F.

Effective 11 August 2005

*c. No Per Diem or AEA for Certain Active Duty Periods. There is no authority for per diem or AEA under par. U7150-A3 for:

- (1) Members performing annual training duty when both Government quarters (other than temporary lodging facilities) and a Government mess are available;
- (2) Members ordered to involuntary active duty for training because of unsatisfactory participation in their reserve commitments when both Government quarters (other than temporary lodging facilities) and a government mess are available;
- (3) Newly enlisted members who are undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes members attending courses of instruction with a break in active duty between courses of instruction and both Government mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to members who are on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course of instruction for which per diem is authorized; or
- (4) PHS officers called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

Members of the Reserve Components performing active duty for training, who are not authorized per diem or AEA, may be reimbursed for lodging service charges when they occupy transient Government housing, or they may be provided lodgings in kind. ***Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.***

2. Physical Examination in Connection with a Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is authorized PCS allowances from the place the order is received or addressed to the place of physical examination (whichever is less) and (as directed in the orders):

- a. Return, or
- b. Then to the new PDS, or
- c. Return and then to the new PDS.

Travel required in connection with these examinations is in accordance with par. U7150-A3.

Effective 11 August 2005

3. Active Duty for Training

- a. Fewer Than 140 Days. When the active-duty-for-training period contemplated by an order is for fewer than 140 days (except as noted in par. U2146) at any location, travel and transportation allowances are payable as provided for TDY in Chapter 4. Except if par. U7150-A1b or U7150-A1c applies, per diem or AEA is payable at the training location. When, during an active-duty-for-training period of fewer

than 140 days, the duty must be extended due to unforeseen circumstances and the prospective extended period is fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for 140 or more days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U7150-A4b(3) for non-training active duty TDY. See par. U2146 for extension examples.

b. 140 or More Days

(1) Duty at One Location. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Chapter 5 as for a PCS (except as noted in par. U2146-B). ***No per diem or AEA is payable at the duty location. The availability of Government quarters and/or Government mess does not change this determination.***

(2) Duty at More than One Location. When the active duty to be performed is at more than one location and the duty is 140 or more days at one location, the member is authorized PCS travel and transportation allowances (Chapter 5). TDY allowances are payable at any location where the duty is for fewer than 140 days as provided for TDY in Chapters 3 and 4. If the duty to be performed is fewer than 140 days at each location, travel and transportation allowances are payable as provided for TDY in Chapters 3 and 4 for the entire duty, including travel to and from the duty locations.

Effective 11 August 2005

4. Active Duty for and Active Duty Extensions (Other than Training) of 140 or More Days

a. For 180 or Fewer Days. When the active-duty-for-other-than-training (ADOT) contemplated by an order at any location is for 180 or fewer days (except as noted in par. U2146) travel and transportation allowances are payable as provided for TDY in Chapters 3 and 4. Per diem or AEA is payable at the duty location, except if par. U7150-A1b or U7150-A1c applies. When, during an ADOT of 180 or fewer days, the duty must be extended due to unforeseen circumstances and the prospective extended period is 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension), no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U2145-B for non-training active duty TDY. The current station becomes a PDS and the member is authorized PCS allowances to that station. See par. U2146 for extension examples.

b. Active Duty for More Than 180 Days

(1) Active Duty at One Location. When a member is called to active-duty-for-other-than-training for more than 180 days at one location, travel and transportation allowances are payable under Chapter 5 as for PCS. ***No per diem or AEA is payable at the duty location except as noted in par. U7150-A4c. The availability of Government quarters and/or Government mess does not change this determination.***

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, and the duty is more than 180 days at one location, travel and transportation allowances are payable under Chapter 5 as for PCS. ***No per diem or AEA is payable at the location at which the member is to perform duty for more than 180 days except as noted in par. U7150-A4c.*** TDY allowances are payable at any location where the duty is for 180 or fewer days as provided for TDY in Chapters 3 and 4. If the duty to be performed is 180 or fewer days at each location, travel and transportation allowances are payable as for TDY under Chapter 3 and 4 for the entire duty.

(3) Per Diem in Excess of 180 Days. Except when paid station allowances under par. U7150-H2, a member called to active duty away from home for other than training purposes for:

- (a) More than 180 days at one location, or
- (b) 180 or fewer days but extended to be more than 180 days (from the extension date) at one location,

may be authorized per diem for the entire period if the call to active duty/extension is required by:

- (c) Unusual circumstances,
- (d) Emergency circumstances, or
- (e) Exigencies of the Service concerned,

as determined by the Secretarial Process.

(4) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY 180 or fewer days (See par. U2145).

Effective 11 August 2005

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A3b(1), per diem or AEA is computed under Chapter 4.

B. Active Duty without Pay

1. Standby Reserve. ***Travel and transportation allowances are not authorized for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.***

NOTE: par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 USC §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 USC §6323(d)) outside the United States.

3. Others. Except as provided in par. U7150-B2, other Reserve Component members who perform duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters (see par. U4510). ***They are not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).***

C. Inactive Duty Training with Pay

1. General. The following definitions apply to par. U7150-C.

a. Assigned Unit. For travel allowance purposes, a Reserve Component member's assigned unit is the designated post of duty.

b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member's assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Allowances. There are no travel or transportation allowances for:

(1) Inactive duty training at the:

- (a) Training duty station,
- (b) Drill site,
- (c) City/town where the assigned unit is located, or in the
- (d) Local area of assigned unit or home, or

(2) Travel between home and the:

- (a) Assigned unit,
- (b) Place of attendance at unit training assemblies, or
- (c) Place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, or
- (3) City/town,

may be authorized/approved under Chapter 3, Part F. 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. The member is financially responsible for travel from home to the assigned unit.

Effective 4 February 2005

Example 1: A member's home is Springfield, VA, and the assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 - 18) @ \$0.405 = \$8.10.

Example 2: A member's home is St. Louis, MO, and the assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Ronald Reagan National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, DC, area. The member flies to Ronald Reagan National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles $(850 - 842) \times 2$ (round trip) @ $\$0.405 = \6.48 .

3. Travel from Home/Assigned Unit to TDY Station

a. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member travels directly from home to Dover, DE. The member is due travel cost from Salt Lake City, UT to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

4. Travel from a Location other than Home/Assigned Unit to a TDY Station

a. Authorization. A member directed to travel from a location other than the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member is authorized to travel from another location, Chicago, IL, a location where the member is on business for a civilian job. The member is due travel cost from Chicago, IL, to Dover, DE, limited to travel cost from Denver, CO, to Dover, DE.

5. Travel from a Location other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

a. Authorization. *A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not authorized travel and transportation allowances.*

b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid mileage for the distance limited to the distance *from the assigned unit* to the alternate site less distance from home to assigned unit.

Effective 4 February 2005

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (in VA) (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles $(1,315 - 16 - 9 = 1,290)$ @ $\$0.405 = \5.67 .

6. Reimbursement of Service Charges for Transient Government Housing Use. Members of the Reserve Components not authorized per diem or AEA, who occupy transient Government housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or they may be provided lodgings in kind. *Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.*

D. Inactive Duty Training without Pay

1. Standby Reserves. There is no authority for travel and transportation allowances for Armed Forces' Standby Reserve members who voluntarily perform inactive duty training without pay.

2. Other than Standby Reserves. Other Armed Forces' Reserve Component members authorized to perform inactive duty training without pay are authorized the travel and transportation allowances in par. U7150-C.

Reserve Components members not authorized per diem or AEA, who occupy transient Government housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or they may be provided lodgings in kind. *Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.*

E. SROTC Members

1. Applicability. Par. U7150-E applies to designated SROTC applicants and members appointed under 10 USC §2104 and §2107.

2. Advanced Training (10 USC §2104)

a. Transportation for Field or At-Sea Training. SROTC Advanced Training members or designated applicants are authorized transportation between home or the location of the SROTC unit, as specified in the orders, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. SROTC Advanced Training members or designated applicants may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from installations: (1) for medical or other examinations, (2) to observe military functions or operations, or (3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. Government or Government-procured transportation and Government-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, authorization is for the automobile mileage (no per diem) for the distance of the ordered travel up to the constructed cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).

f. Per Diem Not Authorized. *Per diem is not authorized for members and designated applicants appointed under 10 USC §2104 (53 Comp. Gen. 957 (1974)).*

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Government quarters or mess are available (B-195791, 31 March 1980). Reimbursement for the cost of occasional meals/quarters is made in accordance with par. U4510.

3. Financial Assistance Program for Cadets or Midshipmen in SROTC (10 U.S.C. §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is entitled to PCS allowances in Chapter 5, Part B, but they may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Eligibility for reimbursement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was in connection with appointment.

b. Travel under TDY Orders. TDY travel and transportation allowances are the same as the travel and transportation allowances prescribed for cadets and midshipmen of the Service academies in par. U7001 for TDY, except while performing field or at-sea training when both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the orders) to the place designated for field or at-sea training and return. For the purpose of par. U7150-E3, a Government mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before members depart from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the orders).

c. Travel upon Discharge. Upon discharge from the Financial Assistance Program, members are authorized the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

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.

Effective 11 August 2005

****H. Station Allowances***

1. General. A Reserve Component member, called or ordered from an OCONUS residence to active duty/active-duty-for-training, is authorized station allowances in Chapter 9 in the circumstances described in pars. U7150-H2, U7150-H3, U7150-H4, and U7150-H5. When a member is authorized station allowances at the with-dependent rate for the PLEAD, there are no command-sponsorship requirements. The member must reside 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 Reserve Component members called or ordered to active duty from Alaska or Hawai'i locations.

2. Called to Active-Duty-for-Training for 140 or More Days. A Reserve Component member called or ordered to ADT from an OCONUS location for 140 or more days at one location is authorized station allowances 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 for the PDS location begins on the day the member reports at that location. A member called or ordered to ADT from a location in the CONUS for 140 or more days at one location is authorized station allowances in the same manner as a member already on active duty.

3. Called to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U7150-H4, a Reserve Component member called or ordered to active-duty-for-other-than-training from an

OCONUS location for more than 180 days at one location is authorized station allowances 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 for the PDS location begins on the day the member reports at that location. A member called or ordered to active-duty-for-other-than-training from a CONUS location for more than 180 days at one location is authorized station allowances in the same manner as a member already on active duty.

4. Called or Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called or ordered to active-duty-for-other-than-training for more than 180 days 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 at that location rate.

HHG transportation under a TDY order in accordance with Chapter 4, Part H, does not affect this authorization. Station allowances authorization begins on the day the member is authorized a housing allowance. Per diem is payable as indicated in par. U7150-A4b(3).

5. Called or Ordered to Active-Duty-for-Training for Less than 140 Days or for Other Than Training for 180 Days or Fewer. A Reserve Component member called or ordered to active-duty-for-training from an OCONUS location for less than 140 days or for other than training for 180 or fewer days is authorized station allowances:

- (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 at the rate prescribed for the member's principal place of residence location 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 Reserve Component Ready Reserve member (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.**

**PART H1: LEAVE TRAVEL AND TRANSPORTATION
EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002**

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

*A. Authorization. Eligible members and their eligible dependents, if any, are authorized the travel and transportation allowances in Chapter 5, Part B and Chapter 5, Part C, respectively for COT leave travel between authorized locations. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal) may be reimbursed. (*See par. U3320, and Chapter 3, Part E*). Members and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
 - a. Consecutive tour of duty at the same (old) PDS, or
 - b. Make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) One of the tours is unaccompanied, or

Effective 18 June 2004

- (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (DoDI 1315.7, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/ins1.html>).
2. Eligible Dependents. An eligible dependent is one who:
 - a. Is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on the:
 - (1) Last day of the member's first tour at the old OCONUS PDS; or
 - (2) Effective date of the member's PCS order to the new OCONUS PDS; and
 - b. Is command-sponsored for both tours;
 - c. Is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. Accompanies the member during both tours.

NOTE: COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.

3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city-pair fares *may* be used.
 - a. Travel between authorized locations is travel:
 - (1) Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
 - (2) From the old to the new OCONUS PDSs via an authorized destination; or

(3) Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

b. An authorized destination is the member’s HOR or an alternate authorized place to which travel is no more expensive than to the HOR. *If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process.* If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city-pair fares are not authorized to that alternate place.

Example 1	
Member’s PDS is in Germany and the HOR is Ames, Iowa. No city pair to Ames, Iowa.	
Least expensive unrestricted fare (incorporating some city pair fare connections):	\$1,200
Member desires to utilize COT leave to Boston, MA.	
City pair to Boston:	\$1,400
Least cost non-city pair fare to Boston:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair fare may not be used to Boston.	
The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	
The member is <i>not responsible</i> for the additional \$200 cost if travel to Boston, MA is authorized/approved by the Secretarial process making the city pair fare to Boston available.	

Example 2	
Member’s PDS is in Germany and the HOR is Washington, DC.	
City pair trip cost:	\$980
Member desires to utilize COT leave to St. Louis, MO.	
City pair fare to St. Louis:	\$840
Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to HOR.	

*c. Eligible travelers (member and/or dependents) may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

*e. When eligible travelers (member and/or dependents) are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B and U5120-C (members) and U5218 (dependents).

Effective for all members in a deferred COT leave status on 2 December 2002 or members who become authorized to a COT leave travel on or after 2 December 2002

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member’s HOR in CONUS

a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved in accordance with Service regulations.

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. An eligible member, when directed to use available Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures transportation at personal expense for personal travel, 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.***

Example 1	
<i>NOTE: Costs in this transportation example are not actual costs and are used for illustration only.</i>	
Member's PDS is in Honolulu, HI, and the HOR is San Francisco, CA.	
City-pair airfare one-way transoceanic trip cost:	\$775.00
Member elects not to use the CTO (in violation of policy and par. U1055) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one-way transoceanic ticket:	\$500.00
<i>Transoceanic airfare reimbursement (\$500.00) is not authorized.</i>	

b. Reimbursement to a member on behalf of an eligible dependent 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). ***NOTE: Since use of the CTO is mandatory for all official travel, this should almost never occur.***

Example 2	
<i>NOTE: Costs in this transportation example are not actual costs and are used for illustration only.</i>	
Member's PDS is in Agana, Guam and the HOR is Bakersfield, CA.	
Government-procured transoceanic trip cost (one way):	\$1,900.00
An eligible dependent, not told to use the CTO for airfares elects not to use the CTO for COT leave travel from the PDS to the HOR.	
The dependent purchased an one-way transoceanic ticket:	\$2,300.00
The member, on behalf of the traveler, is reimbursed \$1,900.00, the Government cost for the transoceanic trip cost plus necessary ground transportation to the HOR. <i>The traveler is financially responsible for the additional cost of \$400.00 (one way).</i>	

c. When the Service concerned authorizes/approves POC use, the member is authorized to MALT PLUS on behalf of eligible travelers (member and/or dependents) under par. U5105-B and/or par. U5203. If the Service does not authorize/approve POC use, reimbursement is limited to the constructed cost using the least expensive unrestricted economy/coach airfare for air transportation.

Example 3	
<i>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</i>	
Member's PDS is in Anchorage, AK, and the HOR is San Francisco, CA.	
City-pair airfare cost (one way):	\$ 599.00
Member elects (no Service authorization) POC transportation mode to San Francisco – 3,063 miles one way	
POC MALT: 3,063 miles @ \$.15/mile = \$459.45.	\$ 459.45
Per Diem: 9 travel days (3,063 miles/350 miles/day) @ \$91.00/day	\$ 819.00
Total MALT PLUS costs for POC travel:	<u>\$1,278.45</u>
Total cost of POC use above air use	\$ 679.45
The member is <i>not responsible</i> for the additional \$679.45 cost if POC travel to the HOR or an alternate COT location if authorized/approved by the Secretarial process. See par. U7200-C1c.	
The city-pair airfare cost to San Francisco, CA, is less expensive than POC 'MALT PLUS' travel to the HOR. The member's reimbursement would be limited to the authorized city-pair airfare of \$599.00 if the Service did not authorize/approve POC use. <i>The member is financially responsible for the additional cost (\$1,278.45 - \$599.00) of \$679.45 each way if POC use is not authorized/approved.</i>	

Example 4	
Member with three dependents (spouse and two children under age 12)	
<i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i>	
Member's PDS is in Anchorage, AK, and the HOR is San Francisco, CA.	
City-pair airfare cost (one way): \$599 @ 4 eligible travelers	\$2,396.00
Member elects (no Service authorization) POC transportation mode to San Francisco – 3,063 miles one way	
POC MALT: 3,063 miles @ \$.20/mile = \$612.60.	\$ 612.60
Per Diem: 9 travel days (3,063 miles/350 miles/day) @ \$250.25/day (\$91.00 (member), \$68.25 (spouse), and \$91.00 (\$45.50 @ 2 children))	\$2,252.25
Total 'MALT PLUS' for POC travel:	<u>\$2,864.85</u>
Total cost of POC use above air use	\$ 468.85
The member is not responsible for the additional \$468.85 cost if POC travel to the HOR or an alternate COT location is authorized/approved by the Secretarial Process. See par. U7200-C1c.	
In this example, the city-pair airfare cost to San Francisco, CA, is less expensive than POC 'MALT PLUS' travel to the HOR. The member's reimbursement would be limited to the authorized city-pair airfare of \$599.00/person if the Service did not authorize/approve POC use. The member is financially responsible for the additional cost (\$2,864.85 - \$2,396.00) of \$468.85 each way if POC use is not authorized/approved.	

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." 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:

- (1) Is on permanent duty OCONUS, or
 - (2) Has an OCONUS domicile and is on permanent duty in CONUS.
3. Domicile. As used in this paragraph, domicile is a member’s HOR or place:
- a. From which first called (or ordered) to active duty,
 - b. Of first enlistment, or
 - c. Of permanent legal residence.

A member’s domicile is relevant to personal emergency transportation authorization only if the member is stationed in CONUS. A dependent’s domicile is not relevant.

C. Authorized Locations. Eligible members and dependents are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under this paragraph. The authorized locations listed below (including those in par. U7205-C1b(3)) are official travel locations, and therefore available contract city pair fares **may** be available for use.

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.

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

Example 1	
Member’s PDS is in Germany and the member’s emergency leave location is Denver, CO. The closest CONUS international airport with a scheduled flight is JFK.	
City pair to JFK:	\$1,200
City pair to Denver:	\$1,400
Least cost non-city pair fare to Denver:	\$1,600
Since travel to Denver is more expensive than travel to JFK the city pair fare may not be used to Denver.	
The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	

Example 2	
Member’s PDS is in Germany and the member’s emergency leave location is Atlanta, GA. The closest CONUS international airport with a scheduled flight is JFK.	
City pair fare to JFK:	\$1,200
City pair fare to Atlanta:	\$ 980
Since travel to Atlanta, GA, is less expensive than travel to the closest international airport, JFK, the member is authorized city pair fare to Atlanta (\$980) NTE the \$1,200 cost to JFK.	

1. Members and Dependents OCONUS. For members described in pars. U7205-B1a and U7205-B1b and dependents described in pars. U7205-B2a and U7205-B2b:

a. Authorized originating locations are:

- (1) A member's PDS;
- (2) Dependents' other OCONUS location; or
- (3) Member's or dependents' location when notified of the personal emergency;

b. Authorized destination points are:

(1) Either:

(a) The CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) Any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; ***NOTE: This creates a cost limit to be used for transportation.*** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The transportation cost paid by the Government from Stuttgart to Cleveland may not exceed the transportation cost from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the travel route are permissible.); or

(2) An airport in a non-foreign OCONUS area (see Appendix A); or

(3) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authorization to one-way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.

2. Members and Dependents in CONUS. For members described in par. U7205-B1c and dependents described in par. U7205-B2c:

a. Authorized originating locations are the international airports nearest the member's:

- (1) PDS, or
- (2) Or dependents' location when notified of the personal emergency.

b. Authorized destination points are:

- (1) An international airport in a non-foreign OCONUS area, or
- (2) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.

U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT

1. Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status but not while at the emergency leave location) between the TDY/unit location or ship and the:

- a. PDS,
- b. Homeport, or
- c. Other location

Effective 2 November 2004

f authorized emergency leave 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).

2. Space-required Government transportation must be used if reasonably available, otherwise travel and transportation allowances are the same as if traveling on TDY. ***NOTE: 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.***

3. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or homeport.

4. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under item 3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

5. The locations listed in par. U7206, item 1 above are official travel locations (including par. U7206, item 1c 'other location'), and therefore available contract city pair fares may be available for use. ***If the member travels to a more expensive 'other location' city pair fares are not authorized to the other location.***

6. There is no authority for one-way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its homeport. If the member departed the ship on emergency leave while it was operating away from homeport, return travel and transportation to the ship at its homeport is authorized subject to the limitations in par. U7206, item 4 above. See par. U7215 for travel and transportation allowances when a ship relocates during the member's authorized absence.

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to and from terminals are not included.

Example 1	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave location is Denver, CO.	
No city pair from Ft. Campbell to Ft. Belvoir and the least cost unrestricted economy fare (incorporating some city pair fare connections) is \$400.	
City pair from Ft. Campbell to Denver	\$500
Least cost non-city pair fare to Denver	\$600
Since travel to Denver is more expensive than travel to Ft. Belvoir the city pair fare may not be used to Denver. The member is financially responsible for the additional cost (\$600 - \$400 = \$200).	

Example 2	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave location is Atlanta, GA.	
City pair trip cost from Ft. Hood to Ft. Belvoir	\$320
City pair fare to Atlanta	\$280
Since travel to Atlanta, GA, is less expensive than travel to the PDS (Ft Belvoir) the member is authorized city pair fare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEMLE) TRANSPORTATION

A. Policy. FEMLE policy is established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19.

B. Eligibility

1. Members. A member is eligible for FEMLE if stationed at an authorized FEMLE PDS (see Appendix S) for 24 consecutive months or more.

*2. Dependents. Dependent(s) of a uniformed member serving an accompanied tour at the FEMLE PDS are eligible for FEMLE if they:

- a. Are command sponsored, and
- b. Reside with the member at the FEMLE PDS (a dependent student (see par. U5243) attending school away from the PDS (e.g., in the CONUS) resides with the member for FEMLE authorization).

NOTE: Travel from the school to the designated FEMLE location or an alternate destination to join the family while on FEMLE may be authorized. The transportation cost from the school to the designated FEMLE destination or to an alternate location may not exceed the Government's cost had the dependent traveled from the OCONUS PDS to the designated FEMLE destination.

C. Limitation

1. Number of FEMLE Trips

- a. The number of FEMLE trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.
- c. Personnel taking IPCOT assignments are authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEML trips during that second 36-month tour.

2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by members/dependents should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. **NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.**

3. FEML Cannot Be Combined with other Travel. ***Under the provisions of DoDI 1327.5, FEML 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.***

D. FEML Locations/Destinations. A list of USD (P&R) authorized FEML locations/destinations is in Appendix S.

- 1. FEML Location. A PDS, from which FEML is authorized, listed in Appendix S.
- 2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
- 3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares *may* be available for use. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

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

Example 1	
Member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
No city pair to Frankfurt, Germany.	
Least cost unrestricted fare (incorporating some city pair fare connections) is \$1,200.	
Member desires to utilize FEML to Boston, MA.	
City pair to Boston:	\$1,400
Least cost non-city pair fare to Boston:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city pair fare may not be used to Boston. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	

Example 2	
Member's PDS is in Brazil and the authorized destination is Miami, FL.	
City pair trip cost:	\$980
Member desires to utilize FEML to St. Louis, MO.	
City pair fare to St. Louis is:	\$840
Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the member is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to Miami.	

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation Requests. DoD Services forward designation requests through Combatant Command channels to USD (P&R) IAW DoDD 1327.5 (Leave and Liberty). Guidance on re-certification of FEML location/destination designations is in DoDD 1327.5.

c. Recertification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) *before* the indicated recertification date shown in Appendix S.

E. Transportation

1. Member/Dependent. Members and dependents may travel together or independently.

2. Restrictions. A member/dependent(s) taking a FEML trip:

- a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
- b. May use commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages.

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

3. Procurement. The Government or the member may purchase commercial air transportation (see par. U3120).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. (*See par. U3320, and Chapter 3, Part E.*)

b. Reimbursement for transportation to alternate destination(s) cannot exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

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

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

U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)

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

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

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

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

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

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

C. Reimbursement

1. Commercial transportation reimbursement is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel.

2. Reimbursement is prescribed in par. U5105-E2 when land travel is performed partly at personal expense and partly by transportation-in-kind.

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

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

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

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

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

U7220 RECALL FROM LEAVE

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

B. Recall for Operational Reasons

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

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

No per diem allowances accrue for duty at the PDS.

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

- a. Actual contingency or emergency war operations, or
- b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
 - (1) Within 24 hours of departure, or
 - (2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

- (a) A substantial portion of the scheduled leave period has been eliminated by the recall,
or
- (b) The purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

**PART I: MEMBER TRAVEL IN CONNECTION WITH
PHYSICAL EXAMINATION OR ILLNESS**

U7250 ATTENDANTS/ESCORTS

A. Definition. See Appendix A, Part I.

B. Determination. Certain members, incapable of traveling alone require an attendant/escort. An attendant/escort may be:

1. A member,
2. U.S. Government civilian employee, or
3. Any other person.

C. Appointment. Any of the persons listed in par. U7250-B may be appointed as a/an:

1. Attendant, by the Medical Authority, or
2. Escort, by the Commander/AO,

to accompany an active duty member patient physically incapable of traveling alone.

D. Travel and Transportation Allowances

1. Member as Attendant/Escort. A member is authorized the travel and transportation allowances in Chapter 4, Part B or C.

2. Civilian Employee as Attendant or Escort. A U.S. Government civilian employee is authorized the travel and transportation allowances in regulations issued by the employee's agency/department.

3. Other Person as Attendant. Another person designated to travel as an attendant/escort is:

- a. Issued an ITA or included in the same travel order (identified as an attendant/escort) issued for the member patient.
- b. Authorized the same travel and transportation allowances as would be a civilian employee. See JTR, par. C6153.

*E. Non-Concurrent Attendant Travel. Non-concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient's travel.

U7251 MEMBERS ON TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATION

A. Travel Status. *Except when both the member's home and the medical facility are within the same corporate city limits*, a member:

1. On the TDRL, undergoing a required periodic physical examination, is in a travel status during the:
 - a. Examination, and
 - b. Travel to and from a medical facility.
2. Being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for physical disability, is in a travel status during the:
 - a. Hearing, and
 - b. Travel to and from the hearing.

B. Travel and Transportation Allowances

1. Travel outside the Corporate City Limits of the Member's Home

a. A TDRL member is authorized the travel and transportation allowances in Chapter 4, Part B when performing travel:

- (1) To and from a medical facility for required periodic physical examinations, and
- (2) To, from, and during a hearing, when under an order to appear before a PEB.

2. Local Travel

a. If a member's home and the medical facility/PEB are within the same corporate city limits (see par. U3500-B) transportation expenses reimbursement is under Chapter 3, Part F.

b. For this travel, the member's home is the duty station.

C. Allowances while at the Medical Facility. The day after arrival at the medical facility through the day before departure, the member is authorized per diem:

1. Equal to the actual daily charges paid for meals if admitted as an inpatient; or
2. For TDY, if an outpatient (see Chapter 4, Part B).

CHAPTER 8
COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST
AREAS IN CONUS (CONUS COLA), (37 USC §403b)

<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 a Ship or Afloat Staff D. New Members E. Member in a Leave Status Awaiting Final Discharge F. 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	AUTHOTIZATION 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 B. Called or Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation C. Called or Ordered to Active-Duty-for-Training for Less Than 140 Days or 180 or Fewer Days for Other Than Training

- 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), (37 USC §403b)

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 CONUS high cost area.
2. For members with dependents who, under the circumstances in par. U8005, do not reside with the member 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 the rate table available at <https://secureapp2.hqda.pentagon.mil/perdiem/>.

B. Both Husband and Wife Are Members. When both husband and wife are members, each is authorized a CONUS COLA. This authorization exists whether or not the husband and wife maintain a joint residence or separate residences. In no case may a spouse, who also is a member on active duty, be 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 to one spouse at the with-dependent rate and to the other at the without-dependent rate.

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

D. New Members. New members ordered to active duty are authorized CONUS COLA at the rate prescribed for members:

1. Without dependents - the rate is based on the duty location to which assigned. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,
2. With dependents - the member can elect the with-dependent rate for the duty location or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location 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.

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

F. Member Processing for Separation or Retirement. CONUS COLA during separation or retirement processing is paid:

1. Based on the rate for the last PDS; or
2. Based on the primary dependent's location immediately prior to separation if separated at the PDS.

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.

Effective 11 August 2005

***U8011 RESERVE COMPONENT MEMBERS**

A. Called or Ordered to Active Duty for 140 or More Days. A Reserve Component member called or ordered to active duty for 140 or more days 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-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called or ordered to active-duty-for-other-than-training for more than 180 days 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. HHG transportation under TDY orders in accordance with Chapter 4, Part H, does not affect this authorization.

C. Called or Ordered to Active-Duty-for-Training for Less Than 140 Days or 180 or Fewer Days for Other Than Training. A Reserve Component member called or ordered to ADT for less than 140 days or 180 or fewer days for other than training 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.

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.

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.

Effective 11 August 2005

***U9109 COLA FOR RESERVE COMPONENT MEMBERS**

See par. U7150-H4 regarding station allowances for Reserve Component members called or ordered to active duty, or active duty for training.

APPENDIX O

TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Effective 3 June 2005

T4000 INTRODUCTION

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

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

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

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

T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS

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

T4010 REIMBURSEMENT RATE

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

T4020 TDY TRAVEL POLICY

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

B. Traveler Rights and Responsibilities

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

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

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

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

T4025 ARRANGING OFFICIAL TRAVEL

A. CTO Use

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

B. Requirements

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

Effective 1 September 2004

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

c. Service regulations.

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

D. Transportation Reimbursement

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

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

T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

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

Effective 27 April 2005

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

Effective 25 August 2005

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

<http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DoD Services).

*Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized. **NOTE:** Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel. To view appropriate rental car companies and rates go to the Passenger section in the top right-hand corner of the SDDC website at <http://www.sddc.army.mil>, click on Car Rental Carriers in left-hand column, then Ceiling Rates. Vehicles listed in the rental car agreement/on the SDDC website are the only vehicles covered under the SDDC rental-car agreement. Any vehicle offered by a company that is under the SDDC rental car agreement but not listed on the SDDC list as a vehicle "in that category" does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Government, and should not be rented for official Government travel. Usually, there is a company listed that has a vehicle necessary for official Government travel and these companies should be used.*

Effective 28 April 2005

D. Government Transportation

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

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

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

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

Effective 18 November 2004

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

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

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

T4040 LIVING EXPENSES (PER DIEM)

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

A. Lodging Overnight Required -Business Travel Standards**1. Sleeping**

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

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

c. Civilian Employees

- (1) *Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.* In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. *However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.*
- (2) The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are without effect. The locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.
- d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized *only in advance* by PDTATAC or Secretary concerned for *only uniformed members* (see JFTR, par. U4250). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*
- NOTE 1:** *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*
- NOTE 2:** *The maximum amount allowed for lodging in foreign countries (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.*
- e. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

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

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

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

(a) Mortgage interest;

(b) Property tax; and

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

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

Effective 20 September 2004

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

2. Eating

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

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

Effective 29 June 2005

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

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

Effective 1 October 2003

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

NOTE 1: *Applicable to civilian employees:*

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

NOTE 2: *Applicable to uniformed members:*

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

B. **Lodging Overnight Required - Schoolhouse Training Standards**

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

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

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

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

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

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

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

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and

relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem. **Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY Aboard Ships

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

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

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

SUBSIST ABOARD GOVERNMENT SHIP 3/

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

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

2/ Discount Meal Rate = Food costs only.

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

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

Table 1. Deployment - Joint Operations TDY Options

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.

Effective 1 April 2005

6. Fees for:

a. Currency conversion. Travelers:

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

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

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

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

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

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

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

7. CTO service and processing fees;

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

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

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

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

12. Authorized expenses for:

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

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

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

Effective 1 April 2005

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

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

Effective 28 April 05

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,

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

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

Effective 11 August 2005

*A. General. Par. T4045 applies to Reserve Component members on active/inactive duty under orders that provide for return home. See par. U7150 for travel of cadets and midshipmen, applicants and Senior Reserve Officers' Training Corps (SROTC) members, Reserve Component member travel for medical and dental care, Ready Reserve members on muster duty, retirees called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

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

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

C. Travel for Annual Training (AT). For AT travel, members are authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is authorized reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserve Component members voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;

Effective 11 August 2005

*3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;

Effective 11 August 2005

*4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Reserve Components members who perform 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 are authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

SUMMARY OF ALLOWANCES FOR RESERVE COMPONENTS PERSONNEL

ACTIVE DUTY WITH PAY 1/

SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	Par. T4030 applies.	Not authorized if Gov’t qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov’t qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
<i>*Effective 11 August 2005</i> Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
<i>*Effective 11 August 2005</i> Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Chap 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Chap 5 applies.

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Reserve Component Standby Reserve members.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.

- 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.
Reserve Component Standby Reserve members 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 Members

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

expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO must determine the purpose of the travel (see JTR/JFTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

- a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

Effective 24 August 2005

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

Effective 27 April 2005

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

NOTES:

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

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

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

Effective 24 August 2005

*g. Air transportation on a foreign flag air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DoD 5105.38-M, when travel is on Security Assistance Business.***

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

5. Lodging Selection

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

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

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

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

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

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

10. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

Effective 9 August 2004

11. Shipment or Storage of HHG. AOs may authorize shipment of unaccompanied baggage for employees (JTR, par. C2309), or a small amount of HHG for members (JFTR, par. U4705) to the TDY point. Also, they may authorize storage of HHG for members when appropriate. For example, storage may be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club at which the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. To uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, people TDY aboard ships are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government ships may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

16. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

Effective 11 August 2005***18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes**

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. **Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.** A school of at least 140 days duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Chapter 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service concerned and the Secretarial Process authorized per diem.

19. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

Effective 23 October 2004

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances (see JTR, Chapter 5, Part O).

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that 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), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables

(<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

Effective 16 November 2004**T4070 TDY GLOSSARY**

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

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

<u>DoD Component</u>	<u>Organization/Location</u>	<u>Effective Date</u>
	Hill AFB, UT	03-24-97
	Mountain Home AFB, UT	03-24-97
	Niagara Falls Air Reserve Station, NY	03-24-97
Washington Headquarters Services	Designated organizations	04-01-97
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	06-05-96
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO (<i>Discontinued</i>)	05-01-96 03-31-97
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	06-05-96
National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	05-01-96
National Security Agency (NSA) [2]	Fort Meade, Maryland	03-01-96
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	06-01-96
Organization of the Joint Chiefs of Staff	Washington, DC	05-01-96
Defense Information Systems Agency	Washington, DC	06-16-97
Missile Defense Agency (formerly Ballistic Missile Defense Organization)	Washington, DC	07-15-97

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

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

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